

Questions & Answers  
Maine Public Employees Retirement System  
Request for Proposals RFP No. 2026-001  
Payroll and Human Resources Information System

1. Attachment C (pg. 15), you ask, please include itemized costs per module (i.e. payroll, time off, compensation, benefits, performance, etc.) - Price \_\_\_\_\_

In addition to product pricing, do you want our implementation services (one time setup fees) itemized too?

*ANSWER: Yes, please include all costs, including any additional costs like implementation fees, carrier file fees, integration fees, or other fees.*

Can we submit our own pricing proposal as an attachment which offers a deeper detail understanding to support the number we place in the Price question?

*ANSWER: Yes, the additional document attached should be responsive to the information requested in Attachment C.*

2. Can MainePERS share what technology solutions exists today to manage:

Applicant/Recruiting/Onboarding:

*ANSWER: ADP Workforce Now*

HRIS:

*ANSWER: ADP Workforce Now*

Payroll:

*ANSWER: ADP Workforce Now*

Time Collection:

*ANSWER: ADP Workforce Now (we do not use timeclocks)*

Accounting - GL:

*ANSWER: Dynamics*

Note - If you don't use Technology Solutions - please note manually performed.

*ANSWER: N/A*

3. Catalyst for change:

What's driving the need for change?

*ANSWER: MainePERS is looking for a solution to streamline our processes and reduce the manual spreadsheets required for tracking and reconciliation. Through the competitive procurement process, MainePERS wants to understand how improvements in the HRIS/Payroll software industry over the last ten years could be leveraged to provide higher value to our employees.*

4. Core Requirements:

Please explain what you mean when you say we need to "provide functional support for both bargaining and non-bargaining/confidential employees in the public sector with a primary purpose of managing the employee life cycle with self-service".

*ANSWER: Our organization includes both union and non-union employees, each governed by distinct rules and requirements (such as retirement contributions, leave accruals, union dues, step and range progressions, and other employment provisions). The HRIS selected must be capable of accommodating these differences while providing comprehensive support throughout the employee life cycle, from application through retirement, including retiree health insurance and group life insurance with corresponding W-2 and 1095-C forms. The system should also include self-service features that allow employees to complete routine tasks and update their information on their own within the system.*

5. Functional Requirements:

ATS

When you say "update separate application statuses for the same applicant" are you referring to a admins capability to update application statuses for various job applications submitted by one person?

*ANSWER: Yes, admins and hiring managers both should be able to update any of the multiple application statuses for various job applications submitted by one person as well, so long as the candidate applied to positions the hiring manager is assigned to manage.*

Systems and Integrations

What systems are currently in place (payroll, ERP, benefits carriers, retirement...etc.)?

*ANSWER:*

*HRIS – ADP*

*ERP – Dynamics*

*Benefit Carriers*

- *Medical: Anthem (no carrier feed)*
- *Dental: Delta Dental (no carrier feed)*
- *Vision: Anthem (no carrier feed)*
- *Flexible Benefit: Flores – carrier feed in place*
- *Group Life Insurance: MainePERS (no carrier feed, report)*

*Retirement Carriers*

- *Defined Contribution: Ascensus (no carrier feed, report)*
- *Defined Benefit: MainePERS (no carrier feed, report)*

Do you require integration with any state systems? If so, what are they?

*ANSWER: No. MainePERS would consider exploring potential carrier integrations for benefits and/or state systems.*

What integrations are critical?

*ANSWER: The following integrations between modules are critical:*

- *Paid Time Off plans integrated with payroll;*
- *Benefits integrated with payroll for deductions,*
- *Accurate reflection on pay statements, and accurate tax filings;*
- *Personnel files integrated with all modules;*
- *Benefits integrated with carriers (where applicable);*
- *Applicant Tracking System (ATS) integrated through HRIS and payroll;*
- *Performance management integrated with personnel files;*
- *Compensation integrated with HRIS and payroll; and*
- *Payroll integrated with tax filings.*

*There are also several payroll export files that are not integrations but are critical for importing into other systems: 1) general ledger, 2) defined benefit, and 3) defined contributions.*

### *Payroll Structure*

How many bargaining units are there?

