

ANSWERS TO QUESTIONS FOR RFP# TCAS-2021-03-AJ PAYROLL SERVICES

Issue Date:

December 3, 2021 *Estimate*

The following document shall be incorporated as part of the above-mentioned RFP.

ALL OTHER REQUIREMENTS, TERMS, AND CONDITIONS REMAIN UNCHANGED

1. This is with regard to your requirement for Request for Proposal for TCAS-2021-03-AJ Payroll Services for the Judicial Branch Entities of California, TCAS-2021-03-AJ (November 5, 2021)

- a. Whether companies from Outside USA can apply for this?
(like, from India or Canada)

Answer: *Yes, companies outside of the USA can apply however implementation/deployment staff must be located and authorized to work in the United States. Also, the Judicial Council of California (JCC) will not allow offshore resources access to production data, intellectual property, or its infrastructure from outside the USA.*

- b. Whether we need to come over there for meetings?

Answer: *In person meetings will depend on the scope of the discussion or requirement. Virtual meetings may be scheduled at the discretion of the JBE.*

- c. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

Answer: *Yes, if the RFP related tasks conform to the answer provided above.*

- d. Can we submit the proposals via email?

Answer: *Please refer to the RFP for specific instructions, Section 6 Timeline For This RFP.*

2. How many Judicial Branch Entities are committed to, or have an objective to change their payroll services/systems?

Answer: *It is unknown how many Judicial Branch Entities (JBE) have an objective to change their payroll system or services. The Master Agreement(s) awarded from this RFP may be used by any or all JBEs. Each JBE may elect, but is not required, to purchase services under any Master Agreement that may be awarded as a result of this RFP.*

3. Are there job classes with special Fair Labor Standards Act (FLSA) schedules within the Judicial Branch Entities?

Answer: *The JBEs MOUs determines the rules for FLSA eligibility. There are various job classes (e.g., salaried exempt, salaried/hourly non-exempt, etc.) and work schedules (e.g., 9/8/80, 4/10, etc.).*

4. Is Time Code (hardware) utilized within the Judicial Branch Entities?

Answer: *The JBEs use of Time Code hardware varies.*

5. How many employees or timesheets are there to be processed?

Answer: *The JBEs range in size from very small to very large (e.g., five to 5,300 employees), refer to Attachment 13 Trial Court Employee Count.*

6. What are JCC's requirements around IRS Section 218 agreements?

Answer: *JCC wants to ensure the vendor can accurately configure for the various exclusions the JBEs 218 agreement might contain.*

7. Exhibit 1, Business & Functional Req tab, Line 7-Question # P-002 and Line 118-Question # ST-002 require that we provide an overview/description in the Comments column. However the Comments cell is locked and will not allow text entry. Can you please advise on how to unlock this cell to allow entry of our response?

Answer: *The cells have been unlocked. Please use the attached Exhibit 1.*