## Vendor Question

<table>
<thead>
<tr>
<th>#</th>
<th>Reference</th>
<th>SFUSD Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If numbers are missing or incorrect how does payroll catch it and correct it?</td>
<td>Currently pre-note direct deposits. If the funds are returned by the bank, once the funds are back SFUSD does a manual paycheck.</td>
</tr>
<tr>
<td>2</td>
<td>Is this the final round for questions?</td>
<td>This is the final round of questions. All answers will be posted by 6/3 on the SFUSD website.</td>
</tr>
<tr>
<td>3</td>
<td>Does SFUSD use gross up payments and imputed payments at all?</td>
<td>SFUSD does not use gross up payments or imputed payments.</td>
</tr>
<tr>
<td>4</td>
<td>Is there another benefit solution that we can provide and if so, is it ok to provide as part of the solution?</td>
<td>Not currently in scope. Not looking at a benefit solution at this time.</td>
</tr>
<tr>
<td>5</td>
<td>Are we planning to do go live in the beginning of a calendar year or the middle of a year aka fiscal year due to the taxes and financial calculations? Middle of the year not so straightforward, beginning of the year easier to go live.</td>
<td>For payroll SFUSD would prefer go live aligns with the calendar year. For the other modules SFUSD would be open to a more flexible go live date. SFUSD expects the implementation partner to provide us with a timeline including a go live date.</td>
</tr>
<tr>
<td>6</td>
<td>Can we upload the proposal?</td>
<td>SFUSD does not accept fax. Proposals should be mailed or hand delivered.</td>
</tr>
<tr>
<td>7</td>
<td>In the appendix (T&amp;A) appendix. Has SFUSD selected Workforce as a solution?</td>
<td>Yes. Time and attendance Workforce is the solution.</td>
</tr>
<tr>
<td>8</td>
<td>Is SFUSD using the HANA integrator to transform data to various sources?</td>
<td>SFUSD bought the platform. HANA Cloud Platform is now SAP Cloud Platform. A subset of this is included with Employee Central specifically Integration Services and Identity Authentication Services (IAS) which run on SCP.</td>
</tr>
<tr>
<td>9</td>
<td>Please elaborate on the number of overall forms that are utilized as part of the onboarding process, including the state and federal forms. Also indicate how many different sets of forms (e.g., by employee type? by contract type?) are utilized. Are there any learning activities required of a new hire?</td>
<td>There are five different classification groups that each have their own respective onboarding packets; within each of those five groups, there are sub-groups that may have a tailored set of forms. Each of the five classification groups have a standard set of documents that are required for review and/or sign-off, including a technology agreement; SFUSD board policy; I9/W2, direct deposit, personnel/benefits information, and others. These forms are completed during the &quot;pre-onboarding&quot; phase; post-hire onboarding is dependent by job classification, site, department, etc. During the onboarding phase, different learning activities may be required.</td>
</tr>
<tr>
<td>10</td>
<td>As the onboarding requirements can vary by hire type, what variances are there within your hire types that would require a difference in the onboarding process and the tasks that need to be completed (i.e., Faculty vs. Staff vs. Administrators vs. Contractors vs. Internal hires)?</td>
<td>SFUSD would request the Implementation Partner facilitate the discovery and documentation of the onboarding requirements for the various groups.</td>
</tr>
<tr>
<td>11</td>
<td>We understand that SFUSD needs to back fill the position in case employee is on leave. Do you have any specific rule such as beyond certain days of leave, position needs to be backfilled or how do you determine an employee is going on leave and his/her position needs to be backfilled?</td>
<td>Per section 26.8 of the Certificated contract, certificated positions that are 40 consecutive days or longer must be filled by a temporary teacher, as opposed to a day-to-day substitute teacher. There are several different types of leave for classified and certificated employees, which can be elaborated on during the discovery phase with the implementation partner.</td>
</tr>
<tr>
<td>12</td>
<td>If the District determines Benefitfocus to be the benefits provider, is the District contracting with them directly?</td>
<td>SFUSD is contracted with SAP directly not Benefitfocus. SFUSD does need to have an implementation partner help us figure out how to enroll for benefits if SFUSD is not able to utilize HSS the first year.</td>
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<tr>
<td>#</td>
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<td>RFP Reference Section</td>
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<tr>
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<td>-------------------------------------------------------------------------------</td>
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<tr>
<td>13</td>
<td>Are all employees moving to semi-monthly payroll in January 2020?</td>
<td></td>
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<tr>
<td>14</td>
<td>Out of the total population (10K employees), how many employees are having multiple assignments?</td>
<td></td>
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<tr>
<td>15</td>
<td>What application is used for File Interface for 3 tax deferred services? What is the middleware to meet interface requirements?</td>
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<td>Are we planning to do go live in the beginning of a calendar year or the middle of a year aka fiscal year due to the taxes and financial calculations. Middle of the year not so straight forward, beginning of the year easier to go live.</td>
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<td>18</td>
<td>Is SFUSD using the HANA integrator to transform data to various sources?</td>
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<tr>
<td>19</td>
<td>Can the company be outside the USA (e.g. based in Canada)?</td>
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<tr>
<td>20</td>
<td>Can companies from Outside USA apply for this? (like, from India or Canada)</td>
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<tr>
<td>21</td>
<td>Taxpayer info – W9, can non-US based entities respond to this RFP? i.e. Canadian companies?</td>
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<tr>
<td>22</td>
<td>Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)</td>
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