



**DeKalb County
Department of Purchasing and Contracting**

December 2, 2019

REQUEST FOR PROPOSALS (RFP) NO. 19-500536

FOR

**PROFESSIONAL SERVICES FOR IMPLEMENTATION OF ORACLE
HCM CLOUD SYSTEM**

Procurement Agent:	Beverly D. Williams
Phone:	404-371-3648
Email:	bwilliams@dekalbcountyga.gov

Mandatory DeKalb First LSBE Meeting: (Bidders must attend 1 meeting on either of the dates listed.)	Dec. 4, 2019; Dec. 11, 2019; Dec. 18, 2019 4572 Memorial Drive, Decatur, Georgia 30032 Main Conference Room - A (Meetings are held at 10:00 a.m. and 2:00 p.m.) Video Conference: Utilize the link supplied on our webpage labeled "DeKalb First LSBE Video Meeting"
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Non-Mandatory Pre-Proposal Conference:	December 12, 2019 at 3:00 p.m. EST Maloof Administration Building Department of Purchasing and Contracting 2 nd Floor 1300 Commerce Drive Decatur, GA 30030 Purchasing & Contracting 2 nd Floor
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Deadline for Submission of Questions:	5:00 P.M. ET, December 19, 2019
Deadline for Receipt of Proposals:	<u>3:00 P.M. ET, January 21, 2020</u>

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP TO THE DEPARTMENT OF PURCHASING AND CONTRACTING OF DEKALB COUNTY GOVERNMENT ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE RESPONDER.

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DeKalb County
Department of Purchasing and Contracting
Maloof Administration Building, 1300 Commerce Drive, 2nd Floor, Decatur, Georgia 30030

December 2, 2019

REQUEST FOR PROPOSALS (RFP) No. 19-500536

FOR

**PROFESSIONAL SERVICES FOR IMPLEMENTATION OF ORACLE
HCM CLOUD SYSTEM**

DEKALB COUNTY, GEORGIA

I. INTRODUCTION

DeKalb County Government (the County) requests qualified individuals and firms with experience in Oracle HCM Cloud System solutions to submit proposals for Professional Services for Implementation of an Oracle HCM Cloud System solution to replace the current PeopleSoft HCM on-premise system.

DeKalb County desires to engage with a consultant/implementation partner whose product expertise will lead the County's project team to make best-practice based decisions that the County can accept and implement. The partner will provide Oracle HCM Cloud product expertise, project management, system configuration, reporting, integration development and support to the County's project team which will include members from Human Resources, Payroll, Benefits, Pension, and Innovation and Technology.

A. DeKalb County Overview

DeKalb County is situated immediately east of the City of Atlanta and encompasses within its borders a small portion of the corporate limits of Atlanta. DeKalb's population of more than 700,000 ranks fourth among Georgia's counties and is the most culturally diverse county in the state. More than 64 languages are spoken within the county's boundaries. The industrial mix includes retail and wholesale trade, health services, tourism, communications, with both major corporations and small establishments represented. Approximately 30% of the population lives in the incorporated areas, which include Avondale Estates, Brookhaven, Chamblee, Clarkston, Decatur (County Seat), Doraville, Dunwoody, Lithonia, Pine Lake, Stone Mountain, Stonecrest, Tucker, and a portion of the City of Atlanta.

B. DeKalb County Structure

DeKalb County Government is administered by a seven-member Board of Commissioners and a full-time Chief Executive Officer. The Chief Executive Officer is elected county-wide, and the seven commissioners are elected by district. All commissioners and the Chief Executive Officer serve four-year staggered terms. The Commission elects one of its members each year to serve as the Presiding Officer. The Board of Commissioners has several primary responsibilities: to adopt an annual budget and to levy a tax rate and

service charge structure sufficient to balance the budget; to rule on requests to rezone property; and to adopt and amend the County Code of Ordinances.

C. DeKalb County Services

DeKalb County provides the following services to virtually all areas of the county: fire and emergency medical protection (except Decatur and Atlanta), sewage collection and treatment, water supply and distribution, refuse collection and disposal, library services, public health services, court services, and animal control service. DeKalb County provides the following services to unincorporated areas: police, highway construction and maintenance, building inspection, recreation facilities, and planning and land use services. The county government has approximately 6,200 funded full-time positions. Through contractual arrangements, the county provides support to the Fulton-DeKalb Hospital Authority, which operates Grady Memorial Hospital and provides medical care to the indigent citizens of the County.

II. SCOPE OF WORK

A. Scope

The County intends for this Work to be a multi-year, multi-phased project with a stabilization period between each phase. The phases are as follows:

- a. Phase I
 - i. Core HR
 - ii. Employee & Manager Self-Service
 - iii. Benefits
 - iv. Recruiting
 - v. Onboarding
 - vi. Performance Management
 - vii. Learning Management
 - viii. Workforce Compensation
 - ix. Integrations
 - x. Data Conversion
- b. Phase II
 - i. Payroll
 - ii. Integrations
 - iii. Data Conversions

The primary objective for implementing the Oracle HCM Cloud product is to substantially improve the County's ability to provide timely and accurate human resource support via improved processes and optimized use of technology. The project must be guided by the goal to reduce low / no-value-add work and improve the quality of information by leveraging automation, workflow, reporting and self-service. Additional business objectives and opportunities include:

- Improving integration between internal and third-party systems to gain efficiency, timeliness and data quality control;
- Increasing data analytics to provide timely access to information for the county departments and community;
- Delivering self-service reporting to allow the County to pull the employee data needed in order to make decisions;
- Improving approval processes, removing paper and manual workflow routing;

- Increasing control over delegations, allowing supervisors the flexibility to choose delegates and length of delegation period; and
- Ensuring accurate payroll by the funding source.

III. EXPECTATIONS

DeKalb County desires to engage with a consultant/implementation partner whose product expertise will lead the County's project team to make best-practice based decisions that the County can accept and implement. The partner will provide Oracle HCM Cloud product expertise, project management, system configuration, reporting, integration development and support to the County's project team which will include members from Human Resources, Payroll, Benefits, Pension, and Innovation and Technology.

IV. Current Environment

The County is currently on PeopleSoft 9.1 and it is installed on premise. The County uses Core HR, Payroll, Pension, and Base Benefits. The County intends to migrate from on premise to PAAS with Oracle. The migration is anticipated to be complete 2nd quarter 2020. See Appendix B for current environment.

V. REQUIREMENTS

Requirements are as follows:

- a. Implementation of **Core HR** including but not limited to configuration of organizational structure, administrative and self-service transactions, approval workflow, position management for employees, department tree, DFF's as needed and pay groups to support payroll and time and labor processing. See Appendix C.
- b. Implementation of **Performance and Goals** including but not limited to configuration and workflow approvals. See Appendix D.
- c. Implementation of **Workforce Compensation** including but not limited to configuration of compensation plans for annual merit review and incentive plans, individual compensation plans for incentive payments, compensation worksheets to include core HR data, custom alerts, dynamic calculations, plan budgets, currency, compensation components, eligibility profiles to define eligibility for the compensation plans, worksheet approvals using hierarchy, compensation budgeting and allocation based on supervisor hierarchy and compensation change statements, and creating/modifying/printing and storing employee contacts. See Appendix E.
- d. Implementation of **Payroll** including but not limited to configuration of pay frequency, earnings codes, deduction codes, tax jurisdictions, banks for payroll payments, tax withholding rules, payroll calendars, the general ledger Chart of Accounts, payroll units, tax reporting, bi-weekly payroll runs, pay periods, unemployment insurance rates, salary basis, departments to hold costing details, garnishments, retro pay elements, payment methods, developed check writer and printed pay slips, self-service for W4 changes, and pay slips online. See Appendix F.
- e. Implementation of **Absence/Time Management** including but not limited to absence types, absence reasons, absence plans, approval rules and configuration of leave balances. See Appendix G.

- f. Implementation of **Benefits** including but not limited to configuration of benefit programs, benefit plans, eligibility profiles, life events and self-service benefits. See Appendix H.
- g. Implementation of **Onboarding/Recruiting** including but not limited to applicant tracking system, new hire onboarding automation, configuration of new hire forms, reporting and metrics. See Appendix I.
- h. Implementation of **Learning Management** including but not limited to configuration and workflow approvals, course creation, testing, dashboards, testing, and reporting. See Appendix J.
- i. Implementation of **Employee and Manager Self-service**. See Appendix K.
- j. **Infrastructure** setup including but not limited to single-sign-on and multi-factor authentication if required PeopleTools upgrade, production and development instances. See Appendix L.
- k. Implementation of **Security** including but not limited to role base security and auditing. See Appendix M.
- l. Implementation of **Interfaces** and integrations including data syncs, outbound, inbound and internal. This will also include any new interfaces that have been implemented. See Appendix N.
- m. **Data conversion** (See Appendix O) to include all years of historical data and all applicant data in Oracle Taleo (TBE). The vendor will be required to perform the number of conversion iterations required to ensure that all data has been converted accurately. Pricing should not assume a limited number. The County and vendor will agree upon a number of conversion required to ensure a successful HCM migration. Conversion activities will include the following:
 - i. Planning
 - ii. Data Cleanup
 - iii. Data Mapping
 - iv. Development of specifications
 - v. Testing
- n. Implementation of **Reports** to include redevelopment if necessary See Appendix P.
- o. Supply system training for the project team on system architecture, system design and module specific processing.
- p. Supply overall training services for the project to include the following.
 - i. Onsite instructor led training for all courses
 - ii. Courses should be tailored to respective areas and roles
 - iii. Training materials tailored to the County
 - iv. Producing all training materials. County will provide copier/paper resources
 - v. Scheduling of all training classes
 - vi. Surveys for training feedback
 - vii. Data preparation
 - viii. Job aids/Quick reference guides
 - ix. Recording of Training sessions

- q. Review and revision of business process documentation to ensure consistency with HCM cloud environment.
- r. Replacement of selected existing customizations and modifications with delivered functionality.
- s. Implementation of any additional features available in HCM cloud.
- t. Re-application of select customizations.
- u. Development of testing plans and scripts. Provide detail comprehensive functional and technical test plans/scripts to include the following:
 - i. Scripts for each functional area
 - ii. Integration test plans to include end to end business processes
 - iii. Interface test cases
 - iv. Parallel test plan
 - v. Conversion test plan
- v. Preparation and delivery of training to include training manuals and materials.
- w. Post production support for 90 days - combination of onsite / offsite support.
- x. Document all system changes and configurations.
- y. Provide full detail requirements list to include detail gap analysis documentation and mitigation plan.
- z. Provide the County with organizational change management to include the following:
 - i. Assist with identifying areas requiring organizational/departmental restructuring due to implementation
 - ii. Provide workforce transition plan to document recommended updates to organization.
 - iii. Analyze business process impacts.
 - iv. Define impacts – compare current process with future processes
 - v. Develop an action plan by department and functional areas to prepare for impacts
- aa. Provide overall project communication services. Prepare and produce the required communications for each phase of the project to include the following:
 - i. Talking Points
 - ii. Fact Sheets
 - iii. Frequently Ask Questions
 - iv. Newsletters
 - v. Emails
- bb. Provide County with Testing/Acceptance Plan. The Vendor must test all configuration, modifications, interfaces, and data conversion prior to turning over to the County for testing. The vendor should provide the following:
 - i. System Test Plan
 - ii. User Acceptance Test Plan

VI. VENDOR QUALIFICATIONS/REQUIREMENTS- The following information is required in the proposal.

1. Provide a brief description of your organization and background, including the number of years in business, number of employees, and ability to provide the required services outlined in the RFP. Please include specifics related to public sector expertise, focus, and implementations.
2. Project Organization Chart – Provide a representative project organization chart showing both respondent and County Staff.
3. Describe how appropriate consultant staff will be identified and assigned to the County for each of the project deliverables.
4. Provide resumes of staff most likely to be assigned to the project, indicating their current certification status, their completed training, and their experience in performing similar upgrades.
5. Describe any pending, concluded or threatened litigation, administrative proceedings or federal or state investigations or audits, subpoenas or other information requests of or involving your firm or owners, principals or employees of your firm during the period beginning January 1, 2005 to present. Describe the nature and status of the matter and the resolution, if concluded. List any sanctions or penalties brought against your firm or any of its personnel (including suspension or debarment) imposed on your firm or any of its personnel by any regulatory or licensing agencies. Please include a description of the reasons for the sanction or penalties and whether such sanctions or penalties are subject to appeal. Please describe any potential conflict that may affect your service to the County
6. Provide a list of all the firm's clients comparable to the County indicating the length of service of each account. The County may contact and/or visit any of these accounts.
7. Describe how the Proposer has successfully performed multiple public sector HCM Cloud implementations for municipalities with the same size and characteristics as the County.
8. All Proposers must be Oracle Partners. Please submit appropriate documentation with your technical proposal.

VII. IMPLEMENTATION AND CONSULTING SERVICES - The following information is required in the proposal.

Please provide the following details as it relates to your implementation and consulting services:

1. Describe your consulting services organization (i.e., staffing levels and skills). Do you have a separate public service practice? Specify the number of consultants your organization has dedicated full time to public sector implementation.
2. Describe how appropriate consultant staff will be identified and assigned to County for each of the project.
3. Describe in detail your upgrade methodology and the steps that would be performed to accomplish an upgrade.
4. Describe the support you typically provide post upgrade.

5. Describe the Oracle HCM modules for which your firm possesses specialized implementation expertise and experience. Identify modules by name and version, and describe the approach taken by your firm to develop and maintain expertise in the software and associated implementation issues.
6. Provide a detailed project plan with major milestones and key deliverables indicating the project critical path and dependencies. The work effort should be at the lowest possible level and indicate task responsibility as either vendor or County. This should not be considered a binding project plan but a sample for County use only.
7. Describe the recommended number of infrastructure/technical and functional resources and the skill mix the County should plan on providing toward the project on a fulltime and part-time basis.
8. Describe the roles and responsibilities for the proposed project.
9. Describe the mechanisms used to keep senior level staff involved in project activities and apprised of project status.
10. Describe the escalation process and risk mitigation strategy that your firm uses to ensure that an appropriate level of attention is given to problems and complaints.
11. Describe the process for proposing changes to the project plan that were not covered in the original scope of work (change orders).
12. Describe your quality assurance mechanisms and approach.
13. Describe your data conversion methodology that will be used.
 - 13a. What tools are available to assist with data conversions?
 - 13b. What is the recommended number of conversion iterations?
14. Describe your methodology for implementing interfaces and reports.
15. Describe the project management tools that are used during implementations (e.g., work plans, meetings, conference calls, status reports, work flow charts, issue log and resolution, staff management. Attach examples of your tools.
16. Describe your organizational change management strategy and services.
17. Describe your project communication strategy and services.
18. Describe your training strategy and services.
19. Describe your go-live and post go-live strategy and support.
20. Describe your methodology for conducting testing and developing test plans and test scripts.

VIII. GO-LIVE AND POST IMPLEMENTATION SUPPORT

1. The successful Contractor shall ensure a fully functioning system. The vendor will provide 90 days post go-live support to include the following:
 - a. Thirty days on-site support

- b. Additional 60 days of on-site/off-site support for stabilization to be agreed upon by Vendor and County. The County may opt to not use support if it is not deemed necessary.

