ACKNOWLEDGEMENT
RECEIPT OF ADDENDUM I
RFP 27-07 HRIS

Please note: This Addendum I justifies RFP 27-07 F.A.Q's / corrections.

Upon receipt of documents, please email this page to:

City of Mableton
Procurement Manager
Email : purchasing@mableton.gov

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____

EMAIL ADDRESS: _____

_____ _____
Signature **Date**

The following updates or clarifications are being applied to RFP 27-07

F.AQ's

CoreOps Management Group

1. **Prime contractor eligibility**

   Please confirm that an independent HRIS consulting firm may serve as prime contractor with an identified software provider as a subcontractor or solution partner, provided the prime accepts the end-to-end responsibilities stated in the RFP. Is manufacturer authorization or reseller status required with the proposal?

   Yes. An independent HRIS consulting firm may serve as the prime contractor with an identified software provider as a subcontractor or solution partner, provided the prime accepts responsibility for integration, data migration, implementation, support, maintenance, and end-to-end performance.

   The RFP does not expressly require manufacturer authorization or reseller status with the proposal. However, respondents should identify the software provider, explain the proposed business relationship, and demonstrate their ability to furnish, implement, and support the proposed solution. Any arrangement requiring the City to contract directly with the software provider must be disclosed for review.

2. **Platform selection and discovery**

   Must respondents commit to a specific software platform at submission, or would the City consider a phased approach in which the prime conducts requirements validation and a documented platform evaluation before the City approves the final selection? If permitted, how should respondents price that approach for comparable evaluation?

   Respondents must identify a specific software platform at submission and provide a complete requirements matrix and pricing proposal. Discovery and requirements validation may occur during implementation, but an approach that defers platform selection until after award does not meet the RFP's request for a complete, evaluable solution.

   A phased implementation may be proposed for the identified platform. Separately itemize discovery, configuration, data conversion, integrations, testing, training, and deployment costs. Include all required subscriptions, support, and third-party charges in the five-year total cost of ownership using the City's stated pricing assumptions.

3. **Alternative solutions**

   May a respondent submit one fully priced recommended solution and a separately priced alternative? If so, must each include its own complete requirements matrix and five-year cost workbook?

Yes. A respondent may submit one fully priced recommended solution and a separately priced alternative. Each solution must include its own complete requirements matrix and five-year workbook using the same City pricing assumptions.

Clearly identify the recommended solution and the alternative, including differences in functionality, implementation, support, assumptions, and total cost. The alternative must not replace or condition the completely recommended proposal. Submission of an alternative does not obligate the City to select it.

4. **Software contracting structure**

Must all software subscriptions and services be contracted and invoiced through the prime, or may the City execute a separate subscription agreement with the named software provider while retaining the prime's overall delivery and support accountability? How should provider terms be included for review?

Respondents may propose a separate subscription agreement between the City and the named software provider, subject to City review and approval. The prime must retain overall responsibility for integration, implementation, coordination, support, and end-to-end performance.

Clearly identify which entity will contract for and invoice each component and include all associated costs in the pricing workbook without duplication.

Submit the provider's proposed subscription agreement, licensing terms, service levels, security and privacy terms, renewal and termination provisions, and any other applicable terms with the proposal. Identify exceptions to the RFP separately. Provider terms become binding only when expressly incorporated into an authorized, City-approved agreement.

5. **Ongoing support responsibilities**

Does the City expect ongoing services to include hands-on HRIS administration, configuration changes, reporting, payroll processing, benefits administration, and reconciliation, or primarily system maintenance and user support? Please distinguish responsibilities retained by City staff from those expected of the contractor.

The City expects ongoing services to extend beyond system maintenance and user support. The contractor must provide the software, technical administration, configuration support, reporting capabilities, integrations, maintenance, upgrades, and contracted payroll and tax services necessary to operate the proposed solution.

City staff will retain responsibility for daily HR administration, personnel and benefit decisions, source-data accuracy, time and payroll approvals, business-rule validation, and review and approval of payroll and reconciliation results.