*ANSWER: 3 (Professional-Technical Services, Administrative Services, and Supervisory Services). In addition to employees within the bargaining units, MainePERS also has employees classified as confidential.*

Does each unit have unique pay rules, step progressions or premium structures?

*ANSWER: Pay rules and step progression are the same across all three. Administrative and Professional -Technical bargaining units have a different salary range than the Supervisory unit. There are two different IT premium pay percentages that are determined by assigned team.*

Are step increases anniversary-based, contract-based, or negotiated?

*ANSWER: Step increases are anniversary based while annual increases to the salary ranges are negotiated.*

What complex pay rules should we know about?

*ANSWER: Longevity amounts are based on years of service and paid at an hourly rate. IT employees receive a premium pay that is different between 2 IT teams. Overtime is calculated after 8 worked hours in a day or after 40 hours in the week without double counting (FLSA overtime needs to calculate accurately for tax reporting). Some Information Technology employees (exempt and non-exempt) have paid on-call hours: "Information Technology employees shall receive two (2) hours of straight time pay for each week day, weekend day or holiday when on stand-by status." Call-in pay is paid for a minimum of 4 hours with worked time calculating towards overtime and non-worked time paid as straight time.*

#### Time-Tracking

Are employees clocking in and out differently based on the type of hourly employee they are? Is it self-service or supervisor managed entry?

*ANSWER: Employees currently do not clock in and out. Employees enter exceptions (paid time off or overtime) and the supervisor reviews and approves the timecard. Supervisors are also able to modify and submit timecards on an employee's behalf. We would like to explore the ability for employees to record their own number of hours per day. Part-time employees manually enter their hours worked.*

Do union contracts dictate rounding rules?

*ANSWER: No.*

Are there complex accrual rules tied to union agreements?

*ANSWER: Yes. Sick time is accrued at 3.7 hours per completed 2-week pay period for any period in which the employee has been in pay status for 5 or more work days or 40 hours, whichever is greater. Vacation accruals for bargaining unit employees are straightforward with tiers based on years of service. Vacation time for confidential employees is fronted at the beginning of the calendar year with tiers based on years of service.*

Are employees working in multiple job classifications simultaneously?

*ANSWER: No. Employees may work some hours in 2 or more departments in a week so the system should allow adjustments to the cost centers within the payroll batch.*

*Benefits*

Is benefits eligibility rules tied to union agreements?

*ANSWER: The defined benefit plan is based on factors that include an employee's status as bargaining unit or confidential employee and normal retirement age. Union dues and income protection plan deductions are managed by MainePERS. Time off accruals are tied to union agreements.*

Do confidential staff have different benefit structures?

*ANSWER: Yes.*

6. Contracting:

Can the contracting be done on isolated paper or will it have to be on MainePERS's paper?

*ANSWER: Please see paragraph 5 of the RFP and Attachment B MainePERS required standard contract.*

7. On Page 4, Attachment A is said to have specifications of Work to be performed and products to be provided - Is this referring to Attachments A1 and A2 or is there a separate missing attachment?

*ANSWER: Attachment A should be the bidder's description of the services delivered by their product. Attachment A1 and A2 can be used as reference to customize the bidder's response.*

8. Are there any "nice to have" features and functionalities outside of the core and functional requirements identified in A1 and A2?

*ANSWER: The functionals requirements in A1 and A2 are prioritized by 1, 2, 3 with 1 being most important and 3 being "nice to have."*

9. If there was no implementation of services required, how would it be preferred to notate that?

*ANSWER: You may note on Attachment A (as a service not required) and Attachment C (to the extent no cost is attributable to implementation).*

10. Who are the key stakeholders involved in the final decision-making process?

*ANSWER: Decline to answer.*

11. How many other providers are participating in this bid?

*ANSWER: Decline to answer.*

12. What role will pricing play in the final decision?

*ANSWER: Please see paragraph 9 of the RFP for the evaluation criteria. Note that cost factors in at 25%.*

13. On Page 15, Attachment C lists a Pricing Sheet. Is this the required format or would a pricing sheet of a different format with the requested information be permitted?

*ANSWER: A different format may be used as long as it notes that it is responsive to Attachment C; itemizes the costs to include basic cost, any module "add-on" costs, implementation fees, or other costs; notes any special payment terms; and is signed and dated.*