



In support of the Kent District Library Request for Proposal for Human Resources and Information Systems, the following questions were received and are posted with answers for public viewing.

-Human Resources Department

HRIS Questions

1. In the RFP, the full-time/part-time employee count is listed as 350. Can you please break that number down with full-time, part-time, and seasonal?

Answer:

- i. Full-time = 122
- ii. Part-time = 204
- iii. Seasonal = 34

2. The RFP suggests that the price remains firm for 2 years. Is that the desired contract length? If not, what is the proposed contract length?

Answer:

There is no prescribed contract length, but naturally we desire to have a vendor that meets our needs now, as well as 3-, 5-, or 10+ years from now, recognizing that it's disruptive to change HRIS providers and consistency is valued.

3. Would the organization like to see multiple implantation options (i.e., Standard Implementation Practices, Premium/Turnkey Implementation, etc.)?

Answer:

We are open to options and plan to make a thorough review of all information provided to us as part of your proposal.

4. What information needs to be integrated into both imports/exports? Would this need to be an API or SFTP transfer?

Answer:

Please provide your recommendations and options available to us.

5. Will you need to print paper checks onsite?

Answer:

No.

6. Do you require physical time clocks? If so, how many?

Answer:

No. However, we would be interested to know of the options available for hourly staff to record time, be it through self-reporting or through logging in to a computer upon arrival to their location, or, using an App on their phone. Please be specific in sharing how the recording of work time and leave time is addressed.

7. Can you please provide the following information:

Payroll Frequency?

Number of employees you are collecting time for in your time module today?

Answer:

Twenty-six (26) pay periods per year and approximately 360 employees.

As a reminder, all proposals are due no later than January 17, 2026. We appreciate your time and attention to the bid process.