Respondents must clearly identify which hands-on activities, including configuration changes, custom reporting, payroll processing, benefits transactions, and reconciliation are performed by the contractor and which require City staff action. State service limits, processing responsibilities, approval controls, and associated fees. Separately price optional managed services beyond the required scope. The final division of responsibilities will be documented in the executed agreement.

6. **Current systems and operating environment**

Please identify the current HR, payroll, timekeeping, benefits, recruiting, learning, financial/general ledger, and identity-management systems, along with available interface specifications, data formats, and known contractual or extraction constraints.

The City currently uses **GMEBS for employee benefits**. A complete inventory of the current HR, payroll, timekeeping, recruiting, learning, financial/general ledger, and identity-management systems has not been provided in the RFP and requires confirmation by HR, Finance, and IT.

Available interface specifications, data formats, and contractual or data-extraction constraints also remain to be confirmed. Any additional information affecting proposal scope or pricing will be provided through a written addendum.

Respondents should identify their supported integration and conversion methods, required source-system access, dependencies, limitations, and associated costs. Clearly disclose any assumptions used in preparing the proposal.

7. **Workforce and common pricing assumptions**

Please confirm the assumptions all respondents should use for payroll frequencies, pay groups, tax jurisdictions, off-cycle runs, year-end forms, benefit plans, carrier connections, interfaces, time clocks, and historical data conversion. Are there anticipated departmental or public-safety requirements that should inform scheduling and payroll configuration?

Use 80 active employees, excluding public-safety personnel (80 plus), as the preliminary baseline for the five-year cost comparison. Provide separate growth scenarios for 120 and 250 active employees. The solution must accommodate biweekly payroll and annual salary structures.

Specific pay groups, tax jurisdictions, off-cycle processing volumes, year-end form quantities, benefit plans, carrier connections, interfaces, time-clock quantities, and historical conversion periods remain subject to City confirmation. The City uses GMEBS for employee benefits; required connections and data-exchange specifications must be confirmed.

The proposed solution should support public-safety shift scheduling and applicable overtime, leave, and pay rules. Specific departmental schedules and configuration requirements will require validation with City staff.

Respondents must disclose all quantity assumptions, included services, unit rates, minimum charges, and additional costs. Any common quantities established for proposal evaluation will be communicated uniformly through a written addendum.

8. **Implementation timing and phasing**

Is there a required go-live date, preferred payroll or benefit-year transition, or other operational deadline? May modules be implemented in phases, and which capabilities must be available at the initial go-live?

The RFP does not establish a required go-live date, preferred payroll or benefit-year transition, or other fixed operational deadline. Respondents must propose a realistic implementation schedule addressing payroll and benefits calendars, data conversion, integrations, testing, payroll parallels, training, and cutover. Kickoff and the project management plan are due within **10 business days after notice to proceed**.

Modules may be proposed for phased implementation, subject to City approval. Identify the capabilities included in each phase, dependencies, interim processes, and associated costs.

The City has not finalized the initial go-live capability list. The proposed initial phase must support uninterrupted payroll and essential HR operations, with required data, interfaces, security controls, testing, and staff training completed before activation. Final timing, phasing, and acceptance criteria will be established in the executed agreement.

9. **City staffing and participation**

What HR, Payroll/Finance, IT, and project-management resources will the City assign? Please identify expected availability for discovery, data cleansing, validation, testing, training, and approvals.

The City will designate a project manager, executive sponsor, and representatives from HR, Payroll/Finance, and IT to support implementation. Procurement will coordinate contractual matters.

HR and Payroll/Finance will participate in discovery, source-data review and cleansing, business-rule validation, payroll reconciliation, testing, training, and operational approvals. IT will support data extraction and transfer, integrations, identity and access controls, security review, technical testing, and production readiness. The City's project manager will coordinate participation, decisions, and escalation.

Specific personnel assignments and weekly availability have not been finalized. Respondents must identify the City roles, estimated hours by phase, required activities, and

approval turnaround times assumed in their implementation plan. Final resource commitments and responsibilities will be agreed upon during implementation planning and documented in the approved project plan

10. **References and team experience**

May the three comparable references include engagements delivered by named software partners or proposed team members at prior employers, provided the proposal clearly identifies the contracting entity, each person's role, and the work performed?

