



ST. LOUIS' ORIGINAL  
SEARCH ENGINE®

1415 Olive Street  
St. Louis, MO 63103  
314.241.2288  
*spl.org*

TO: All Contractors  
FROM: Don Gillum  
DATE: January 8, 2020  
SUBJECT: Proposal Addendum No. 1  
RFP NUMBER: 20-01151  
DATE ISSUED: December 26, 2019  
THE PROJECT: St Louis Public Library RFP 20-01151 Payroll and Human Resource Information System

## 1. INTENT

This addendum is issued to provide a modification/addition to Proposal plans and/or specifications.

## 2. MODIFICATION / ADDITIONS

Add Contractor Questions and the Library Response:

- What is the current EE count working for StL Public Library?  
We currently have 254 FT and 167 PT employees.
- Do you anticipate this number to increase or decrease in the next year?  
This number should stay about the same.
- Do you have Union EE's and if so, how many Union's and EE's are part of these?  
No, we do not have union employees.

### Mission Statement

The St. Louis Public Library will provide learning resources and information services that support and improve individual, family, and community life.

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- Is it possible to meet with Library Key Users/Strategic Team prior to the 2<sup>nd</sup> round portion of the system demo to get better understanding of their initiatives and overall objectives for each functional area of HR/Payroll?

If you are selected to provide a demo, we can provide additional information to help ensure the demo is a strong representation of how your system can benefit St. Louis Public Library.

- Did you have an estimated financial budget in mind for this project?

N/A

- Would there be any desire to move implementation/1<sup>st</sup> check date prior to July 1<sup>st</sup>, 2020?

We are looking to implement a new system as soon as possible. Preferably, in the second quarter of the year.

- Does the library wish to deploy physical time clocks or will this be web/mobile time entry only.

We do not currently use time clocks but are interested in hearing about available options for clocking in (physical clocks, mobile app, etc.)

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- Does the library wish to automate passing of information w benefit carriers OR do you want to manage the passing of data to the carriers?

Yes, we would like this to be automated, if possible.

- Do you have any 1099 contractor if so how many?

We do not have contractors.

- What are you currently using for payroll & HR?

Ceridian/Dayforce

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- What are your highest priorities (Payroll, HR, Paid Time Off, Time Tracking)?

Having a highly functional payroll system that allows us to pay our employees accurately and on time is our number one priority. This system must also be able to properly track PTO accruals and usage. We are also interested in learning about all of the HR options within the system.

I have read and understand the preceding addendum and said changes are reflected in the Request for Proposal. The vendor signed addendum should be included with your response packet.

COMPANY

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VENDOR'S SIGNATURE

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TITLE

(Date)

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