

REQUEST FOR PROPOSAL / PAYROLL SYSTEM

RFP 19-006

Questions & Answers Regarding the RFP

Q. How many Federal ID numbers (or EINs) does Summit Pointe have?

A. One.

Q. Do the two separate payrolls have different check dates?

A. No. They are the same date.

Q. What data warehousing system are you seeking an integration / API with? What information would need to be shared between the two? Please confirm what current system(s) Summit Pointe is utilizing that an API integration would be desired.

A. Summit Pointe has custom software for data warehousing. We would need to share time and attendance information pulled either daily or ad hoc.

Q. What is your current accounting software? Please define the version (if applicable).

A. Dynamics SL 2018.

Q. Will you provide the ability for your HID proximity cards to be tested by our team?

A. Yes.

Q. Will you provide us with your current time and attendance policies for our team to review and confirm automation within our platform?

A. Yes, but only by email to service providers who make a written request for these policies by email to Summit Pointe's General Counsel, Brad Sysol.*

Q. Can you confirm or deny if you will need any of the following services, provided we do not see these outlined in the “Scope of Services” section: electronic PTO requests; electronic onboarding; 401k/403b integration.

A. Summit Pointe is not seeking electronic PTO requests as a service. Onboarding would be done through Summit Pointe’s payroll process. Summit Pointe’s are administered by Empower Retirement and allows participants to access their accounts online. We are not sure what is meant by 401k/403b integration. Summit Pointe does want it payroll system to be able to capture and prevent retirement plan contributions or withholdings that exceed caps set forth in the Internal Revenue Code. Summit Pointe would also like the ability to obtain reports and upload contributions, withholdings and participant information to Empower Retirement.

Q. Who is Summit Pointe’s current payroll provider?

A. Dominion Systems.

Q. Please confirm the number of State Tax Jurisdictions.

A. Two. Michigan and Indiana.

Q. Please confirm the number of Local Tax Jurisdictions.

A. Four. City of Battle Creek; City of Springfield; City of Albion; and City of Grand Rapids.

Q. It is mentioned that the ability to Post Jobs / Distribute Jobs online and to Social Media. Please confirm that Summit Pointe is looking for a Recruitment / Applicant Tracking System, and if there are other specific desires in this area.

A. We currently manage the system ourselves, meaning we can post, have applicants apply, and we can pull resumes off ourselves. We would like the ability to continue this process as one of our options for posting positions. It is linked directly to our website. We don’t need any screening done through the link, but rather just a way for potential candidates to see our job opportunities and to apply. Our current

system also partners w/ Indeed, so when we post a job, it also pushes through to Indeed to post the same data.

Q. It is mentioned that Summit Pointe is in need of ACA tracking along with the ability to make mass changes in the area of benefits administration. It is also mentioned that open enrollment is currently handled through a tool provided by HUB. Please confirm what the name of the current open enrollment tool is and if Summit Pointe is open to an integrated benefits admin system that ties into the HRIS / Payroll system, including the ability to enroll online.

A. Yes, you are correct w/ the statement below for HUB Link. The website is <https://www.employeenavigator.com/>. Our reps from HUB load all of the benefit information into the portal, and our staff are able to sign up for all annual benefits (and upon hire) through this website. The amounts for benefits are listed on the site, and then we receive the notification for deduction from employee checks. We have heard from HUB that they run the interface with just about any payroll company, so would probably need to link the chosen company together with HUB to verify the ability to manage this.

Q. Please send a copy of the Summit Pointe PTO Policy, Employee Handbook and Union CBA to be able to provide as much detail as possible pertaining to your specific policies, if you are open to sharing.

A. We are willing to share these documents, but only by email to service providers who make a specific written request for these documents by email to Summit Pointe's General Counsel, Brad Sysol.*

***Providers who submitted the requests for documents indicated above will be provided those documents by email on Friday, September 13, 2019, without the need to make any further request. Providers who did not make the requests above are required to make a specific separate request by email to receive those records, which will not otherwise be provided or furnished by Summit Pointe. Providers shall also be required to make all reasonable efforts to obtain any documents they have requested or subsequently request from Summit Pointe.**