Yes. The three comparable references may include engagements delivered by named software partners or proposed team members at prior employers, provided each reference clearly identifies the contracting entity, client, scope, dates, work performed, and each proposed team member's role.

Clearly distinguish the prime contractor's experience from partner experience and individual experience gained at prior employers. Explain how that experience relates to the proposed solution and provide current client reference contacts who can verify the work.

The prime must demonstrate its capacity to manage the engagement and remains accountable for end-to-end delivery.

11. **Response templates and demonstrations**

Will the City provide editable requirements and pricing workbooks, or should respondents create them from Section 3 and Exhibit E? When will demonstration scripts be available, and must the proposed software provider participate?

Respondents should prepare their own editable Excel requirements and pricing workbooks using Section 3, the matrix instructions in Section 7.3, and Exhibit E. Include a separate row for every Section 3 requirement and ensure the pricing workbook reconciles with Exhibit E and the five-year total cost of ownership. Any City-issued templates will be provided by addendum.

Demonstration scripts and instructions will be provided to invited respondents before scheduled demonstrations; a release date has not been established.

The prime must ensure that qualified personnel can demonstrate the proposed software and answer functional, technical, implementation, and support questions. The software provider should participate where needed to fulfill those responsibilities. Any mandatory attendance requirements will be stated in the demonstration instructions.

12. **Contract term, agreement, and insurance**

Please confirm the initial subscription term and renewal options referenced in Section 6.3. Will the proposed agreement and required insurance limits be available before proposals are due? Please clarify how insurance requirements apply to the prime and its software or service partners.

Section 6.3 does not specify the initial subscription term or renewal options. These terms remain to be finalized and clarified by written addendum. The five-year pricing comparison is for evaluation purposes and does not establish a five-year commitment.

The proposed City agreement and minimum insurance limits have not yet been provided. Their availability before the proposal deadline remains to be confirmed. Respondents should identify proposed coverage limits, exclusions, and contractual exceptions in their proposals.

The prime remains responsible for the performance of its software and service partners. Each entity's insurance obligations must reflect its scope of work and exposure, including access to employee information and responsibility for payroll processing, hosting, or professional services. Specific limits, endorsements, and whether coverage must be maintained separately by each entity will be clarified in the City's insurance requirements. Respondents should identify which entity and policy provide each proposed coverage.

13. **Forms and submission instructions**

Please confirm that references to RFP 27-05 in certain forms should read RFP 27-07, and clarify the conflicting instructions concerning Exhibit B submission timing. Please also confirm that email submission is permitted and identify attachment-size limits and any required separation of technical and pricing files.

Yes. References to RFP 27-05 in the forms are carryover errors and should read **RFP 27-07**, City of Mableton Human Resources Information System (HRIS).

Exhibit B applies to applicable subcontractors and is an award-stage document, subject to applicable submission deadlines and completion before the relevant subcontracted services begin. Identify all proposed subcontractors in the proposal. Conflicting form and checklist instructions will be reconciled by addendum.

Email submissions are permitted at purchasing@mableton.gov. Mailed USB submissions are also permitted; paper proposals and hand delivery are not accepted.

100 page minimum. Provide searchable, unencrypted PDFs and editable Excel requirements and pricing workbooks, with all files clearly labeled.

INFROSTRIDE

1. Physical Time Clocks

Exhibit E identifies time-clock hardware and installation as applicable "if proposed." Therefore, marking this item **"Not Applicable" will not, by itself, make a proposal nonresponsive**.

The proposer must explain its proposed time-capture methods and identify any limitations. If physical clocks or third-party devices are necessary for the proposed solution to meet the City's requirements, all associated hardware, integration, installation, and recurring

costs must be disclosed. Overall responsiveness will depend on the complete proposal.

2. Security Reports

The City will accept an executive summary of current, applicable independent assurance reports with the initial proposal. Identify the report type, service covered, audit period, material exceptions, and remediation status. A bridge letter may supplement the most recent report but does not replace the underlying audit.

Complete applicable reports must be made available through a secure process upon the City's request during evaluation and before contract award. Any confidentiality or access conditions must be disclosed in the proposal. Final acceptance remains subject to the City's IT and security review.

Response to the 7:52 AM email.

