

Wood County ERP RFP Vendor Questions and Wood County Responses

Per Attachment B – Tab 16. Data Conversions, it appears the County is requesting the conversion of 26 years of financial history and 12 years of Payroll/HR data. Our standard approach is to convert five years of historical data into the new system.

Q: Would the County be open to a proposed data archiving solution for the additional historical years?

A: Yes

Q: How many employees will be using the Time & Attendance solution?

A: About 710 employees use TimeStar. About 50 employees use RT Vision.

Q: How many employees will be using the Scheduling solution?

A: Shift scheduling: Norwood (83), Edgewater (88), Sheriff (120), Dispatch (20), and possibly Highway (22). Total: 333.

On call scheduling: IT, Human Services, Highway, Health, Maintenance. Total: about 80 users

Q: Do you provide and need to track retiree benefits in the new system?

A: No

Q: Can you confirm prospective timelines for HCM/Pay and Financials? Page 19 mentions to have Financials going live June 2027, but page 8/9 has Financials listed as TBD.

A: Currently the timeline for Financials is flexible but must be completed in time for Dynamics GP end of support in 2029. For HRMS and Payroll, the listed dates in the RFP reflect our current timeline goals.

Q: Describe Wood County's experience with organizational change management during prior enterprise system implementations. Based on that experience, how would you tailor your change approach to address identified strengths, gaps, or lessons learned?

A: Our last implementation of HR and Payroll occurred in 2016. At that time, recent employee turnover in both IT and Human Resources resulted in a loss of organizational knowledge which caused delays and post-deployment issues. We believe we are in a better position at this point with experienced employees in IT, HR, and Finance departments. We have been using Dynamics GP since before 1998, so we have no prior experience with migrating to that system.

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Q: What is Wood County's current level of self-service maturity across employees, managers, and departments (e.g. employee self-service, workflow approvals, reporting access)?

A: We have an in-house developed Employee Self Service web application which reads data from our current HRMS system. This ESS system provides the ability for employees to view pay stubs, view demographic, dependent, and benefit enrollments, and submit benefit enrollment requests. For reporting, some departments have access to the HRMS system, while Finance Payroll also runs reports on a per pay period basis and distributes them to department contacts.

Q: How effectively does information currently flow across County departments and functional areas (HR, Payroll, Finance, Budget, etc.) and what complexities exist in communicating changes across the organizations?

A: Information flow for these systems is controlled and handled by the HR and Finance departments. Changes in procedures and system user training are communicated and dictated by these units.

Q: Is the County facing any deadlines to replace the current Sage HRMS solution due to obsolescence or other reasons?

A: No. We are seeking a solution that provides a better feature set and is easier to operate.

Q: Do all departments (including highway) use TimeStar to record time worked for payroll purposes?

A: No. Highway uses RT Vision for both project time accounting and to export payroll data. All other departments use TimeStar.

Q: If highway is using Insperity for payroll time and RT-Vision for project time, how is the County currently balancing time worked (i.e. clock-ins and outs) with time reported against projects? Is this an automated or manual process?

A: RT Vision is used for both purposes and it's automated.

Q: Which departments are using time clocks? Is the County open to replacing physical time clocks with "Web" time clocks in these departments?

A: Edgewater Haven Nursing Home (1 clock), Norwood Health Center (2 clocks). We require a solution that operates as a walk-up kiosk or appliance style solution. We also need web punching in other locations.

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Q: Does the County currently use a bid management solution for managing RFP's (soliciting bids and proposal)? If so, what solution is in use?

A: No. This is an internal process.

Q: Is the County looking to replace Questica (Euna) for budgeting or are you open to integrating Questica with the new ERP System?

A: We are open to replacing Questica or integrating it with a new ERP, depending on the details of proposals.

Q: Is the county currently tracking projects and/or grants in D365? If not, what software or tools is the County using to manage projects? Grants?

A: There isn't one tool that the whole County uses to manage projects or grants. Each department handles and manages their own projects and grants.

Q: Does the County currently have any cashiering/cash receipting systems in any departments? If so, what system(s) are in use? Is the goal to move to centralized cashiering?

A: Solutions vary by department. Departments that receive payments have receipting integrated into line of business records systems. General Receipting is done in Dynamics GP through the Treasurer's office. There is no goal to move to centralized cashiering.

Q: Regarding CA.20 "The system shall provide controls for maintaining unique system generated capital asset tag numbers with barcodes." Does Wood County currently utilize a third-party solution for bar-coding and physical scanning of asset barcodes? If not, please explain the current process for managing this and your goal moving forward.

A: We do not have a bar code system for asset tracking. We currently use fixed asset tracking in Dynamics GP and manually assign asset numbers and stickers. Our goal moving forward is to maintain current asset tracking procedures and offer improved software functionality if it's available.

Q: Regarding PU.123 "The System shall allow for the payment of sub-vendors" Could you describe your organization's specific requirements for routing and timing sub-vendor payments, particularly whether you need the system to remit full payments to alternate payees, automatically split single consolidated invoices between primary contractors and sub-vendors, or handle conditional 'pay-when-paid' scenarios where sub-vendor funds are held until payment is received from the end client?

A: At this point we do not have any specific requirements for sub-vendor functionality.

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Q: Does the County have a defined budget for this ERP project and if so, can you share those budget details?

A: We anticipate this as being a multi-year project. We are relying on the proposals to help us define the budget.

Q: To ensure our response fully aligns with the County's expectations, can you confirm whether the intent is for the HR & Payroll solution to fully replace the current Sage HRMS, or whether the County would consider a *best-of-breed approach* where HR/Payroll remains with existing Sage HRMS while other ERP functions (e.g., finance/GL) are replaced?

A: We are open to a best-of-breed approach, but it is a goal to replace Sage HRMS completely with a new product or products.

Q: The RFP notes current recruiting (Cyber Recruiter) and in-house onboarding. Please confirm if the County is seeking integration capabilities only, or whether *native recruiting/onboarding functionality* is required as part of the HCM solution.

A: One of our goals is to replace Cyber Recruiter with either functionality native to the HCM solution or integrated with the HCM solution.

Q: Will the County consider proposals that leverage the existing TimeStar and RtVision interfaces with a third-party time/attendance solution that integrates with HR/Payroll, or is a *single-vendor platform* preferred?

A: We would prefer a simpler system architecture which interfaces existing time keeping systems directly with the HR/Payroll solution.

Q: The RFP indicates openness to various deployment models. Does the County *favor cloud-native solutions for the HCM portion*, or will hybrid on-premise/cloud proposals be rated equally?

A: They will be rated equally. Ease of operation, including update and maintenance processes required of IT, are a priority for us. These factors are typically tied to the deployment model.

Q: Was the prior RFP paused due to budget, internal timing, or scope considerations?

A: The previous document issued was a Request for Information (RFI). The purpose was to scope the project for budgeting purposes.

Q: Is the County now committed to moving forward with an implementation timeline in 2026 or 2027?

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A: Yes, we have funds budgeted in FY 2026 and our goal is to proceed with HR & Payroll implementation per the RFP dates listed.

Q: Are you evaluating both on-premise (Sage HRMS expansion) and cloud-based alternatives, or do you have a preferred direction?

A: We are evaluating solutions using either deployment scenario, and do not have a preference tied directly to the deployment scenario.