IX. PRICING – Do Not Include Any Pricing in the Technical Proposal; All Pricing must be submitted on the Cost Proposal Form in a separately sealed envelope in hard copy format

1. The County seeks a clear and comprehensive understanding of all costs associated with the implementation. Vendor can price an on-site/off-site implementation plan. The County has elected not to use off-shore resources. The pricing must include a phased approach and include the following:
 - a. Implementation and Configuration
 - b. Project Management
 - c. Business Process Review
 - d. Training
 - e. Documentation
 - f. Interfaces
 - g. Reports
 - h. Conversion
 - i. Change Management
 - j. Communications Management
 - k. Travel
 - l. Post Go-Live Support
2. The below milestone payment deliverables will be used for each phase of the project. The County and vendor will agree upon deliverables to be produced at each milestone.

#	Milestone	Weight/Percentage of Total Cost	Comments
1.	Project Initiation	8.33%	
2.	Requirements/Analysis	8.33%	
3.	Conference Room Pilots/Workshops	8.33%	
4.	Solution Design & Build	8.33%	
5.	Conversion	8.33%	Milestone Payment will be split across number of conversions to be agreed up by County and Vendor
6.	System Integration Testing	8.33%	
7.	Training	8.33%	
8.	User Acceptance Testing	8.33%	
9.	Cutover/Go-Live	8.33%	
#	Milestone	Weight/Percentage of Total Cost	
10.	30 Days Post Production Support	8.33%	
11.	60 Days Post Production Support	8.33%	
12.	90 Days Post Production Support	8.33%	

X. RESPONSIBILITIES

Vendor will be responsible for the following:

1. To supply only persons who are trained and certified to perform the assigned requested contracted services. If the person(s) supplied is deemed by the County, its sole discretion, to be unqualified to perform the required tasks, The County may request removal and replacement of that person.
2. Adhere to County's security policies and procedures.
3. Keep County's information confidential.
4. Adhere to County's change management policies. Provide detail, accurate, and timely information for system/infrastructure changes.

The County will be responsible for the following:

1. Obtain necessary Cloud subscription under separate contract prior to commencement of services requested in this RFP.
2. Maintaining annual technical support agreement with Oracle.
3. Maintenance and installation of any on premises products and services required to support implementation.
4. Assignment of a full-time project manager.
5. Assignment of an executive sponsor and project steering committee.
6. Provide access to subject matter experts to support implementation.
7. Provide workspace for onsite resources and remote access for offsite resources.

XI. PROPOSAL FORMAT

Responders are required to submit their proposals in the following format:

A. Cost Proposal

1. The original Cost Proposal and Cover Sheet must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for Request for Proposals No. 19-500536- Professional Services for Implementation of Oracle HCM Cloud System" on the outside of the envelope. The envelope should be marked "Original". Do not include the Cost Proposal or any cost related items with the technical proposal, and do not include the Cost Proposal on a

flash drive. The Cost Proposal must be submitted in hard copy format only, in a separate sealed envelope as described.

2. Responders are required to submit their costs on Attachment A, *Cost Proposal Form*, including the Cost Proposal Form Cover Sheet. **Responders shall not alter the Cost Proposal form in any manner. If the Responder has questions regarding this form, such questions must be submitted during the question and answer period of the solicitation process. Alterations to the Cost Proposal Form shall result in Responder's proposal being deemed non-responsive.**
3. **ALL FEES AND OR COSTS MUST BE SUBMITTED ON THE COST PROPOSAL FORM ONLY. DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL.** Including fees in any area outside of the Cost Proposal in its separate, sealed envelope shall result in Responder's proposal being deemed non-responsive. **Do not** submit or include the Cost Proposal on a CD or flash drive; submit a hard copy only.

B. Technical Proposal

1. The Technical proposal and cover sheet must be submitted as follows: One (1) original hard copy, marked “Original” with six (6) USB flash drives; and one (1) identical copy, marked “Copy”. The technical proposal must not contain any prices, fees, cost, or references to such. **DO NOT INCLUDE COSTS OF ANY KIND IN THE TECHNICAL PROPOSAL OR ON THE FLASH DRIVE CONTAINING THE TECHNICAL PROPOSAL.** Including fees in any area outside of the Cost Proposal in its separate, sealed envelope shall result in Responder’s proposal being deemed non-responsive, and the proposal will not receive further consideration for award.

Technical Proposals must be submitted in a sealed envelope(s) or box(es) with the responder’s name and “Request for Proposals No. 19-500536- Professional Services for Implementation of Oracle HCM Cloud System” on the outside of each envelope or box.

Responder shall complete Attachment B, *Technical Proposal Cover Sheet*, and include this as the first page of the technical proposal.

2. Technical Approach:
 - a. Responders are required to describe the procedures and methods that will achieve the required outcome of the project as specified herein;
 - b. Include a listing of the County’s responsibilities and the Responder’s responsibilities required to complete the project; and
 - c. Provide a project schedule at the task level starting with the receipt of the Notice to Proceed and ending with project completion.
3. Project Management:
 - a. Describe how the project will be organized and managed;
 - b. Describe progress reporting procedures for the project;
 - c. Include the anticipated use of subcontractors or vendors; and
 - d. Describe the resources necessary to accomplish the purpose of the project.
4. Personnel:
 - a. Identify the individuals who will be part of the project team;
 - b. Include any outside personnel, such as subcontractors; and
 - c. Provide detailed resumes of team members and subcontractors who will be directly working on the project.
5. Organizational Qualifications:
 - a. Describe Responder’s experience, capabilities and other qualifications for this project;
 - b. How many years has Responder operated under current company name?
 - c. Has Responder ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government?
6. Financial Responsibility

Responder must provide financial statements for the last three (3) years that evidences the responder’s financial capabilities to perform the scope of work. (Audited statements are preferable but a minimum of balance sheet, income statement and cash flow statement may be

accepted.) Provide year of incorporation (if applicable). Financial Summaries are not acceptable and do not satisfy the requirement for the documentation requested in this section.

7. References:

- a. Responder shall provide three (3) references for projects similar in size and scope to the project specified herein using the *Contractor Reference and Release Form* attached hereto as Attachment C.
- b. Provide three (3) references for each subcontractor proposed as a part of the project team. The references shall be for the same or similar types of services to be performed by the subcontractor (including LSBE-DeKalb and LSBE-MSA firms) on projects similar in size and scope to the project outlined in this RFP. Use Attachment D, Subcontractor Reference and Release Form. Make additional copies as needed.

8. Provide the following information: Is your company a DeKalb County Firm? Yes/No.

It is the responsibility of each Responder to ensure that its submission is received by 3:00 p.m. on the proposal deadline date of January 21, 2020. The time/date stamp clock located in the Department of Purchasing & Contracting shall serve as the official authority to determine lateness of any response. The RFP opening time shall be strictly observed. Be aware that visitors to our offices will go through a security screening process upon entering the building. Responders should plan enough time to ensure that they will be able to deliver their submission prior to our deadline. Late submissions, for whatever reason, will not be evaluated. Responders should plan their deliveries accordingly. Telephone or fax proposals will not be accepted.

C. Proposal Submittal Instructions

The entire proposal response must be submitted to the following address no later than 3:00 p.m. ET on January 21, 2020 at the following address:

DeKalb County Government
Maloof Administration Building
Department of Purchasing and Contracting – 2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030

Proposals must be clearly identified on the outermost packaging with the responder's name and "Request for Proposals No. 19-500536 - Professional Services for Implementation of an Oracle HCM Cloud System on the outside of the envelope(s) or box(es).

D. Non- Mandatory Pre-Proposal Conference

A non-mandatory pre-proposal conference will be held at the DeKalb County Maloof Administration Building, Purchasing and Contracting 2nd Floor, 1300 Commerce Drive, Decatur, GA 30030 on December 12, 2019 at 3:00 p.m ET. Interested firms are strongly encouraged to attend and participate in this conference. For information regarding the pre-proposal conference, please contact Beverly D. Williams, Sr. Procurement Agent, at 404-371-3648 or bwilliams@dekalbcountyga.gov.

E. Questions

All questions concerning the Project and requests for interpretation of the Contract may be asked and answered at the pre-proposal conference; however, oral answers are not authoritative.

Questions must be submitted in writing to Beverly D. Williams, Sr. Procurement Agent at bwilliams@dekalbcountyga.gov, no later than close of business on December 19, 2019. The County's responses to questions received by the Procurement Agent by the established deadline will be included in an Addendum and posted to the County's website. Questions and requests for interpretation received by the Department of Purchasing and Contracting after this date may not receive a response or be the subject of addenda. The County reserves the right

F. Acknowledgment of Addenda

Addenda may be issued in response to questions received or changes in the RFP. It is the responsibility of the responder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the Department of Purchasing and Contracting as requested. **All addenda must be acknowledged and included with the technical proposal submittal.** Responders may call Beverly D. Williams at 404-371-3648 or send an email to bwilliams@dekalbcountyga.gov to verify the number of addenda prior to submission. Addenda issued for this project may be found on DeKalb County's website, www.dekalbcountyga.gov/formalbids.

G. Proposal Duration

Proposals submitted in response to this RFP must be valid for a period of One Hundred Twenty (120) days from proposal submission deadline and must be so marked.

H. Project Director/Contract Manager

The County will designate a Project Director/Contract Manager to coordinate this project for the County. The successful responder will perform all work required pursuant to the contract under the direction of and subject to the approval of the designated Project Director/Contract Manager. All issues including, payment issues, shall be submitted to the Project Director/Contract Manager for resolution.

I. Expenses of Preparing Responses to this RFP

The County accepts no responsibility for any expenses incurred by the responders to this RFP. Such expenses are to be borne exclusively by the responders.

J. Georgia Open Records Act

Without regard to any designation made by the person or entity making a submission, DeKalb County considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq., without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. You may wish to consult an attorney or obtain legal advice prior to making a submission.

K. DeKalb First Ordinance

It is the objective of the Chief Executive Officer and Board of Commissioners of DeKalb County to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts. The current DeKalb County List of Certified Vendors may be found on the County website at <http://www.dekalbcountyga.gov/purchasing/pdf/supplierList.pdf>.

- a) It is required that all responding Responders attend a mandatory LSBE meeting within two-weeks of the solicitation's advertisement, and comply, complete and submit all LSBE forms with the Responder's response to remain responsive.
- b) A mandatory LSBE meeting is held weekly, in which all primes must attend to ensure that LSBE(s) have an opportunity to connect with the interested parties in all upcoming solicitations (Mandatory (Prime) DeKalb First LSBE Meetings).
- c) These meetings occur each Wednesday in a morning and afternoon session, 10:00am – 11:00 am AND 2:00 pm – 3:00 pm in person at 4572 Memorial Drive, Decatur, Georgia 30032 - Main Conference Room B; Participation is also available via video and/or audio conferencing. Attendance is required at only one (1) meeting each week, based on solicitation requirements.
- d) To attend the 10:00 am Mandatory Prime/LSBE Meeting via video conferencing, Join Zoom Meeting: <https://dekalbcountyga.zoom.us/j/157231430>
- e) To attend the 2:00 pm Mandatory Prime/LSBE Meeting via video conferencing, Join Zoom Meeting: <https://dekalbcountyga.zoom.us/j/308537243>
- f) Please utilize audio conferencing if you are unable to access the Zoom Meeting, dial: 1-888-270-9936 Conference code 107222.
- g) All attendees will be required to complete an introduction of themselves and provide contact information for the company in which they are representing during the meeting times. Please be sure to complete this task prior to leaving the meeting to ensure that your attendance has been recorded for eligibility to participate in the corresponding solicitations.
- h) For further details regarding the DeKalb First Local Small Business Enterprise Ordinance, contact the LSBE Program representative, Felton Williams at fbwilliams@dekalbcountyga.gov or (404) 371-6312.

L. First Source Jobs Ordinance

The DeKalb County First Source Jobs Ordinance requires contractors or beneficiaries entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$50,000 or more make a good faith effort to hire DeKalb County residents for at least 50% of jobs using the First Source Registry (candidate database). The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance. Please complete the First Source Jobs Ordinance Acknowledgement and New Employee Tracking Form included in Attachment G, First Source Jobs Ordinance (with Exhibits 1 – 4) and submit with the responder's proposal.

For more information on the First Source Jobs Ordinance requirement, please contact WorkSource DeKalb at www.worksourcedekalb.org or 404-687-3400.

M. Business License

Responder shall submit a copy of its current, valid business license with its proposal or upon

award. If the responder is a Georgia corporation, responder shall submit a valid county or city business license. If the responder is not a Georgia corporation, responder shall submit a certificate of authority to transact business in the state of Georgia and a copy of its valid business license issued by its home jurisdiction. If responder holds a professional certification which is licensed by the state of Georgia, then responder shall submit a copy of its valid professional license. Any license submitted in response to this requirement shall be maintained by the responder for the duration of the contract.

N. Ethics Rules

All Proposers are subject to the Ethics provision within the DeKalb County Purchasing Policy; the Organizational Act, Section 22A, the Code of DeKalb County; and the rules of Executive Order 2014-4. Any violations will be addressed, pursuant to these policies and rules.

To the extent that the Organizational Act, Section 22A, the Code of DeKalb County, and the rules of Executive Order 2014-4 allow a gift, meal, travel expense, ticket, or anything else of value to be purchased for a CEO employee by a contractor doing business with the County, the contractor must provide written disclosure, quarterly, of the exact nature and value of the purchase to the Chief Integrity Officer, if created, or the Finance Director or his/her designee. Every contractor conducting business with the County will receive a copy of these ethical rules at the time of execution of the contract.

O. Right to Audit

The County shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part with County funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor's employees, agents, assigns, successors and subcontractors. The County also has the right to communicate with Contractor's employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the County or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the books, records, and supporting documents shall be made available for audit at a time and location which is convenient for the County.

P. Non-Discrimination

DeKalb County assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. In addition, DeKalb County will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency (LEP).

Q. Cooperative Procurement Agreement

The County through the Department of Purchasing and Contracting may permit piggybacks to this contract from other city, county, local authority, agency, or board of education if the vendor will extend the same prices, terms, and conditions to the city. Piggybacking shall only be available where competition was used to secure the contract and only for a period of 12-months

following entry, renewal or extension of the contract. This provision shall not apply to any contract where otherwise prohibited or mandated by state law.

R. Federal Work Authorization Program Contractor and Subcontractor Evidence of Compliance

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. Successful responder(s) shall be required to register and participate in the federal work authorization program which is a part of Attachment H, *Sample County Contract*. In order for a Proposal to be considered, it is **mandatory** that the *Responder Affidavit*, Attachment F, be completed and submitted with responder's proposal.

XII. CRITERIA FOR EVALUATION OF PROPOSALS

The following evaluation criteria and the maximum points stated below will be used as the basis for the evaluation of proposals.