Proposals may be submitted using **either** of the following methods:

1. **Email:** Send the complete proposal to purchasing@mableton.gov, with the subject line **"RFP 27-07 — HRIS Proposal — [Firm Name]."**
2. **Mail:** Submit one USB flash drive containing the complete proposal in a sealed package to:

City of Mableton — Procurement Division
5656 Mableton Parkway
Mableton, GA 30126

Label the package with your firm's name and **"RFP 27-07 — HRIS Proposal."**

Only one submission method is required. Hand-delivered and paper proposals will not be accepted. Proposals must be received by the published deadline; a postmark does not establish timely receipt.

Include the proposal and signed forms as searchable PDFs and the pricing and requirements workbooks as editable Excel files. Files must not be password protected.

Thank you,

JPK Consulting Group

Hello,

Thank you for your interest in RFP 27-07 HRIS.

1. Subcontractor participation**:** Yes, subcontractors and partner solutions are permitted. The prime proposer must identify proposed subcontractors, their roles, qualifications, and assigned services in its response. Under Sections 7.2 and 10.8, the prime contractor remains responsible for coordinating subcontractors and delivering the proposed solution. Applicable subcontractor affidavits and compliance documents must be provided within the timeframes stated in the RFP.

2. Planholders list: The City is not providing a planholders list or a list of interested vendors for this solicitation. Your firm may independently contact prospective prime proposers regarding teaming opportunities.

Please continue monitoring the Georgia Procurement Registry for solicitation updates and addenda.

Thank you,

JJT & Associates, LLC

A. Procurement and submission requirements

1 Proposal submission deadline

Please reconcile the November 23, 2026 deadlines of 8:00 AM and 3:30 PM and confirm the official time.

Response: The proposed corrected deadline is November 23, 2026, at 3:30 PM Eastern Standard Time (EST),

consistent with the procurement schedule and page 3. The City has issued a written addendum reconciling

conflicting references and update the Georgia Procurement Registry posting.

2 Electronic submission method

Are email submissions accepted despite the conflicting instruction in Exhibit F?

Response: The proposed clarification is that proposals may be emailed to purchasing@mableton.gov or submitted

on one USB flash drive enclosed in a sealed package and mailed to the Procurement Division, 5656 Mableton

Parkway, Mableton, GA 30126. Hand delivery and paper proposals are not accepted. Files must be searchable,

unencrypted, and without password protection; include signed PDFs and editable Excel requirements and pricing

workbooks. The conflicting Exhibit F instruction has been corrected by GPR Addendum.

3 Solicitation identification

Should proposal documents, certifications, and packaging reference RFP 27-07 rather than RFP 27-05?

Response: Yes. Use RFP 27-07, City of Mableton Human Resources Information System (HRIS), on all proposal

documents, certifications, email subject lines, and submission packaging. Remaining references to RFP 27-07 are

carryover references have been by GPR addendum.

4 Pre-bid meeting and questions deadline

Is November 5, 2026 at 3:30 PM a pre-bid meeting or the questions deadline? Is attendance mandatory?

Response: The attached RFP identifies November 5, 2026, at 3:30 PM Eastern Standard Time (EST) as the deadline

for written questions submitted to purchasing@mableton.gov. It does not schedule a pre-proposal conference or

establish mandatory attendance. The City will reconcile the procurement notice through an addendum and

corresponding posting correction. No Pre-bid required.

B. Existing systems and integration requirements

5 Current HRIS and payroll environment

Identify current HR, payroll, timekeeping, benefits, and employee records systems and which will be replaced,

retained, or integrated.

Response: Paycom current provider: The intended outcome is an authoritative workforce platform covering the

Section 3 scope, with final data sources and workflows validated during discovery.

6 Financial ERP integration

Identify the current or planned financial ERP and required HRIS integration, including overlapping HR and payroll

functions.

Response: Sections 3.2.B and 3.3 require financial/general ledger integration, configurable account mapping,

balancing, control totals, reprocessing, and audit trails. The City is confirming the current and planned ERP products,

implementation status, and division of HR/payroll responsibilities. Respondents should describe supported

integration methods, dependencies, implementation effort, and all associated fees.

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7 Integration specifications

Provide required integrations and available API, file-format, and interface specifications.

