Town of Rolesville
Request for Proposal
Local Government Software for Finance and Human Resources
Responses to Questions
February 12, 2020

Reports for required monthly (NCLGERS) and quarterly reporting (federal 421, state NC-, Employment Security Commission). We are not familiar with FED 421 and cannot find information on it - can you provide information on this or point us in right direction?
This is a typographical error – it was intended to refer to federal 941 reporting.

Supports multiple phases of budget development. Are you looking for a workflow process, when proposed budgets are entered and complete that another party is notified that changes are ready for review? Can you clarify your request for us?
The Town would like to segregate budget development into phases such as "department request", "manager recommendation", and "board adopted". Each phase should be able to copy data (both numerical and text) to the next phase.

No notifications of review would be needed. Phase processing should be authorized only by the budget manager.

We would like reporting ability that would include prior year budget data, actual revenues and expenditures, and data from selected budget phases.

How many employees are on Rolesville Payroll currently?
The Town has 40 permanent positions and about 40 temporary positions.

How many Payroll Frequencies does Rolesville run currently?
There are two current payroll frequencies – elected officials are paid monthly and all other staff are paid on a bi-weekly basis.

What is the current tool for Time tracking purposes at Rolesville?
It is primarily a paper process. Employees enter their time using a spreadsheet or paper form, then produce a paper record for supervisor approval and submission.

How many PTO plans does Rolesville have?
We prefer a system that accommodates the following: vacation, sick, holiday, compensatory, and at least four other user-defined leave types.

Do you have any preference for the Implementation work to be done On-Site only or can it be done Off-Site as well?
Implementation will likely be a combination of onsite and offsite work

Can we assume all the current employees of Rolesville are based in NC?
Yes, all employees are based in Rolesville

How many Benefit plans does Rolesville have?
Employees are eligible for one benefit plan

Is Rolesville processing any special Payrolls such as Bonus etc?
The Town occasionally processes special payrolls

What information will each system be responsible for receiving / transmitting and how will this information be utilized and what will be the Transmission frequency?
All modules of the software should be integrated and be able to share data.

Change Mgmt. Has Rolesville created any structure for change management? For example, is there a steering committee or structure to evaluate current practices with a view to changing them?
Staff expect (and desire) internal processes to change with the implementation of this new software.

What current reporting solution(s)/tools does Rolesville currently employ? E.g. Crystal, MicroStrategy, etc.
All current reporting is internal to the existing financial software, Southern Software's FMS.

As for Budgeting functionality, can GL Budgeting be used or Rolesville is looking for Oracle EPM?
The Town is seeking budget functionality that will seamlessly integrate with the General Ledger functionality.

Will Rolesville be willing to work with ADP for Payroll?
The Town is looking for a software system that will provide for the ability to process payroll using internal staff. ADP is not being considered at this time.

Can Rolesville provide a list of all Integrations?
All modules of the software should be integrated and be able to share data.

Can Rolesville provide a preferred Go-Live manner. Can the implementation be done in 2 phases
Please present the details of your implementation proposal in the response to the RFP.

Can Rolesville let us know the proposed budget for the Project?
No funds have currently been allocated for this project. The Town intends to fund the project through the FY2020-21 budget, which begins July 1, 2020.