1. Technical Approach to the Project (20 points)
 2. Project Management (20 points)
 3. Organizational Qualifications (15 points)
 4. Personnel (10 points)
 5. Financial Responsibility (10 points)
 6. Local Small Business Enterprise Participation (10 points)
 7. References (5 points)
 8. Cost (10 points)
- Optional Interview – (5 bonus points)

XIII. CONTRACT ADMINISTRATION

A. Standard County Contract

The attached sample contract is the County's standard contract document (see Attachment H), which specifically outlines the contractual responsibilities. All responders should thoroughly review the document prior to submitting a proposal. Any proposed revisions to the terms or language of this document must be submitted in writing with the responder's response to the request for proposals. Since proposed revisions may result in a proposal being rejected if the revisions are unacceptable to the County, responders should review any proposed revisions with an officer of the firm having authority to execute the contract. No alterations can be made in the contract after award by the Board of Commissioners.

- A. The services shall commence within ten (10) calendar days after acknowledgement of receipt of written notice to proceed and shall be completed within the agreed upon multi-phase implementation schedule.
- B. The County reserves the right to make one (1) award or multiple awards. The County

intends to make a single award for this project.

XIV. AWARD OF CONTRACT

An evaluation committee will review and rate all proposals in accordance with the established evaluation criteria and assigned points as shown in Section XI. The committee shall determine if interviews are necessary.

If interviews are conducted, firms will be scheduled for an oral presentation to the evaluation committee, not to exceed one hour's duration, to respond to questions from the evaluation committee relevant to the firm's proposal.

The evaluation committee will make its recommendation for award to the DeKalb County Board of Commissioners, who will make the final decision as to award of contract.

XV. REQUIRED DOCUMENTS CHECKLIST

The following documents must be submitted with the proposal. Please see **NOTES** below:

Required Documents	Attachment	Document Attached Indicate Yes
<ul style="list-style-type: none"> *Cost Proposal Form with Cover Sheet - Include one (1) original hard copy in a separately sealed envelope marked- "Cost Proposal – RFP 19-500536- Professional Services for Implementation of Oracle HCM Cloud System" Include Proposer's Name on the outside of the sealed envelope 	A	____ Yes
<ul style="list-style-type: none"> *Technical Proposal with Cover Sheet- Include the cover sheet with the hard copy technical proposal, marked "Original", and six (6) USB flash drives; include one (1) identical hard copy, marked "Copy"; no costs whatsoever shall be included with the technical proposal. 	B	____ Yes
<ul style="list-style-type: none"> Oracle Partner – Include with the technical proposal supporting documentation to confirm Oracle partnership 		____ Yes
<ul style="list-style-type: none"> Contractor Reference and Release Form 	C	____ Yes
<ul style="list-style-type: none"> Sub Contractor Reference and Release Form 	D	____ Yes
<ul style="list-style-type: none"> *DeKalb First LSBE Documents with Exhibits A-B 	E	____ Yes
<ul style="list-style-type: none"> *Responder Affidavit 	F	____ Yes
<ul style="list-style-type: none"> First Source Jobs Ordinance Acknowledgement 	G	____ Yes
<ul style="list-style-type: none"> Last three (3) years of financial statements (audited preferred) - Financial summaries do not satisfy this requirement 		____ Yes
<ul style="list-style-type: none"> Responder's exceptions, if any, to the RFP requirements or standard County contract terms and conditions – If there are any exceptions taken, please list on a separate page, and identify specific sections, and headings 		

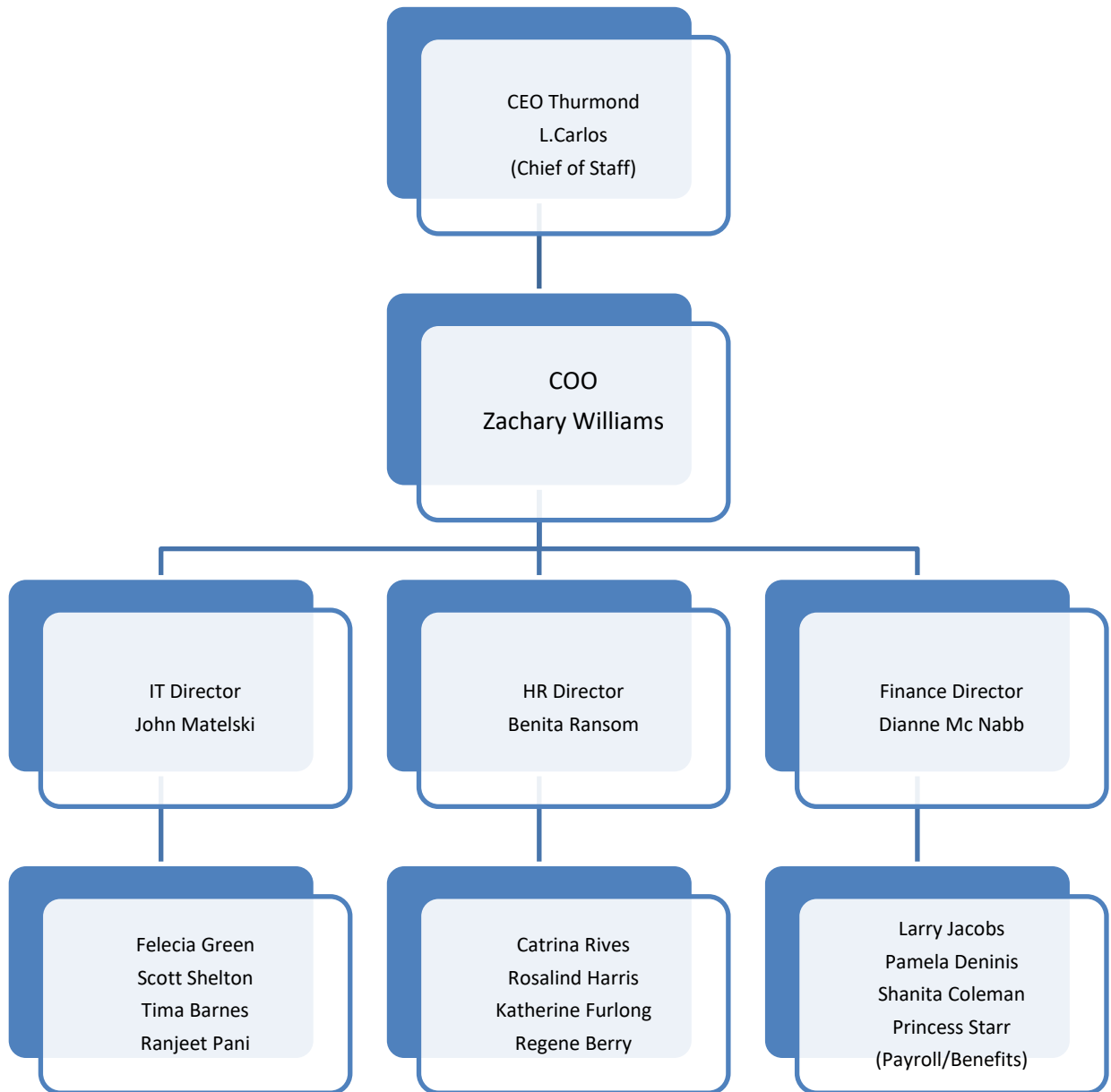
NOTE: All documents marked with an asterick * must be submitted with the proposal as required in the instructions. Failure to do so shall render the proposal as non-responsive, and the proposal shall not be considered for evaluation of award of a contract. If the Proposer determines a required form is not applicable, the form must be returned and notated as such.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE INFORMALITIES, AND TO RE-ADVERTISE.

Sincerely,

Beverly D. Williams
Senior Procurement Agent
Department of Purchasing and Contracting

APPENDIX A –GOVERNANCE/RESOURCES



APPENDIX B – CURRENT ENVIRONMENT

DeKalb County currently utilizes PeopleSoft, AFLAC-AT-Work and Oracle Taleo TBE. The County owns the following licenses.

Area	Description
PeopleSoft Enterprise Human Resources for Public Sector - Employee Count Perpetual	6200
PeopleSoft Enterprise Payroll For Public Sector - Employee Count Perpetual	6200
PeopleSoft Enterprise Pension Administration - Employee Count Perpetual	6200
Micro Focus International Ltd. Server Express COBOL for UNIX®	1
Oracle TBE Base Platform Cloud Service - Hosted Named User	6200
Oracle TBE Recruiting Cloud Service - Hosted Employee	6200
Oracle TBE Performance Management Cloud Service - Hosted Named User	6200
Oracle TBE Onboarding Cloud Service - Hosted Employee	6200

Counts

Descriptions	Count
Number of Regular Full-time Employees	6,200
Number of Regular Part-time Employees	136
Number of Temporary Full-time Employees	20
Number of Temporary Part-time Employees	711
Number of Retirees	5082

Versions

Application /OS/Database	Version
PeopleSoft	9.1
PeopleTools	8.52.08
OS-Unix	IBM AIX 7.1
OS-Windows	Window 2008 R2
WebLogic	10.3.4.0
Database	11.2.0.3.0

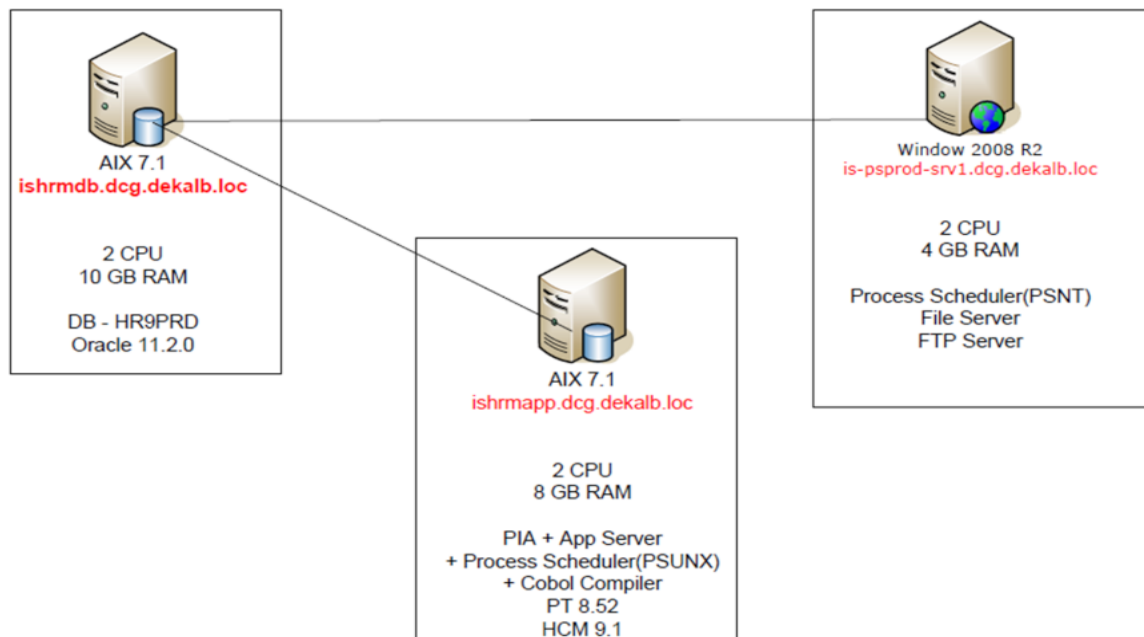
Key Business Processes

Business Area	Critical Business Process	Frequency	Key Dates
Payroll	Year-End W2 1099 Annual Payroll Configuration	Annually	January – February
Benefits	Open Enrollment	Annually	May-July for Actives October – January for Retirees
Human Resources/ Payroll	Biweekly/ Monthly Payroll Processing, Mass Salary Adjustments	Bi-Weekly & Monthly & Annually	January – December

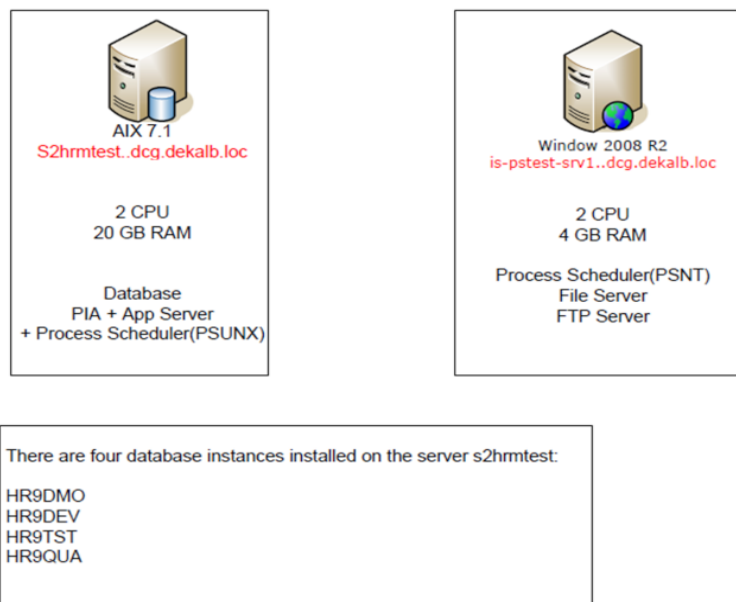
Payroll Type	Frequency	Process
Bi-Weekly	Bi-Weekly	Processed every 2 weeks
Monthly	Monthly	Processed on non-bi-weekly pay weeks, usually after the 2nd payroll of the month.
Retiree	Monthly	Processed on non-bi-weekly pay weeks, usually after the 2nd payroll of the month.
Pension Refunds	Monthly	Processed after the 15 th of each month
Voter	Varies	Processed after an election, throughout the year
Off-Cycle	Varies	Processed as needed

Current Total Number PeopleSoft Users	256
HR	35
IT	6
Payroll	5
Benefits	6
Departmental Users	215
Current Total Number of Oracle TBE Users	400

APPENDIX B -1 – CURRENT PRODUCTION AND TEST ENVIRONMENTS



PeopleSoft HCM 9.1 – Test Server



APPENDIX C – CORE HR

Scope of Work	
Core HR	
Configuration of organizational structure including country, currency, legal entity, business units	<p>Installation Table</p> <ul style="list-style-type: none"> • Standard hours • Position Management Integration • Employee ID assignment <p>Foundation Tables:</p> <ul style="list-style-type: none"> • Companies (Employees, Retirees, Poll Workers, State employees/COBRA) • Business Units/Departments • Department IDs/Cost Centers • Locations • Employee Competencies/Profile Management • Highest Education • Specific Schools/Degree • Certifications • Languages • Ethnic Groups • Job Code Table • EEO4 Functions & Occupational Classifications • Supervisory Levels • Leave Plan Setup (Standard Hours.; Year groups; rollover) • Absence Management/Family Medical Leave Setup, Military Leave • Training Facilities setup, etc. <p>Security based on Departments (Business Units) and Cost Centers, plus role-based.</p>
Configuration for administrative and self-service transactions	
Configuration for approval workflow	
Configuration of position management for employees	
Configuration of department tree	
Configuration of random job selector	Randomly select safety-sensitive and CDL jobs for drug/ alcohol screening
Configuration of DFFs as needed	

Area	Description
Legal Entity	County Manages only one legal entity and is located in DeKalb County, GA USA.
Employment Categories	Full Time, Part-Time, Temporary, Time-Limited
Number of Jobs	Approx. 700 current job classifications plus historical; approx. 650 are regular-status jobs and 50 are temporary classifications or monthly/elected official jobs. Probably over 1000 historical job classifications.