Response: Section 3.3 identifies financial/general ledger, benefits carriers, banking/payment services, tax agencies,

identity services, email/collaboration tools, job boards, and other discovery-identified systems. A product specific

inventory and technical specifications are not included. The City is compiling available details. Respondents should

disclose supported APIs, secure file exchange, connectors, monitoring, reconciliation, testing, limitations, and one-

time and recurring charges.

City review before release: IT, Finance, and HR must identify specific required interfaces and distinguish initial go-

live requirements from later phases.

8 Data conversion and historical records

Confirm migration periods, source systems, and approximate data volumes for personnel,

payroll, benefits, and
timekeeping.
Response: The RFP requires conversion of active and historical data but does not specify historical periods or record
volumes. Respondents should describe their conversion approach, mapping, cleansing responsibilities, mock
conversions, reconciliation, archival options, and unit rates for additional history or volume. The City must establish
common conversion assumptions for comparable pricing; migration scope will be distinguished from ongoing
records retention requirements.
C. Functional and workforce requirements
9 Employee population and licensing
Does the 80-employee baseline include full-time, part-time, seasonal, temporary, and elected personnel?
Response: Sections 1.2 and 9.1 use 80 active employees as a preliminary pricing baseline; the RFP does not provide
a category breakdown. Exhibit E also requests separate growth scenarios at 120 and 250 active employees, which
are comparisons rather than staffing forecasts. Disclose how each personnel category, inactive records,
administrators, and self-service users affect licensing, minimum charges, and billing.
10 Payroll structure and processing volumes
Identify payroll frequencies, pay groups, annual and off-cycle runs, and specialized compensation requirements.
Response: The RFP requires support for regular, supplemental, off cycle, correction, void, reversal, retroactive, and
final payrolls, with configurable pay groups and frequencies. It does not state current frequencies, group counts,
annual processing volumes, or specific compensation rules.
City review before release: Provide a common payroll calendar, pay-group inventory, estimated off-cycle volume,
and applicable pay rules for pricing.
11 Timekeeping and scheduling
Are physical clocks, mobile/geolocation timekeeping, and advanced departmental scheduling required? What device
quantities and locations apply?
Response: Section 3.2.D requires timekeeping and advanced scheduling capabilities, including multiple time-capture
methods and shift-management functions. Geolocation and biometric features must be

identified separately and
require City approval. The RFP does not establish physical-clock quantities or locations. Describe browser, mobile,
kiosk, and physical-device options and separately disclose hardware, installation, connectivity, maintenance,
replacement, and subscription costs.
12 Benefits administration
Identify carriers, plan counts, carrier connections, and whether connections belong in the base proposal or optional
services.

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Response: Benefits administration, ACA support, and carrier connections are within the required scope under
Section 3.2.E. The attached RFP does not identify carriers, plans, or connection quantities. Identify your supported
carrier network, connection methods, testing and reconciliation process, lead times, responsibilities, and setup and
ongoing fees. Required connections cannot be treated as unpriced optional items used to satisfy mandatory
requirements.
13 Reporting and analytics
Which reports and reporting examples are essential for initial go-live?
Response: Sections 3.2.B and 3.2.I require payroll validation and variance reporting, funding and reconciliation
reports, general ledger reporting, workforce and compliance reporting, and role-based dashboards and ad hoc
exports. Respondents should include representative reports and explain configuration and report-writing
capabilities.
14 Prime contractor and partner references
May references from an identified software provider or implementation partner demonstrate the collective
experience of the proposed team?
Response: Proposed clarification: comparable references from identified delivery team members may be included
toward the three reference requirements when each reference clearly identifies the organization that performed
the work, the actual scope and outcomes, and the personnel or capabilities relevant to this proposal. Distinguish

prime-contractor experience from partner experience. The prime must demonstrate its own capacity to manage the
engagement and remain accountable for end-to-end delivery.

D. Implementation and security documentation

15 Implementation timeline

Is there a required go-live date, duration, payroll conversion deadline, or fiscal-year or enrollment milestone?