Area	Description
Number of Positions	<p>Approx. 6,200 active/filled funded full-time regular positions, plus part-time regular, and temporary employees; plus, vacant funded; plus non-funded and historical</p> <p>County currently uses partial position management with a 1-to-1 employee to incumbent position ratio. Job (employee) data is kept in sync with Position Data unless HR “overrides” for example to put a temporary employee into a regular position.</p> <p>The County pays in arrears, so we sometimes have overlap of departing employees who are still “active” so they can receive a paycheck the new (replacement) employee. We prefer to setup payroll so employees do not have to be kept “active” as employees to receive their final active work paycheck and thus we can clear the position quicker.</p>
Number of Grades	<p>128</p> <p>Grades are tied to job classifications; positions inherit</p> <p>Grades maybe adjusted annually if salary adjustments are given.</p> <p>Grades have a minimum and maximum and system rules need to flag so employee can’t deviate from these ranges without additional overrides.</p>
Number of Departments/Departments	<p>47</p> <p>Each Department is mapped to a cost center and assigned a unit number and are allocated under business units.</p>
Number of Locations	<p>542 locations are within DeKalb County, Georgia. A large number of these are for non-employee “polling places” used on election days.</p>
Supervisory Hierarchies	<p>The Supervisor field has not been used operationally to track supervisor/subordinate relationships. The “Reports To” field is currently used to control an interface to EBS Oracle Financials (iExpense)</p> <p>This supervisor relations field needs to be used to identify actual supervisor/subordinate relationships for performance evaluation, position hierarchies, workflow, and other functionality. An alternative approach will be needed to get the iExpense information into Oracle HCM for iExpense.</p>
Salary/Hourly	<p>The County has both. The County also has elected/appointed officials who are compensated on a monthly salary basis.</p>
Step progression	<p>The County does not utilize step progression anymore except some historical monthly and temporary employees. The plan is to eliminate all steps going forward but retain the ability to implement steps in the future.</p>
Seniority	<p>The County tracks seniority dates, which is used for longevity calculations (8+ years of service) and for leave accrual calculations (5-year increments for increases in accrual rate).</p>
Bargaining Units	<p>Not Applicable. The County does not have bargaining units.</p>
Employee Tracking	<p>The County would like to track skills, qualification and previous employment.</p>
Organization	<p>Company 001 – Regular employees including full-time, part-time, temporary & seasonal employees. Also includes retired employees hired back in temporary status without benefits. Includes most employees paid on a bi-weekly basis and elected/appointed officials (e.g. judges, Sheriff, District Attorney, etc.) who are paid on a salaried/monthly basis.</p> <p>Company 002 – Formerly Tax Commissioner active employees since they had a separate employee identification number (EIN). Around 2004 Company 002 employees rolled into Company 001, but Company 002 has historical information.</p>

Area	Description
	<p>Company 003 – Poll workers (election day at polling places) and election night workers (open absentee ballots and tally votes), also includes temporaries working for several weeks prior to/after an election night. Employees paid on an hourly basis.</p> <p>Company 004 – Pensioners/retirees paid on a monthly basis.</p> <p>Company 005 – State Medicare employees and employees with other special circumstances such as COBRA</p>
Organization Counts	<p>Company 001 – 6336 Regular Employees (6200 Full-time & 136 Part-time) 711 Temporary Employees active; plus, historical</p> <p>Company 002 – 0 (Zero)</p> <p>Company 003 – 9846 Active</p> <p>Company 004 – 5082 Retirees</p> <p>Company 005 – 126</p>
Currency	U.S. Dollar Only
Organization Charts	Generated manually using Visio/PowerPoint
Global Grade structures	No global pay structures. We have standardized grades without steps; however, some older job classifications have grades and currently use steps within those grades. The plan is to move to open pay ranges with no steps.
Salary Surveys	Salary surveys are done for individual job classifications as new employees are hired and are also done globally for selected benchmark classifications. However, no global pay changes or reclassifications have been made, nor changes to the pay scale based upon these surveys (usually done annually). The administration will occasionally give Countywide COLAs or general pay increases, but these aren't tied "directly" to salary surveys. Occasionally specific job classifications may have their pay grade/range changed and/or employees within a classification may receive market-based pay adjustments after an individual survey has been done. However, these pay changes have been implemented manually, individually for each incumbent.
Position management / position hierarchies	<p>The County currently use partial position management and no positions hierarchies. Our goal is a 1-to-1 relationship for employees in positions. However, since the board historically created and abolished positions as regular, temporary, full-time, part-time, etc. and County has rules such as prohibiting placement of regular employees in temporary positions and prohibiting placement of full-time employees in part-time positions (but the reverse are OK part-time employees in full-time positions or temp employees in regular positions).</p> <p>We use partial position management so HR can "override" the position data as needed to accommodate a specific employee in existing positions. We also allow double-fills and job-sharing of positions temporarily until an employee can clear their final paycheck, but long-term double-fills are avoided as this conflicts with the data needed by Hyperion.</p>

Area	Description
Employee or manager self-service processes	<p>No employee or manager self-service functionality. Custom role (using People Code) for payroll/personnel coordinators in each of the 40+ departments was implemented to allow update of work location & phone number (only) on position data.</p> <p>Employees cannot enter any personal data updates. Department payroll/personnel coordinators can update home addresses, phone numbers, email addresses, etc. for their employees. Central HR and Payroll are the only people allowed to update marital status, tax information, education levels, etc.</p> <p>However, the County wants to implement all self-serve functionality available with full routing and approvals for all processes.</p> <p>We also want to have automated setups/configuration of new employees based on rules established for certain employee types such as “regular” status (vs. Temp) employees, employees in certain departments, employees in certain job classifications etc. Currently most of this information is keyed manually with HR personnel having to remember all the various rules and integration between the rules.</p>
Security Groups/Access	<p>Central HR, Finance (payroll, County budget office, risk management, pension, benefits, internal audit), and Information Technology have access to the total employee population. Each of the 40+ individual “departments” (e.g. State Court; Sheriff’s Office; Watershed Management; Purchasing & Contracting, etc.) have access to view only their own employee and position data (based on their “business unit”. This is controlled through row-level security on their user profile which is controlled by department security using the security tree. For a couple departments (business units), we further break down security into cost-center access. This is typically within the courts where within State Court one judge doesn’t want other judge’s people viewing his section’s data, even though they are all within the same business unit.</p>
Service Date Used for Calculations	Adjusted Employment Date (Service Date) is used for calculation of longevity/seniority and annual/vacation leave accruals.
Employee Status Change	Employee status changes, such as promotions, transfers and employee are handled by HR manually. We want this to be as automated as possible with electronic approvals/submission.
Work Schedules	<p>HR is responsible for maintaining work schedules:</p> <p>80 hours (regular employees), 85 hours (law enforcement), 106 hours (fire rescue personnel) - based on a 2-week pay period. The 85-hour and 106-hour pay plans are on a 28-day schedule for determining overtime.</p>
Employee Costing/Account	Currently costing/fund tracking is minimal and limited to a cross-reference of a GL expense code on the Department table (cost centers) that tracks back to a specific fund. The County wants to have tighter integration with budgeting information for planning, costing, and tracking, etc.
Periodic Mass Updates	Salary Plans; Salary Grade; Organization Units; Locations; FLSA; Jobs; etc.

Area	Description
Identification of Special Job Classes	Sworn, Safety-Sensitive, CDL, Merit, Non-Merit, etc.
Document Uploads	Ability to upload documents specific to an employee

APPENDIX D – PERFORMANCE/GOAL

Scope of Work	
Performance/Goals	
Configuration	<p>Provide the capability to tie knowledge, skills and abilities (KSAs) or competencies, goals, metrics, action plans and log events together as they relate to an employee's job classification and duties for the purpose of providing employees with performance appraisals</p> <p>All information centralized and linked to HR record for ease of tracking employee reviews and goal management.</p> <p>Develop evaluations from easily configurable templates and goals for individual contributors, departments and the County.</p> <p>Create user friendly analytics and reports to provide meaningful data and insight.</p> <p>Must allow for different levels of access for raters and the ability to assign multi-raters, send reminders to evaluators regarding upcoming evaluation due dates/status. The system must e-mail.</p> <p>Hierarchical security access and workflow - Once the appraisal has gone through this process it must be completed from within the application to secure it from changes. Administrative rights must be required to unlock.</p> <p>Evaluations must have printer friendly version, as hard copy could be subsequently filed in departmental and centralized personnel files.</p> <p>Accessible in self-service.</p>
Configuration for Workflow Approval/Review	<p>Automatically notify users throughout when they have a pending task to complete in the performance review workflow.</p> <p>Provide workflow management, notifications and email reminders.</p> <p>Capture employee feedback to make employee development decisions, actionable information to help employees select career paths, and strengthen County culture initiatives</p> <p>Should have ability to conduct different appraisals i.e., Manager Performance Appraisal, 360-Degree Appraisal, General Appraisal, Employee Self-Assessment etc.</p>

Area	Description
Performance review process	<p>Annual reviews due 9/30 each year on common anniversary date; 1-5 scale rating; Executive, Manager/Supervisor, Front-Line Contributor are evaluation types/categories.</p> <p>All reviews are manual via paper. No approval workflow</p> <p>Task in current process:</p> <p>Set Goals (Performance Plan) and Annual Performance Review; Objectives, CJE's, Employee Feedback, Supervisor review</p>
Cycle	October 1 - September 30
Rating	<p>Previously used with intention to use in the future</p> <p>5 - Far Exceeds Standards 4 - Exceeds Standards 3 - Consistently Meets Standards 2 - Marginal Standards 1 - Below Standard</p>
Performance appraisals	Probationary - Initial appraisal during working test/probation Annual – Regular permanent employees
Competencies	Not currently, but the intention is to use competencies
Goal Library	A draft is in Taleo that has not been implemented.
Goal Evaluation	Goals are evaluated annually
Organizational Goals	Yes, the County has organizational goals starting at CEO level there are County priorities and each department has a strategic plan with individual divisions and employee's goals aligning with the upper level goals and cascade down. Goals are not linked to performance and compensation, but the plan is to implement.
Dashboard/Business Analytics	Performance ratings, progress and submissions drill down capability by organization

APPENDIX E – WORKFORCE COMPENSATION

Scope of Work	
Compensation	
Configuration of compensation plans for annual merit review process and incentive plans	Link to performance evaluation ratings or another factor
Configuration of individual compensation plans for incentive payments	Link to performance evaluation ratings or another factor
Enable compensation worksheets to include available Core HR data	Want “what if” calculations and computations with roll-up costing
Configure custom alerts	
Configure dynamic calculations	Dynamic compensation based upon pay plans, job classifications, service time, years/months in job class, relative placement within pay ranges, etc. May utilize average compensation by job class and/or department/business unit/cost center to determine relative compensation placement and recommendations
Configure plan budgets	Not currently setup at DeKalb but need this going forward in new system
Enable standard compensation plan budget regions with use of dashboards to display roll-up budget reporting and allocations	
Enable download/upload templates to facilitate upload of compensation contract details	
Configuration of currency	
Configuration of compensation components	Base pay; seniority/longevity pay; hazardous duty pay; paramedic incentive, educational incentives; some are flat rates, and some are percentages; longevity may be calculated on base pay only, or some combination of all pays
Configuration of eligibility profiles to define eligibility for the compensation plan	
Compensation worksheets	
Configured worksheet approvals using hierarchy	Distributed submission routed through approval process; effective dated in past (retro), current, or set to take effect on specific date in future
Configure compensation budgeting and allocation based on supervisor hierarchy	
Configuration of compensation change statements	

Area	Description
Annual merit/compensation increment cycle	<p>No planned cycle. Inconsistent as it is based upon CEO recommendation and approval by BOC.</p> <p>Some years COLAs are provided.</p> <p>Most department heads under the CEO have auto allowance. There are some special pays like hazardous duty pay, paramedic incentive, and pay supplements to county and state employees.</p> <p>In-grade adjustments</p> <p>Off-cycle compensation is not used. Off-cycles are used to correct pay discrepancies.</p> <p>No approval flow but county would like to implement workflow-type approvals</p> <p>Previously pay increases were 5% across the board; then they changed to “merit” based increases with pay increase % tied to overall performance evaluation rating; in past 9 years, no consistent performance-based pay increases, but very possible in future based upon budget constraints</p>
Car Allowances	<p>Car Allowances are provided to most department heads, and a few select deputy directors. Department heads issued a vehicle do not get cash car allowance. Car allowances are currently keyed/updated by Finance/Payroll, but we would like for HR to be able to control this as an additional type of pay component with the same rules currently applied (i.e. taxable, non-taxable, reported/imputed costs, etc.), not currently factoring into the total (hourly) pay rate, but with the possibility of such.</p>
Compensation plans	<p>Standard employees (40-hour/week) – Biweekly</p> <p>Law Enforcement (170 hours/ 28-days)</p> <p>Fire (212 hours / 28-days)</p> <p>Law Enforcement & Fire pay plan employees paid bi-weekly with OT calculated based on 4-week (28-day) cycle</p> <p>Monthly – Retirees and Elected/Appointed officials</p> <p>There are no exclusions.</p>
Shift Differential Pay	<p>Extra pay received by employees for working a less-than desirable shift (i.e., late nights, evenings).</p>

APPENDIX F– PAYROLL

Scope of Work	
Payroll	
Configuration of currency	
Configuration of pay frequency	
Configuration of earnings codes	
Configuration of deduction codes	
Configuration of tax jurisdictions	
Configuration of banks for payroll payments	
Configuration of tax withholding rules	
Configuration of payroll calendars	
Configuration of the General Ledger (GL) COA in HCM	
Configuration of GL calendar(s)	
Configuration of General Ledger	
Configuration of Payroll Unit(s)	
Configuration for Tax reporting	
Configuration for bi-weekly, monthly, and retiree payroll runs	
Configuration of pay periods	
Configuration of FLSA	
Configuration of Unemployment Insurance rates	
Configuration of salary basis	
Integration to state system	
Configuration of departments to hold costing details	
Configuration of garnishment elements	
Configuration of retro pay elements	

Configuration of payment methods	
Developed check writer and printed pay slips	
Configure self-service for W4 changes, pay slips online and W2s online, 1099	

Area	Description
Payment Methods	Checks, ACH and Prepaid Debit Cards We process on demand checks. No cash disbursements. Checks are printed by the Payroll Division
Wage attachments	Bankruptcy, IRS Liens, Student Loans, Garnishments, Child Support via ACH/AP Wire
Earning Elements	55
Deduction Elements	495 Pre and Post Tax Provide a spreadsheet that lists all earnings, benefit, voluntary deductions and involuntary deductions.
Third Party Remittance	Yes, via ACH, AP/Wires/Check
Tax Jurisdiction.	Georgia
Late Deductions	Handled via back deduction codes
Pension Plans	Pretax and employer match, Pensio, Pensi2, Pensi3
Deferred compensation plans	457B and Roth Pretax and Post tax
Tax Reporting /Tax Filing /Pay Advices	Handled by ADP
New Hire Process	Payroll inputs all new hire general deduction (credit union, 457b plans, pension plans) and federal and state tax information.
Payroll Corrections	Payroll Corrections are processed by a Pay line Correction Form sent by the Payroll Coordinator.
Payroll Adjustments	Adjustments are made on paydays only. Include - Supplements, car allowances, incentives, pay back
Overpayments	Payroll recovers overpayments in one lump sum or over a series of payrolls.
Bonus/Incentives	Incentive and bonus payouts can be processed as an on-cycle payroll or off-cycle payroll any time of the year.
Supplemental Tax Rate	The supplemental tax rate is used for supplemental earnings. Bonus payments are separate payments taxed at the regular rate.
Voids/Reversals	All ACH reversals and voided checks are verified by the Payroll Analyst before being reversed in PeopleSoft.
Bank Reconciliation	Cleared Check file is received from bank. Our Treasury department handles the actual reconciliation. Need ability to manually "Cash/ Clear" checks individually or in bulk
Security	Payroll staff and IT have update access. HR and Payroll Coordinators have view access only.

Area	Description
Employee Contract Labor	Payroll does not process contract labor. Payroll does process 1099's for retirees and pension refunds. Contract labor is processed out of EBS Accounts Payable.
Payment Schedule	Paid in arrears for bi-weekly and monthly. Advance for Retiree
Employee Locations	All employees are located in the state of Georgia
Manual Checks	Used for new hires not entered into PeopleSoft, incorrect labor codes, underpayments, closed bank accounts, lost checks, etc. We average 5-25 manual checks per pay period, and they are paid in one day.
Distribution of paycheck	Employees are allowed 4 direct deposit accounts. Employees are allowed to deposit specific amounts into direct deposit accounts.
Employee Tax information updates	Employees are permitted unlimited updates.
Employee Termination.	Annual leave Payout and Pension Refund is paid after termination. Payroll calculates and inputs the Annual leave Payout based on the number of hours submitted from HR
Payroll Audit/Validation	Payroll Register is used All validation is completed prior to printing checks Payroll utilizes Payroll Register, Check issues, Direct deposit register, tax summary, payroll summary, deduction register, check register Staff spends 3-4 hours on payroll validation
Payroll Reconciliation.	Payroll Summary Report is validated against the General ledger Interface report
General Ledger Interface	EBS 12.1.3. Detail information is transferred in interface.
Retro Pay	Payroll utilizes the Retro Pay Calculations process in PeopleSoft. Process runs every pay period
Year End Task	W2 & 1099 reconciliation and preparation See year end checklist. See checklist.

Earning Code	Description
\$AC	All Earnings Codes - System Cd
\$NA	N/A - Retro Place Holder
1	Regular Pay
2	Overtime
3	Sick Leave
4	Annual Leave
5	Holiday
6	Comp Time Accrual

Earning Code	Description
7	Workers Comp No Pay
8	Adjustment
9	Expense Checks
10	Workers Comp Pay
11	Approved Leave Without Pay
12	Unapproved Leave with Out Pay
13	Family Medical Leave Act
14	Suspension No Pay
15	Training & Conference Pay
16	Other Administrative Pay
17	Comp Time Taken
18	On the Job Injury
18	Waiting Period
19	Jury / Witness Pay
20	Military Leave
21	Off Duty Court Time
22	HIDTA
23	Sick Comp Payout
24	Light Duty Return to Work
25	Blood Time Accrued
26	Blood Time Used
27	Saylors Leave Accrual
28	Liberty Sod Day
29	Pedestrian Safety
30	Annual Leave Pay/off
31	Sick Leave Payoff
32	Incentive Pay Rate \$.32 MR
33	Travel Allowance
34	Sick Leave Donation
35	Sick Leave Donation Used
36	Incentive Pay Rate \$.20/Supvr
37	Clothing Allowance
38	Holiday Bank No/Pay
39	Holiday Bank with Pay
40	Saylors Leave Pay
41	Auto Allowance/Fica
41	Vehicle Usage
42	Car Allowance Reimbursement
43	H.E.A.T
44	Annual Leave Donation
45	Annual Leave Donation Used
46	Longevity Plan 8 yrs.
46	Master Police Officer Incentive

Earning Code	Description
47	Health Risk Assessment Accrual
47	Longevity Plan 9 yrs.
48	Health Risk Assessment Taken
48	Longevity Plan 10 yrs.
49	Health Risk Assessment Reimbursement
49	Longevity Plan 11 yrs.
50	Unpaid Holiday - Early Retiree
51	Unpaid Bankable Holiday
52	Furlough Day
53	Furlough Day - Fire & Elec Off
53	Furlough/Unpaid Holiday Adjust
54	Annual Leave Reserve Payout
54	Longevity Plan 16 yrs.
55	Longevity Plan 17 yrs.
56	Longevity Plan 18 yrs.
56	Pension Earning Adjustment
57	Longevity Plan 19 yrs.
58	Longevity Plan 20 yrs.
59	Saylors Leave Payoff
60	Fire Incentives
60	Fire/Police Incentives
60	Police Hiring Bonus
61	Single Pay
62	Kronos Adjustment
63	Click It or Ticket
64	HIDTA
65	Dummy Holiday
66	Hazard Duty
67	Shift Differential
68	Education
69	Bereavement
70	Judge Emeritus
71	Exempt Employee Absence
72	Fire Cap/Paramed Differential
73	Fire 1 yr. Incentive
74	Military Leave Without Pay
75	3% One-Time Incentive
75	Det Officer SRA 1-Time Payment
75	Living Wage Incentive
75	Pay Initiative-One Time Pay
76	On-Call Pay
3SF	3 Party Sick Pay FICA taxable
3SP	3rd Party Sick Pay Taxable

Earning Code	Description
501	Retro Regular Pay
502	Retro Overtime Pay
503	Retro Sick Leave Pay
504	Retro Annual Leave Pay
505	Retro Holiday Pay
510	Retro Work/Comp Pay

Deduction	Deduction Class Description	Description
401(A)	Nontaxable Benefit	401(a) Benefit Contribution
457B	Before-Tax	457b Deferred Compensation
AACCP	Before-Tax	AFLAC Accident Plan
AD/D	Before-Tax	Accidental Death
AD/D	Nontaxable Benefit	Accidental Death
AETMED	After-Tax	Aetna Medicare Adv. PPO
AETMED	Nontaxable Benefit	Aetna Medicare Adv. PPO
AGACP	Before-Tax	Aflac Group Accident Plan
ALLIAN	Before-Tax	Allianz
ALLIFE	Before-Tax	Allianz Life Insurance Co
AMERIP	Before-Tax	Ameriprise Financial
AMERNA	Before-Tax	American National Insurance Co
ASCRUN	Before-Tax	Associated Credit Union IRA
AXAEQU	Before-Tax	AXA Equitable
B401A	Nontaxable Benefit	Back 401a Benefit Contribution
BACP	Before-Tax	Back Acc/Death
BADD	Before-Tax	Back Am/Dental
BAPA	Before-Tax	Back Accident Plan-AFLAC
BBCH	After-Tax	BK Blue Cross HMO Domestic PT
BBCP	Before-Tax	Back B/C w/Dental
BBDP	Before-Tax	Back B/C Den
BBHP	Before-Tax	Back Blue Cross Blue Shield HMO
BBOD	Before-Tax	Back B/C Optional Dental
BCANC	Before-Tax	Back Cancer
BCHP	Before-Tax	Back CIGNA High PPO
BCIP	Before-Tax	Back Cigna
BCLP	Before-Tax	Back CIGNA Low PPO
BCRIT	After-Tax	Back Critical Illness
BDAD	Before-Tax	Back MetLife Dependent AD/D
BDBA	Before-Tax	Back Disability-AFLAC
BDBC	Before-Tax	Back Disability-Colonial
BDBP	Before-Tax	Back Disability-PIC
BDENHN	Nontaxable Benefit	Back Dental High Non-Taxable
BDENLN	Nontaxable Benefit	Back Dental Low Non-Taxable

Deduction	Deduction Class Description	Description
BDENTH	Before-Tax	Back Dental High
BDENTL	Before-Tax	Back Dental Low
BDLI	Before-Tax	Back-MetLife Dependent Life
BDPP	After-Tax	Back Dep Life
BEAD	Before-Tax	Back-MetLife Employee AD/D
BEADD	Before-Tax	Back Basic EE ADD
BEHL	After-Tax	Back Hartford Emp Supp Life
BELI	Before-Tax	Back-MetLife Employee Life
BELIFE	Before-Tax	Back Basic EE Life
BENOV	After-Tax	Benevolent Fund
BESADD	After-Tax	Back Sup EE ADD
BESLIF	After-Tax	Back Sup EE Life
BEYMDH	Before-Tax	Back EyeMed High
BEYMDL	Before-Tax	Back EyeMed Low
BHDA	After-Tax	Back Hartford Dependent ADD
BHDL	After-Tax	Back Hartford Dependent Life
BHEA	After-Tax	Back Hartford Emp Supp ADD
BHEAC	After-Tax	Back Hartford Emp ADD 100,000
BHELC	After-Tax	Back Hartford Emp Life 100,000
BHSA	After-Tax	Back Hartford Spouse ADD
BHSL	After-Tax	Back Hartford Spouse Life
BKAD	After-Tax	Back Am/Dental Prem Domestic Pt
BKBC	After-Tax	Back B/C w/Dental Prem Domestic
BKBD	After-Tax	Back B/C Den Prem Domestic Pt
BKCA	After-Tax	Back Cigna Prem Domes Partner
BKCC	Before-Tax	Back Kaiser Consumer Choice
BKEYMD	Before-Tax	Back EyeMed
BKHSA	Before-Tax	Back Kaiser H SA
BKHSAN	Nontaxable Benefit	Back Kaiser HSA Nontax
BKKA	After-Tax	Back Kaiser Prem Domestic Pt
BKPP	Before-Tax	Back Kaiser
BKPPN	Nontaxable Benefit	Back Kaiser Non-Taxable
BKPUT	After-Tax	Misc. – B
BKUD	After-Tax	BK-United H Care Den Domestic Pt
BKUH	After-Tax	BK-United H Care Domestic PTNR
BLAROC	Before-Tax	BlackRock Funds
BLIFEA	Taxable Benefit	Back Basic Life Taxable
BLIFEB	Before-Tax	Back Basic Life Before-Tax
BLIFEN	Nontaxable Benefit	Back Basic Life Non-Taxable
BLIFET	Taxable Benefit	Back Basic Life Taxable
BMDOMP	After-Tax	Back Medical Domestic Partner
BMHMO	Before-Tax	Back Medical HMO
BMHMON	Nontaxable Benefit	Back Medical HMO Non-Taxable

Deduction	Deduction Class Description	Description
BMHSA	Before-Tax	Back Medical "HSA"
BMHSAN	Nontaxable Benefit	Back Medical HSA Non-Taxable
BMPOS	Before-Tax	Back Medical POS
BMPOSN	Nontaxable Benefit	Back Medical POS Non-Taxable
BPNI	After-Tax	Back Pension Interest
BPNP	After-Tax	Back Pens Principal
BPNP	Before-Tax	Back Pens Principal
BPNR	Before-Tax	Back Pension Service Purchase
BPSP	Before-Tax	Back Pension Service Purchase
BPTRS	Before-Tax	Back Library Retirement
BPTRSN	Nontaxable Benefit	Back Library Retirement Nontax
BSAD	Before-Tax	Back MetLife Spouse AD/D
BSDADD	After-Tax	Back Sup Spouse/Dep ADD
BSDEPL	After-Tax	Back Sup Spouse/Dep Life
BSLI	Before-Tax	BK-METLIFE SPOUSAL LIFE
BSTD	Before-Tax	Back Short-term Disability
BUCCIH	Before-Tax	Back United Concordia High
BUCCIL	Before-Tax	Back United Concordia Low
BUDA	After-Tax	Back Unimerica Dependent AD/D
BUDL	After-Tax	Back Unimerica Dependent Life
BUDP	Before-Tax	Back United HCare Dental
BUEA	After-Tax	Back Unimerica Employee AD/D
BUEL	After-Tax	Back Unimerica Employee Life
BUHD	After-Tax	Back United HCare HMO DMSTC PT
BUHP	Before-Tax	Back United HCare HMO
BUPP	Before-Tax	Back United HCare w/Dental
BUSA	After-Tax	Back Unimerica Spousal AD/D
BUSL	After-Tax	Back Unimerica Spousal Life
BVISIH	Before-Tax	Back Vision High
BVISIL	Before-Tax	Back Vision Low
CCF	Before-Tax	Cigna Choice Fund
CCF	Nontaxable Benefit	Cigna Choice Fund
CGCIP	After-Tax	Critical Illness Plan Emp
CGCIP	After-Tax	Critical Illness Plan Spouse
CGCIP	After-Tax	GF Critical Illness Plan Emp
CGCIP	After-Tax	GF Critical Illness Plan Spouse
CGCIP	After-Tax	Colonial Critical Illness Plan
CGCP	Before-Tax	Colonial Group Cancer Plan
CGM	Before-Tax	CGM
CHASE	Before-Tax	Chase
CHSCH	Before-Tax	Charles Schwab
CHSUP	After-Tax	Misc. – C
CRUN	After-Tax	Credit Union

Deduction	Deduction Class Description	Description
DADD	After-Tax	MetLife Dependent Supp AD/D
DADD	Taxable Benefit	MetLife Dependent Supp AD/D
DEFBEN	After-Tax	GSEPS Defined Benefits Plan
DEFC01	Before-Tax	PEBSCO
DEFC02	Before-Tax	ICMA
DEFCON	Before-Tax	GSEPS Define Contribution Plan
DEN/R1	After-Tax	RBCDD
DEN/R2	After-Tax	RADP
DEN/R3	After-Tax	RUHCD
DEN/R4	After-Tax	RBCOD
DEN/R5	After-Tax	Retiree UCCI High
DEN/R5	Nontaxable Benefit	Retiree UCCI High
DEN/R6	After-Tax	Retiree UCCI Low
DEN/R6	Nontaxable Benefit	Retiree UCCI Low
DENTL1	Before-Tax	BCDD
DENTL2	Before-Tax	ADP
DENTL3	Before-Tax	UHCD
DENTL4	Before-Tax	BCOD
DENTL5	Before-Tax	United Concordia High
DENTL5	Nontaxable Benefit	United Concordia High
DENTL6	Before-Tax	United Concordia Low
DENTL6	Nontaxable Benefit	United Concordia Low
DEPLIF	After-Tax	Dependent Life
DEPLIF	Nontaxable Benefit	Dependent Life
DEPLIF	Taxable Benefit	Dependent Life
DPHMO	After-Tax	DP Blue Open Access HMO
DPHMO	Nontaxable Benefit	DP Blue Open Access HMO
DPHMO	Taxable Benefit	DP Blue Open Access HMO
DPHSA	After-Tax	DP Blue Open Access HSA
DPHSA	Nontaxable Benefit	DP Blue Open Access HSA
DPHSA	Taxable Benefit	DP Blue Open Access HSA
DPPOS	After-Tax	DP Blue Open Access POS
DPPOS	Nontaxable Benefit	DP Blue Open Access POS
DPPOS	Taxable Benefit	DP Blue Open Access POS
EADD	After-Tax	MetLife Employee Supp AD/D
EADD	Taxable Benefit	MetLife Employee Supp AD/D
EDJONE	Before-Tax	Edward Jones
EQUIP	After-Tax	Equip Lost/Damaged
FIDINV	Before-Tax	Fidelity Investment
FLEX01	Before-Tax	Health Care
FLEX02	Before-Tax	Dependent Care
FPEN	After-Tax	Ga Fireman's Pension
FRIN	After-Tax	Fireman's Insurance