Response: Section 6 does not establish a fixed production go-live date or overall implementation duration.
Respondents must propose a realistic schedule with staffing, City effort, dependencies, payroll parallels, testing,
training, cutover, contingency, and approval milestones. Kickoff and the project management plan are due within 10
business days after notice to proceed. Final implementation timing will be established in the executed agreement.

16 Requirements and pricing workbooks

Will the City supply Excel templates, or may respondents prepare workbooks following the prescribed structure?

Response: The supplied RFP includes Exhibit E but no separate editable Excel templates. Proposed clarification:
respondents may create their own workbooks if they follow Sections 7.3 and 9 and reconcile to Exhibit E. The
requirements workbook must contain a separate row for every Section 3 bullet, the full requirement, subsection
and bullet identifier, one authorized response status, product/provider, supporting evidence, limitations,
dependencies, timing, and price inclusion. Pricing must show required startup, recurring, usage, third-party, growth,
optional, and exit costs and the five-year total.

17 Security assurance documentation

Will provider SOC reports be accepted, and may confidential reports be supplied during a later controlled security
review?

Response: Section 3.4 calls for current independent assurance appropriate to the services, including scope,
exceptions, complementary user controls, and remediation practices. Reports for the proposed HRIS and hosting
providers are relevant to the services they cover; they do not by themselves demonstrate controls over the prime
contractor's separate activities. Identify each entity's responsibilities and report coverage. If full

reports are
restricted, identify the reports, reporting periods, scope, access restrictions, and proposed secure review method in
the proposal. Any deferral of required evidence requires written City approval; confidentiality cannot be guaranteed
solely by a vendor designation.

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City review before release: IT/security must approve the evidence and review process.
E. Insurance contractual terms and pricing
18 Insurance requirements
Has the City established minimum limits, endorsements, or deductible requirements?
Response: Section 10.3 identifies commercial general liability, applicable automobile liability, workers'
compensation and employers' liability, professional/technology errors and omissions, and cyber/privacy coverage. It
does not state minimum limits, required endorsements, or deductible caps. Respondents must identify proposed
coverage limits, exclusions, and exceptions. The selected firm must provide acceptable certificates and
endorsements before contract execution.
19 Third-party software and contractual terms
May software publisher subscription and service terms be considered as negotiated contract exhibits?
Response: Yes, proposed publisher terms may be submitted for City review and negotiation. Under Sections 7.2 and
10.1, identify all third-party terms and requested exceptions with the proposal. They become binding only if
expressly incorporated into the City approved executed agreement by an authorized representative. The prime
remains responsible for end-to-end performance, including third parties, unless the executed agreement expressly
provides otherwise.
20 Pricing assumptions and transactional fees
Provide common five-year pricing assumptions for payroll, forms, carrier connections, verification, conversion, and
other usage-based charges.
Response: Section 9.1 establishes a preliminary baseline of 80 active employees in each of five consecutive 12-

month subscription periods beginning at production go-live. Implementation-period subscriptions must be shown
separately. Exhibit E requires separate 120- and 250-employee growth scenarios. Base TCO includes startup,
required recurring and usage charges, required hardware and third-party costs, and standard data return and
transition costs without double counting; optional services and refundable payroll funding balances are excluded.
Other common transaction quantities are not completed in the attached RFP. Disclose every unit rate, quantity
assumption, minimum, tier, escalation, and bundled charge. A common quantity schedule is needed before final
comparable pricing. The vendor-specific assumptions substitute for the RFP's required common quantities.

Thank you,

Bartonsmc

Hello,
Thank you for reaching out.
The RFP requires proposers to submit editable requirements and pricing workbooks; it does not state that separate City issued templates, a draft contract, or the Vendor Manual are included in the solicitation package.
The City intends to structure the HRIS agreement with renewals on an annual basis, subject to available funding, required approvals, and O.C.G.A. § 36-60-13.
Renewal is not guaranteed. The initial term and renewal options will be clarified through a written addendum.
Thank you,

Blueink

Hello,

Thank you for your interest in RFP 27-07.

All questions regarding proposal requirements, including subcontractor or partner participation and disclosure protocols, must be submitted through the process outlined in the solicitation. This ensures that all prospective proposers receive the same information through the official procurement channel.

Please refer to the RFP documents for instructions on how to submit these inquiries.

Thank you.