Deduction	Deduction Class Description	Description
FSCSEC	Before-Tax	FSC Securities
GARN	After-Tax	Misc. – G
GARNSH	After-Tax	Garnishment
GEBCO	Before-Tax	GEBCorp
GFCU	Before-Tax	GFCU
GSROTH	Before-Tax	GSEPS Roth 401k
GSUF	After-Tax	Garnishment Setup Fee
HDAD	After-Tax	Hartford Dependent AD/D
HDPL	After-Tax	Hartford Dependent Life Ins
HEAD	After-Tax	Hartford Employee AD/D
HELC	After-Tax	Hartford Employee Life 100,000
HRTEE	After-Tax	Hartford Employee Life Ins
HSAD1	After-Tax	Hartford Spouse AD/D 10,000
HSAD10	After-Tax	Hartford Spouse AD/D 100,000
HSAD2	After-Tax	Hartford Spouse AD/D 20,000
HSAD3	After-Tax	Hartford Spouse AD/D 30,000
HSAD4	After-Tax	Hartford Spouse AD/D 40,000
HSAD5	After-Tax	Hartford Spouse AD/D 50,000
HSAD6	After-Tax	Hartford Spouse AD/D 60,000
HSAD7	After-Tax	Hartford Spouse AD/D 70,000
HSAD8	After-Tax	Hartford Spouse AD/D 80,000
HSAD9	After-Tax	Hartford Spouse AD/D 90,000
HSAE	Before-Tax	HSA Employee
HSAERF	Nontaxable Benefit	HSA Employer Family
HSAERS	Nontaxable Benefit	HSA Employer Single
HSAR	Before-Tax	Health Savings Account Retiree
HSARRF	Nontaxable Benefit	HSA Retiree Employer Family
HSARRS	Nontaxable Benefit	HSA Retiree Employer Single
HSERF	Nontaxable Benefit	HSA ER Family
HSERS	Nontaxable Benefit	HSA ER Single
HSP1	After-Tax	Hartford Spouse Life 10,000
HSP10	After-Tax	Hartford Spouse Life 100,000
HSP2	After-Tax	Hartford Spouse Life 20,000
HSP3	After-Tax	Hartford Spouse Life 30,000
HSP4	After-Tax	Hartford Spouse Life 40,000
HSP5	After-Tax	Hartford Spouse Life 50,000
HSP6	After-Tax	Hartford Spouse Life 60,000
HSP7	After-Tax	Hartford Spouse Life 70,000
HSP8	After-Tax	Hartford Spouse Life 80,000
HSP9	After-Tax	Hartford Spouse Life 90,000
ICMA	Before-Tax	ICMA
JACNAT	Before-Tax	Jackson National
KAHSA	Before-Tax	Kaiser HSA-Active Emp

Deduction	Deduction Class Description	Description
KAHSA	Nontaxable Benefit	Kaiser HSA-Active Emp
KHSAE	Before-Tax	KAISER HSA - EE- ACTIVE
KHSAFE	Nontaxable Benefit	KAISER HSA - ER FAMILY -ACTIVE
KHSASE	Nontaxable Benefit	KAISER HSA - ER SINGLE -ACTIVE
LAFINA	Before-Tax	L.A. Financial
LEVY	After-Tax	Misc. – L
LIFE	Before-Tax	Life
LIFE	Nontaxable Benefit	Life
LIFE	Taxable Benefit	Life
LINNAT	Before-Tax	Lincoln National LIC
LS-AL	Before-Tax	Lump Sum Annual Leave
LUMSUM	Before-Tax	Lump Sum 10% vs 25%
MED/C1	Before-Tax	Kaiser
MED/C1	Nontaxable Benefit	Kaiser
MED/C2	Before-Tax	Cigna Open Access Plus In-Network
MED/C2	Nontaxable Benefit	Cigna Open Access Plus In-Network
MED/C3	Before-Tax	Blue Open Access HMO
MED/C3	Nontaxable Benefit	Blue Open Access HMO
MED/C4	Before-Tax	UHC
MED/C4	Nontaxable Benefit	UHC
MED/C5	Before-Tax	Kaiser Consumer Choice Option
MED/C5	Before-Tax	Kaiser Consumer Choice Option
MEDCHG	Before-Tax	Cigna Open Access Plus
MEDCHG	Nontaxable Benefit	Cigna Open Access Plus
MEDCLW	Before-Tax	Cigna PPO Low
MEDCLW	Nontaxable Benefit	Cigna PPO Low
MEDDEN	Before-Tax	BCBS
MEDDEN	Nontaxable Benefit	BCBS
MEDDN	Before-Tax	UHC
MEDDN	Nontaxable Benefit	UHC
MEDHSA	Before-Tax	Blue Open Access HSA
MEDHSA	Nontaxable Benefit	Blue Open Access HSA
MEDPOS	Before-Tax	Blue Open Access POS
MEDPOS	Nontaxable Benefit	Blue Open Access POS
MERLBO	Before-Tax	Merrill Lynch BOA
MERLYN	Before-Tax	Merrill Lynch
METDPL	After-Tax	MetLife Dep Life Insurance
METDPL	Taxable Benefit	MetLife Dep Life Insurance
METEE	After-Tax	MetLife Employee Life Ins
METEE	Taxable Benefit	MetLife Employee Life Ins
METLIF	Before-Tax	MetLife Investors USA
METSP	After-Tax	MetLife Spousal Life Insurance
METSP	Taxable Benefit	MetLife Spousal Life Insurance

Deduction	Deduction Class Description	Description
MIAMIF	Before-Tax	Miami Firefighters FCU
MLPPVA	Before-Tax	MetLife Preference Premier VA
MLSADC	After-Tax	MetLife Spouse ADD Cap
MLSADC	Taxable Benefit	MetLife Spouse ADD Cap
MLSPC	After-Tax	MetLife Spouse Life 10,000 Cap
MLSPC	Taxable Benefit	MetLife Spouse Life 10,000 Cap
MORKEE	Before-Tax	Morgan Keegan
MSTANB	Before-Tax	Morgan Stanley Smith Barney
NATFIS	Before-Tax	National Financial Services
NQ/C1	After-Tax	Non-Qualified Medical/C1
NQ/C1	Nontaxable Benefit	Non-Qualified Medical/C1
NQ/C1	Taxable Benefit	Non-Qualified Medical/C1
NQ/C2	After-Tax	Non-Qualified Medical/C2
NQ/C2	Nontaxable Benefit	Non-Qualified Medical/C2
NQ/C3	After-Tax	Non-Qualified Medical/BCHMO
NQ/C3	Nontaxable Benefit	Non-Qualified Medical/BCHMO
NQ/C3	Taxable Benefit	Non-Qualified Medical/BCHMO
NQ/C4	After-Tax	Non-Qualified Medical/C4
NQ/C4	Nontaxable Benefit	Non-Qualified Medical/C4
NQ/C4	Taxable Benefit	Non-Qualified Medical/C4
NQ/C5	After-Tax	Non-Qualified Medical/C5
NQDEN1	After-Tax	Non-Qualified Dental/DEN1
NQDEN1	Taxable Benefit	Non-Qualified Dental/DEN1
NQDEN2	After-Tax	Non-Qualified Dental/DEN2
NQDEN2	Taxable Benefit	Non-Qualified Dental/DEN2
NQDEN3	After-Tax	Non-Qualified Dental/DEN3
NQDEN3	Taxable Benefit	Non-Qualified Dental/DEN3
NQDEN4	After-Tax	Non-Qualified Dental/DEN4
NQDEN5	After-Tax	Non-Qualified Dental High
NQDEN5	Taxable Benefit	Non-Qualified Dental High
NQDEN6	Nontaxable Benefit	Non-Qualified Dental Low
NQDEN6	Taxable Benefit	Non-Qualified Dental Low
NQEYEH	Before-Tax	Non-Qualified Eye Med High
NQEYEL	Before-Tax	Non-Qualified Eye Med Low
NQMED	After-Tax	Non-Qualified Medical/BCBS
NQMED	Nontaxable Benefit	Non-Qualified Medical/BCBS
NQMED	Taxable Benefit	Non-Qualified Medical/BCBS
NQMED1	After-Tax	Non-Qualified Medical/UHC
NQMED1	Nontaxable Benefit	Non-Qualified Medical/UHC
NQMED1	Taxable Benefit	Non-Qualified Medical/UHC
NQMEDR	After-Tax	Non-Qualified Medical/BCBS
NQPPOH	After-Tax	Non-Qualified PPO High
NQPPOH	Nontaxable Benefit	Non-Qualified PPO High

Deduction	Deduction Class Description	Description
NQPPOL	After-Tax	Non-Qualified PPO Low
NQPPOL	After-Tax	Non-Qualified PPO Low
NQPPOL	Nontaxable Benefit	Non-Qualified PPO Low
NQPPOL	Nontaxable Benefit	Non-Qualified PPO Low
OLDPEN	After-Tax	Old County Pension Plan
OPPENH	Before-Tax	Oppenheimer
OTHER	After-Tax	Misc. Deductions
PAYBK	Before-Tax	Payback Monies Owed
PEBSCO	Before-Tax	Nationwide
PENSIN	Before-Tax	County Pension
PENSIN	Nontaxable Benefit	County Pension
PENSIO	After-Tax	Pension Plan
PENSIO	Before-Tax	Pension Plan
PERLLC	Before-Tax	Pershing LLC
PHEADC	After-Tax	PT Hartford Emp AD/D 100,000
PHELC	After-Tax	PT Hartford Emp Life 100,000
PHSA1	After-Tax	PT Hartford Spouse AD/D 10,000
PHSA10	After-Tax	PT Hartford Spouse AD/D 100,00
PHSA2	After-Tax	PT Hartford Spouse AD/D 20,000
PHSA3	After-Tax	PT Hartford Spouse AD/D 30,000
PHSA4	After-Tax	PT Hartford Spouse AD/D 40,000
PHSA5	After-Tax	PT Hartford Spouse AD/D 50,000
PHSA6	After-Tax	PT Hartford Spouse AD/D 60,000
PHSA7	After-Tax	PT Hartford Spouse AD/D 70,000
PHSA8	After-Tax	PT Hartford Spouse AD/D 80,000
PHSA9	After-Tax	PT Hartford Spouse AD/D 90,000
PHSP1	After-Tax	PT Hartford Spouse Life 10,000
PHSP10	After-Tax	PT Hartford Spouse Life 100,00
PHSP2	After-Tax	PT Hartford Spouse Life 20,000
PHSP3	After-Tax	PT Hartford Spouse Life 30,000
PHSP4	After-Tax	PT Hartford Spouse Life 40,000
PHSP5	After-Tax	PT Hartford Spouse Life 50,000
PHSP6	After-Tax	PT Hartford Spouse Life 60,000
PHSP7	After-Tax	PT Hartford Spouse Life 70,000
PHSP8	After-Tax	PT Hartford Spouse Life 80,000
PHSP9	After-Tax	PT Hartford Spouse Life 90,000
PINS	Before-Tax	Life Ins P/T Employees
PINS	Nontaxable Benefit	Life Ins P/T Employees
PINS	Taxable Benefit	Life Ins P/T Employees
PLFB	Before-Tax	Back Life
PLIN	After-Tax	Police Insurance
PNEN	Before-Tax	Extension Service
PNENN	Nontaxable Benefit	PNEN Non-taxable

Deduction	Deduction Class Description	Description
PNJN	After-Tax	Trial Judges/Sol (NEW) 7.5%
PNJN-R	After-Tax	Trial Judges/Sol-R (New) 7.5%
PNJO	After-Tax	Trial Judges/Sol 10%
PNJO-R	After-Tax	Trial Judges/Sol-R 10%
PNJS	After-Tax	Trial Judges/Sol 7.75%
PNJS-R	After-Tax	Trial Judges/Sol 7.75% Rehire
PNJT	After-Tax	Trial Judges/Sol 10.25%
PNJT-R	After-Tax	Trial Judges/Sol 10.25 Rehire
PNJU	After-Tax	Sol/No GTLI/Non-Spousal 7.5%
PNJW	After-Tax	Trial Judges/Sol 10% S& noGTLI
PNJX	After-Tax	Trial Judges/Sol/Spouse D 7.75
PNJX-R	After-Tax	Trial Judges/Sol/Spouse D 7.75
PNLN	Before-Tax	Library Ret F/T
PNSH	After-Tax	St Ct/Sol Ret (New)
PNSH-R	After-Tax	St Ct/Sol New – Rehire
PNSS	After-Tax	St Ct/Sol Ret (Old)
PNSS-R	After-Tax	St Ct/Sol - Old – Rehire
PNTH	After-Tax	Tax Com New Plan
PNTH-R	After-Tax	Tax Com New – Rehire
PNTS	After-Tax	Tax Com Old Plan
PNTS-R	After-Tax	Tax Com Old – Rehire
PNWL	After-Tax	Trial Judges Sol 7.5%no S/gtli
POANN	After-Tax	Pol/Off Annuity
PPLN	Before-Tax	Library Ret P/T
PREPAY	After-Tax	Pre-Payment Deductions
PRINLI	Before-Tax	Principal Life Insurance Co
PRUDPR	Before-Tax	Prudential Premier
PSAD1	After-Tax	PT Unimerica Sp. ADD 10,000
PSAD10	After-Tax	PT Unimerica Sp. ADD 100,000
PSAD2	After-Tax	PT Unimerica Sp. ADD 20,000
PSAD3	After-Tax	PT Unimerica Sp. ADD 30,000
PSAD4	After-Tax	PT Unimerica Sp. ADD 40,000
PSAD5	After-Tax	PT Unimerica Sp. ADD 50,000
PSAD6	After-Tax	PT Unimerica Sp. ADD 60,000
PSAD7	After-Tax	PT Unimerica Sp. ADD 70,000
PSAD8	After-Tax	PT Unimerica Sp. ADD 80,000
PSAD9	After-Tax	PT Unimerica Sp. ADD 90,000
PTRS	Before-Tax	Library Retirement
PTRSN	Nontaxable Benefit	Library Retirement Non-Taxable
PUADC	After-Tax	PT Unimerica Emp ADD 100,000
PUELC	After-Tax	PT Unimerica Emp Life 100,000
PURPWR	After-Tax	Purchase Power
PUSP1	After-Tax	PT Unimerica Sp. Life 10,000

Deduction	Deduction Class Description	Description
PUSP10	After-Tax	PT Unimerica Sp. Life 100,000
PUSP2	After-Tax	PT Unimerica Sp. Life 20,000
PUSP3	After-Tax	PT Unimerica Sp. Life 30,000
PUSP4	After-Tax	PT Unimerica Sp. Life 40,000
PUSP5	After-Tax	PT Unimerica Sp. Life 50,000
PUSP6	After-Tax	PT Unimerica Sp. Life 60,000
PUSP7	After-Tax	PT Unimerica Sp. Life 70,000
PUSP8	After-Tax	PT Unimerica Sp. Life 80,000
PUSP9	After-Tax	PT Unimerica Sp. Life 90,000
R457B	After-Tax	Roth 457b Deferred Comp
RAETBK	After-Tax	Ret Back Aetna POS, HMO, HSA
RAETBN	Nontaxable Benefit	Ret Back Aetna POS, HMO, HSA NT
RAYJAM	Before-Tax	Raymond James
RBC	Before-Tax	RBC Bank
RBCBK	After-Tax	Ret Back BC POS, HMO, HSA
RBCBKN	Nontaxable Benefit	Ret Back BC POS, HMO, HSA Nontax
RBCBS	After-Tax	RBCBS
RBCBS	Nontaxable Benefit	RBCBS
RBCCA	Before-Tax	RBC Capital Markets
RBCH	After-Tax	Retiree Blue Open Access HMO
RBCH	Nontaxable Benefit	Retiree Blue Open Access HMO
RBCWE	Before-Tax	RBC Wealth Management
RCCF	After-Tax	Retiree Cigna Choice Fund
RCCF	Nontaxable Benefit	Retiree Cigna Choice Fund
RCIBHN	Nontaxable Benefit	Retire Cigna PPO Bk High N-Tax
RCIBKH	After-Tax	Retiree Cigna PPO Back High
RCIBKL	After-Tax	Retiree Cigna PPO Back Low
RCIBLN	Nontaxable Benefit	Retire Cigna PPO Bk Low N-Tax
RCIGNA	After-Tax	RetCignaOpenAccessPlusInNetwor
RCIGNA	Nontaxable Benefit	RetCignaOpenAccessPlusInNetwor
RCMHN	Nontaxable Benefit	Cig Med Srrnd Bk High Non-Tax
RCMLN	Nontaxable Benefit	Cig Med Srrnd Bk Low Non-Tax
RCMSBH	After-Tax	Cigna Medicare Surround BKHHigh
RCMSBL	After-Tax	Cigna Medicare Surround BK Low
RDPHMO	After-Tax	Ret DP Blue Open Access HMO
RDPHMO	Nontaxable Benefit	Ret DP Blue Open Access HMO
RDPHMO	Taxable Benefit	Ret DP Blue Open Access HMO
RDPHSA	After-Tax	Ret DP Blue Open Access HSA
RDPHSA	Nontaxable Benefit	Ret DP Blue Open Access HSA
RDPPOS	After-Tax	Ret DP Blue Open Access POS
RDPPOS	Nontaxable Benefit	Ret DP Blue Open Access POS
RENT	After-Tax	Rent/Caretakers
RETHL1	After-Tax	Retiree Hartford Life 10,000

Deduction	Deduction Class Description	Description
RETHL2	After-Tax	Retiree Hartford Life 20,000
RHMO	After-Tax	Retiree Blue Open Access HMO
RHMO	Nontaxable Benefit	Retiree Blue Open Access HMO
RHSA	After-Tax	Retiree Blue Open Access HSA
RHSA	Nontaxable Benefit	Retiree Blue Open Access HSA
RIVERS	Before-Tax	RiverSource Insurance
RKABN	Nontaxable Benefit	Retiree Kaiser Bk Non-Tax
RKAHSA	After-Tax	Retiree Kaiser HSA
RKAHSA	Nontaxable Benefit	Retiree Kaiser HSA
RKAIBK	After-Tax	Retiree Kaiser Back Premium
RKAISE	After-Tax	Retiree Kaiser
RKAISE	Nontaxable Benefit	Retiree Kaiser
RKHSA	Before-Tax	KAISER HSA - EE- RETIREE
RKHSAB	After-Tax	Retiree Kaiser HSA Back
RKHSAF	Nontaxable Benefit	KAISER HSA - ER FAMILY - RETIR
RKHSAN	Nontaxable Benefit	Retire Kaiser HSA Back Nontax
RKHSAS	Nontaxable Benefit	KAISER HSA - ER SINGLE -RETIRE
RLIFE	Nontaxable Benefit	Retiree Life
RMACHG	After-Tax	Cigna Medicare Surround High
RMACHG	Nontaxable Benefit	Cigna Medicare Surround High
RMACLW	After-Tax	Cigna Medicare Surround Low
RMACLW	Nontaxable Benefit	Cigna Medicare Surround Low
RMECHG	After-Tax	Retiree Cigna Open Access Plus
RMECHG	Nontaxable Benefit	Retiree Cigna Open Access Plus
RMECLW	After-Tax	Cigna Retiree PPO Low
RMECLW	Nontaxable Benefit	Cigna Retiree PPO Low
RMHMO	After-Tax	RMHMO
RMHMO	Nontaxable Benefit	RMHMO
RMHSA	After-Tax	RMHSA
RMHSA	Nontaxable Benefit	RMHSA
RMPOS	After-Tax	RMPOS
RMPOS	Nontaxable Benefit	RMPOS
ROTH	After-Tax	Roth NRS
RPOS	After-Tax	Retiree Blue Open Access POS
RPOS	Nontaxable Benefit	Retiree Blue Open Access POS
RUHC	After-Tax	RUHC
RUHC	Nontaxable Benefit	RUHC
RUHCH	After-Tax	RUHCH
RUHCH	Nontaxable Benefit	RUHCH
RULIF	After-Tax	Retiree Unimerica Life
SADD	After-Tax	MetLife Spousal Supp AD/D
SADD	Taxable Benefit	MetLife Spousal Supp AD/D
SICK	After-Tax	Temp Sick

Deduction	Deduction Class Description	Description
SPIN	After-Tax	Special Insurance
SPUR	After-Tax	Spouse Surcharge
STAFAR	Before-Tax	State Farm
STD	After-Tax	Disability
STD	After-Tax	Disability
STDLO	After-Tax	Misc. – A
SUNTR	Before-Tax	SunTrust
SVBOND	After-Tax	Savings Bond
SYNOVU	Before-Tax	Synovus Securities
TBSUR	After-Tax	Tobacco Surcharge
TRADIT	Before-Tax	Tradition IRA
TRAN	After-Tax	Employee Transportation
TRNST1	Before-Tax	Transit One Reimbursement
UABASE	After-Tax	Ultimate Advisor Base
UAPLUS	After-Tax	Ultimate Advisor Plus
UCBHN	Nontaxable Benefit	United Concord Bk High Non-Tax
UCBKH	After-Tax	United Concordia Back High
UCBKL	After-Tax	United Concordia Back Low
UCBLN	Nontaxable Benefit	United Concord Bk Low Non-Tax
UDADD	After-Tax	Unimerica Dep Supp ADD
UEAD	After-Tax	Unimerica Employee Supp ADD
UMB	Before-Tax	UMB Bank
UNADC	After-Tax	Unimerica Employee ADD 100,000
UNELC	After-Tax	Unimerica Employee Life 100,000
UNIDPL	After-Tax	Unimerica Dep Life Insurance
UNIEE	After-Tax	Unimerica Employee Life Ins
UNISP	After-Tax	Unimerica Spousal Life Ins
UNSADC	After-Tax	Unimerica Spouse ADD 10,000 Cap
UNSP1	After-Tax	Unimerica Spouse Life 10,000
UNSP10	After-Tax	Unimerica Spouse Life 100,000
UNSP2	After-Tax	Unimerica Spouse Life 20,000
UNSP3	After-Tax	Unimerica Spouse Life 30,000
UNSP4	After-Tax	Unimerica Spouse Life 40,000
UNSP5	After-Tax	Unimerica Spouse Life 50,000
UNSP6	After-Tax	Unimerica Spouse Life 60,000
UNSP7	After-Tax	Unimerica Spouse Life 70,000
UNSP8	After-Tax	Unimerica Spouse Life 80,000
UNSP9	After-Tax	Unimerica Spouse Life 90,000
UNSPC	After-Tax	Unimerica SpouseLife10,000 Cap
USAA	Before-Tax	USAA
USAD1	After-Tax	Unimerica Spouse ADD 10,000
USAD10	After-Tax	Unimerica Spouse ADD 100,000
USAD2	After-Tax	Unimerica Spouse ADD 20,000

Deduction	Deduction Class Description	Description
USAD3	After-Tax	Unimerica Spouse ADD 30,000
USAD4	After-Tax	Unimerica Spouse ADD 40,000
USAD5	After-Tax	Unimerica Spouse ADD 50,000
USAD6	After-Tax	Unimerica Spouse ADD 60,000
USAD7	After-Tax	Unimerica Spouse ADD 70,000
USAD8	After-Tax	Unimerica Spouse ADD 80,000
USAD9	After-Tax	Unimerica Spouse ADD 90,000
USPADD	After-Tax	Unimerica Spousal Supp ADD
VAC	After-Tax	Vacation Temp
VANGUA	Before-Tax	Vanguard
VIS/R1	After-Tax	Retiree EyeMed Vision High
VIS/R2	After-Tax	Retiree EyeMed Vision Low
VIS1	Before-Tax	EyeMed Vision High
VIS2	Before-Tax	EyeMed Vision Low
VISRB1	After-Tax	Ret EyeMed Vision High Back
VISRB2	After-Tax	Ret EyeMed Vision Low Back
WACHO	Before-Tax	Wachovia Bank
WLC	Before-Tax	Whole Life Child
WLE	Before-Tax	Whole Life Employee
WLS	Before-Tax	Whole Life Spouse
WLSUR	After-Tax	Wellness Surcharge

APPENDIX G – ABSENCE/TIME MANAGEMENT

Scope of Work	
Absence/Time	
Configuration of absence types	
Configuration of absence reasons	
Configuration of absence plans	
Configuration of approval rules	
Configuration of leave balances	
Configuration of time categories	
Configuration of holiday hours	
Configure reminder notices	

Area	Description
Time Entry	<p>Time for bi-weekly employees is transferred into PeopleSoft via a Kronos Interface. All time must be approved by 10:30 on the Monday prior to Payroll.</p> <p>Most bi-weekly salaried employees are setup to be paid 80 hours per pay period. Vacation, sick, holiday, FMLA, etc. are keyed as additional entries. However, exceptions for leave usage are keyed into Kronos for both FLSA exempt and non-exempt employees</p> <p>Time is not currently tracked against projects, except specific grant programs setup in Kronos</p> <p>Time for monthly (elected employees) is not keyed or entered into PeopleSoft. The employees are paid for the entire monthly rate, unless they start after the beginning of the month or separate prior to the end of the month, for which Payroll currently manually calculates and keys into the pay line.</p>
Costing Information	Grants-PTA (project, task, account) is entered Salaries – cost center, labor account, fund
Time Corrections	Pay line corrections prior to payroll confirmation. Off-cycle processes are run after the initial payroll has confirmed.
Time Collection	Kronos is system of record and County plans to continue to use Kronos and interface data to Oracle HCM
Annual Leave Carryover Plans	<p>Annual Leave Carryover:</p> <p>40-hour under 10 years of service; 40-hour over 10-years of service;</p>

Area	Description
	<p>42.5 hours under 10 years; 42.5 hours over 10 years; 53 hours under 10 years; 53-hours over 10 years Enrollment is handled manually, but this needs to be setup automatically based on rules</p> <p>Leave accrual is currently set up on monthly calculation, but HR wants to change this to calculate/accrue with each payroll, where possible</p>
Accrual Plans Sick Leave	<p>Sick Leave has 3 plans and is set at 13 days per year regardless of service.</p> <ul style="list-style-type: none"> • Full accrual (work at least 75% of FT employee) • Part-time accrual (work at least 50% of FT employee) • No accrual (less than 50% of FT employees) <p>Enrollment is handled manually, but this needs to be setup automatically based on rules</p> <p>Leave accrual is currently set up on monthly calculation, but we want to change this to calculate/accrue with each payroll, where possible.</p>
Non-Entitlement Plans	County does not use non-entitlement plans
Disability/Workers Compensation	Short-term disability is handled through a 3rd-party vendor and Worker's Comp is handled in separate system
Leave Accruals	<p>Employee starts accrual immediately. However, due to the definition in the local ordinance (DeKalb Code), regular part-time employees MUST work an average of 20+ hours per week to obtain part-time benefits. Therefore, in a regular two pay-period accrual month part-time employees must work/be paid leave for a minimum 80 hours to receive part-time (1/2) accrual.</p> <p>In a regular (2-pay-period) accrual month, regular full-time employees must work a minimum of 120 hours to receive "full" accrual.</p> <p>Leave accruals are computed monthly at the end of the month after the previous bi-weekly payrolls have been paid. Usually the leave accrual period runs go from the pay period starting the middle of the previous month to the end of the previous month and for the pay period at the beginning of the month in which the accruals are run. Twice a year, in months with 3 paychecks, the leave accruals include a third pay period since we have 26 bi-weekly pay periods.</p> <p>Leave accrual is currently run monthly based on a bi-weekly payroll process. Employees in the Fire (53 hour) and law Enforcement (42.5 hour) pay plan also have a bi-weekly process but their pay is calculated using a 28-day (4-week) cycle.</p> <p>The accrual is run as close to the last working day of the month as</p>

Area	Description
	possible and encompasses two (or three) previous paid pay periods (HR has a set leave accrual calendar/schedule)
Absence balances	At the end of each calendar year, any annual leave over the maximum carryover threshold (9 weeks for employees with 10 years of service; 6 weeks carryover for employees with under 10 years of service) is deducted from the annual leave amount and moved over to increase the sick leave balance. Sick leave accrues with no maximum limit until the employee's retirement. There is no buy-back plan
Leave Donation	County has a donation of leave program for catastrophic illness/injuries. Employees who donate must maintain minimum thresholds of both annual and sick leave. Leave donated is converted based on the donor's hourly wage and the recipient's hourly wage. For example, if a director making \$100/hour donates 40 hours to an employee making \$25/hour, then 160 hours are credited to an individual's donated leave bank. Maximum receipt in a year is 480 hours donated leave using a backward-looking rollback method. Creation of county-wide bank with similar rules as described above for individuals.
Time Tracking	<p>In PeopleSoft we track Annual Leave, Sick Leave, and a Reserve Annual leave account. Annual/vacation and sick leave accruals are based on the accrual charts provided. 'Reserve leave' is a balance created for certain employees in December 2011 that tracks a specific amount of leave and the pay rate that leave was "locked" at on 12/31/2011. When an employee separates employment and has a reserve balance, they will receive this reserve balance as part of a leave payout. In Kronos, in addition to the above, we track non-exempt employee comp time, time off given for blood donations ("blood time") and donated sick-and-annual leave time "donated leave". We also have a court-mandated account for fire/rescue paramedic personnel called Saylor's leave, which may no longer be needed since the majority (if not all) employees have separated who initially were granted this specific leave.</p> <p>In the Oracle HCM system, we would like to be able to track employee's time to the day/hour and not simply bring over pay code information in a lump amount per pay period.</p>
Leave Increments	<p>Exempt employees must receive pay for an entire work day. However, those with annual or sick leave balance track hours down to the ¼ hour increments in Kronos. However, some departments don't require exempt employees to track absences of less than 2 hours, etc.</p> <p>FSLA Non-exempt employees report time in quarter-hour increments (rounded up or down the nearest quarter hour in Kronos).</p>
Leave Participation	Regular (non-temporary) employees in most departments. In some departments (specific cost centers) regular employees do not participate in the leave plans (e.g. certain courts will shut

Area	Description
	down the entire court for a week and everyone takes a vacation week, therefore they can't use individual vacation days and may not participate in the leave accrual plans).
Leave Eligibility	<p>Employees can use sick leave as soon as they accrue it (and it is made available to Kronos via the PeopleSoft-to-Kronos interface run after payroll confirmation). Annual leave accrues from the employee's first day but by policy employees cannot use it until they have been employed with the County for 6 months.</p> <p>Employees may also receive payout upon separation for unused annual leave up to specified limits of 240 hours or 360 hours (or equivalent for Fire or Enforcement pay plans) based on if they have less than 10 years or over 10 years County service, respectively.</p>
Accrual Schedule	<p>Accruals are either Full accrual, part-time accrual, or none based on the following:</p> <p>Regular accrual month (2 pay periods - 160 expected hours) Regular accrual month (2 pay periods - 160 expected hours) Full accrual - 120 paid hours Part accrual – 80 paid hours No accrual – less than 80 hours</p> <p>Long accrual month (3 pay periods – 240 expected hours) Full accrual - 180 paid hours Part accrual – 120 paid hours No accrual – less than 120 hours</p> <p>Sheriff Regular accrual month (2 pay periods) Full accrual – 127.5 paid hours Part accrual – 85 paid hours No accrual – less than 85 hours</p> <p>Fire Regular accrual month (2 pay periods) Full accrual – 159 paid hours Part accrual – 106 paid hours No accrual – less than 106 hours</p> <p>Fire Long accrual month (3 pay periods) Full accrual – 238.5 paid hours Part accrual – 159 paid hours No accrual – less than 159 hours</p>
Employee Termination	Total authorized paid time for the accrual period (2 pay periods or 3 pay periods) is calculated to determine full, partial, or no accrual for the pay period that includes separation date.
Leave Maximum	<p>Employees may accrue unlimited sick leave. Annual leave is capped at an annual maximum balance of 240 hours for employees with less than 10 years of service and 360 hours balance for employees with 10+ years of service.</p> <p>Employees may accrue above these amounts, but at the end of the year, employees are "cut back" to the annual balance limits. Excess annual leave (cut back) is rolled hour-for-hour into employee's sick leave balance (employee does not "lose" leave,</p>

Area	Description																								
	but excess annual leave is converted to sick leave).																								
Negative Accrual	The County does not allow a person to go negative on their accrual since a positive balance is required in Kronos to be able to charge/use leave. However, if a manual adjustment is made to the leave balance by HR, a negative balance could theoretically be possible, but must be resolved.																								
Annual Leave Accrual Schedule (Monthly)	<table><tr><th>Years of Service</th><th>Accrual Hrs. 40 -Hour Employee</th><th>Accrual Hrs. 42.5 – Hour Employee</th><th>Accrual Hrs. 53-Hour Employee</th></tr><tr><td>0 – 4.99</td><td>10</td><td>10.75</td><td>13.25</td></tr><tr><td>5 – 9.99</td><td>12</td><td>12.75</td><td>16</td></tr><tr><td>10 – 14.99</td><td>14</td><td>15</td><td>18.75</td></tr><tr><td>15 – 19.99</td><td>16</td><td>17</td><td>21.25</td></tr><tr><td>20+</td><td>18</td><td>19.25</td><td>24</td></tr></table>	Years of Service	Accrual Hrs. 40 -Hour Employee	Accrual Hrs. 42.5 – Hour Employee	Accrual Hrs. 53-Hour Employee	0 – 4.99	10	10.75	13.25	5 – 9.99	12	12.75	16	10 – 14.99	14	15	18.75	15 – 19.99	16	17	21.25	20+	18	19.25	24
Years of Service	Accrual Hrs. 40 -Hour Employee	Accrual Hrs. 42.5 – Hour Employee	Accrual Hrs. 53-Hour Employee																						
0 – 4.99	10	10.75	13.25																						
5 – 9.99	12	12.75	16																						
10 – 14.99	14	15	18.75																						
15 – 19.99	16	17	21.25																						
20+	18	19.25	24																						
Minimum Absence Entry	Kronos limitation of .25 hours (rounded)																								
Leave Carryover	PTO carryover calendar year to calendar year. Cut-back and rollover done after December monthly accrual run and after payroll confirmed that includes all paid days in previous calendar year (usually around the 10-15th of January).																								
Leave Purchase	No allowance for purchase of PTO. Employees terminated and re-instated by court order or Merit System appeals process are entitled to pay back annual leave payout and replenish their annual leave that was paid out at separation (manual process)																								
Leave Sell	Employees may not sell PTO. Payouts up to maximum carryover thresholds may be received by employees who separate employment. For example, employees with less than 10 years of service may receive payout of their annual leave balances up to 240 hours and employees with 10+ years of service may receive payout out of their annual leave balances up to 360 hours. Sick leave is not payable, only can be used for sick reasons, doctor/dentist appointments, FMLA, etc. Unused sick leave an unpaid annual leave balances may be used for pension service credit of 1-month pension service for 172 hours of unused/unpaid leave (40-hour employees).																								
Exclusion/Holidays	Employees in their first 6 months of employment with the County are deducted service time (used for longevity and leave accrual calculation) day-for-day of unpaid absence (including weekends and holidays). Employees who have been with the county for 6 months or more (leave eligible) only have unpaid absences of 2 weeks or more deducted on a day-for-day basis including weekends and holidays.																								
Employee Statuses A = Active L = Leave of Absence P = Leave with Pay S = Suspended	The current program has (A) active, paid (P) or unpaid (L) status employees and suspended (S) employees accruing leave. This is being corrected so any employee in an A, L, P, or S status will receive accruals based on the amount of paid (work, leave, etc.) hours in the leave accrual month previously annotated.																								
Termination Payout	Leave is paid out upon separation from the County or upon entering a job (e.g. courts) that doesn’t allow leave plan usage.																								

Area	Description
	Comp time is paid out when an employee separates from the County, promotes from FLSA non-exempt to FLSA exempt status or when they transfer departments, so the gaining department doesn't take on that liability incurred by the losing department (manual process).
Leave Incentive	An incentive to employees who don't use their sick leave and thus have large sick balances, for employees (40 hour) who have 400 hours of sick leave, they get credited with one additional day (8 hours of annual leave). Employees who have 800 hours sick leave balance on Dec 31 receive 16 hours annual leave credited, etc. This is the final step of the rollover process. An unused sick leave compensation/ holiday check program exists in policy but hasn't been funded for 9 years.

APPENDIX H – BENEFITS

Scope of Work	
Benefits	
Configuration of benefit programs	
Configuration of benefit plans /Rates	
Configuration of eligibility profiles	
Configuration of life events	
Configuration of self-service benefits	
Configurations of Carrier/Plans/options	

Area	Description
Eligibility	Permanent employees working 20 or more hours per week.
Number of Carriers	10
Mid-period/proration	Utilized sometime
Medical Plans	See Appendix H.1
Dental Plans	See Appendix H.1
Vision Plans	See Appendix H.1
Life Insurance	<p>TERM LIFE - Basic Life/AD&D: 2.25 x annual pay Dependent (spouse and/or children) Life: \$5,000 Supplemental Life/AD&D: 1X-4X salary Supplemental Spousal Life: \$10K - \$100K Supplemental Dependent Life: \$5,000 County pays 70% of premium</p> <p>WHOLE LIFE – Employee (\$25K, \$50K, \$75K); Spouse (\$10K, \$15K, \$25K); Child(ren) (\$10K).</p> <p>For Plans- See Appendix H.1</p>
Disability	<p>Employee pays for STD coverage of 20%, 40% or 60% of salary replacement for a max of 12 months or 24 months paid</p> <p>For Plans - See Appendix H.1</p>
Flex Saving Accounts	See Appendix H.1
Health Saving Accounts	See Appendix H.1
Accident/Critical Illness Plans	See Appendix H.1
Waiting Periods	No waiting periods for medical – eligible on Date of Hire
Dependents Coverage	All dependents: Spouse, children

Area	Description
	Children cease coverage at age 26, unless handicapped
Domestic Partners	Yes
Cost/Split	Most medical plans have approximate 70/30 split. There are age bands for Supplemental Life insurance.
Underwriting	Supplemental Life insurances require EOI. GI is minimum of 3X salary and \$100K.
New Hire Process	New hires choose benefits from the Aflac at Work website. Benefits staff confirms benefits and dependent eligibility.
Open Enrollment	Employees make elections using Aflac at Work website, face-to-face with a counselor, or a call center. Benefit elections are ultimately loaded to vendor files from Aflac. Elections are loaded into our PeopleSoft from Aflac.
Leave of Absence	Communication and billing are done manually.
Life Events	Employee makes life event changes on Aflac at Work. They have 30 days to provide documentation (e.g. birth certificate) to Benefits staff.
Age Driven Plan Changes	Values of rates for some plans fluctuate with age and salary. Service Providers who move out of service area must change plans accordingly.

Carriers	Description / Plans
ANTHEM BLUE CROSS BLUE SHEILD	POS, HMO, HSA
KAISER	HMO, HSA, SENIOR ADVANTAGE RETIREE PLAN
AETNA	POS RETIREE PLAN
CAREMARK	PRESCRIPTIONS FOR BCBS
AETNA/BCBS KAISER	SPLIT FAMILY PLANS <ul style="list-style-type: none"> - AETNA/BCBS POS - AETNA/BCBS HMO - AETNA/BCBS HSA - KAISER SR/KAISER HMO - KAISER SR/KAISER H S A
AFLAC	Critical Illness – SELF Critical Illness SPOUSE GROUP ACCIDENT – HIGH/LOW WHOLE LIFE - Employee (\$25K, \$50K, \$75K); Spouse (\$10K, \$15K, \$25K); Child(ren) (\$10K). SHORT TERM DISABILITY <ul style="list-style-type: none"> - 20% - 40% - 60%
WAGEWORKS	F S A <ul style="list-style-type: none"> - MEDICAL - DEPENDENT CARE

	- TRANSIT ONE
ARAG	LEGAL - BASE - PLUS
UNITED CONCORDIA DENTAL	HIGH PLAN (ACTIVE/RETIREE) LOW PLAN (ACTIVE/RETIREE)
EYEMED VISION	HIGH PLAN (ACTIVE/RETIREE) LOW PLAN (ACTIVE/RETIREE)
THE HARTFORD	TERM LIFE - Basic Life/AD&D: 2.25 x annual pay Dependent (spouse and/or children) Life: \$5,000 Supplemental Life/AD&D: 1X-4X salary Supplemental Spousal Life: \$10K - \$100K Supplemental Dependent Life: \$5,000

APPENDIX H.1 – BENEFIT PLANS

Full-time Benefits

Full-Time Plan	Plan Description	Tier
Medical	Blue Open Access HMO	Employee Only
Medical	Blue Open Access HAS	Employee Only
Medical	Blue Open Access POS	Employee Only
Medical	Cigna Choice Fund	Employee Only
Medical	Cigna HMO	Employee Only
Medical	Cigna PPO High	Employee Only
Medical	Kaiser HMO	Employee Only
Medical	Kaiser HMO HSA - Active	Employee Only
Medical	Blue Open Access HMO	Employee + Spouse
Medical	Blue Open Access HSA	Employee + Spouse
Medical	Blue Open Access POS	Employee + Spouse
Medical	Cigna Choice Fund	Employee + Spouse
Medical	Cigna HMO	Employee + Spouse
Medical	Cigna PPO High	Employee + Spouse
Medical	Kaiser HMO	Employee + Spouse
Medical	Kaiser HMO HSA - Active	Employee + Spouse
Medical	Blue Open Access HMO	Employee + Child
Medical	Blue Open Access HSA	Employee + Child
Medical	Blue Open Access POS	Employee + Child
Medical	Cigna Choice Fund	Employee + Child
Medical	Cigna HMO	Employee + Child
Medical	Cigna PPO High	Employee + Child
Medical	Kaiser HMO	Employee + Child
Medical	Kaiser HMO HSA - Active	Employee + Child
Medical	Blue Open Access HMO	Family
Medical	Blue Open Access HSA	Family
Medical	Blue Open Access POS	Family
Medical	Cigna Choice Fund	Family
Medical	Cigna HMO	Family
Medical	Cigna PPO High	Family
Medical	Kaiser HMO	Family
Medical	Kaiser HMO HSA - Active	Family
Dental	United Concordia High	Employee Only
Dental	United Concordia Low	Employee Only
Dental	United Concordia High	Employee + Spouse
Dental	United Concordia Low	Employee + Spouse
Dental	United Concordia High	Employee + Child
Dental	United Concordia Low	Employee + Child

Full-Time Plan	Plan Description	Tier
Dental	United Concordia High	Family
Dental	United Concordia Low	Family
Vision	EyeMed Vision Care High	Employee Only
Vision	EyeMed Vision Care Low	Employee Only
Vision	EyeMed Vision Care High	Employee + Spouse
Vision	EyeMed Vision Care Low	Employee + Spouse
Vision	EyeMed Vision Care High	Employee + Child
Vision	EyeMed Vision Care Low	Employee + Child
Vision	EyeMed Vision Care High	Family
Vision	EyeMed Vision Care Low	Family
Group Critical Illness Plan Emp	Critical Illness Emp 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness Emp 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness Emp 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness Emp1829 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness Emp3039 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness Emp4049 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness Emp5059 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT1829 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT1829 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT30-39 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT3039 20k	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT40-49 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT40-49 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT50-59 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT50-59 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT60+ 10K	Employee Only
Group Critical Illness	Critical Illness EmpNT60+ 20K	Employee Only

Full-Time Plan	Plan Description	Tier
Plan Emp		
Group Critical Illness Plan Emp	Critical Illness EmpNT60+ 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT1829 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT1829 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT1829 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT3039 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT3039 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT3039 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT4049 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT4049 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT4049 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT5059 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT5059 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT5059 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT60+ 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT60+ 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT60+ 30K	Employee Only
Group Critical Illness Plan Sp	Critical Illness EmpN1829 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SP 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SP 15K	Spouse
Group Critical Illness Plan Sp	Critical Illness SP 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN1829 10K	Spouse
Group Critical Illness	Critical Illness SPN1829 15K	Spouse

Full-Time Plan	Plan Description	Tier
Plan Sp		
Group Critical Illness Plan Sp	Critical Illness SPN3039 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN3039 15K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN3039 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN4049 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN4049 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN4049 15K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN5059 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN5059 15K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN5059 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN60+ 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN60+ 15K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN60+ 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT1829 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT1829 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT3039 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT4049 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT4049 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT5059 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT5059 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT60+ 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT60+ 5K	Spouse
Group Critical Illness	Critical Illness SPT1829 15K	Spouse

Full-Time Plan	Plan Description	Tier
Plan Sp		
Group Critical Illness Plan Sp	Critical IllnessSPT3039 15K	Spouse
Group Critical Illness Plan Sp	Critical IllnessSPT4049 15K	Spouse
Group Critical Illness Plan Sp	Critical IllnessSPT5059 15K	Spouse
Group Critical Illness Plan Sp	Critical IllnessSPT60+ 15K	Spouse
GF Critical Illness Plan Emp	Critical Illness Emp1829 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness Emp3039 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness Emp4049 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness Emp50-59 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT1829 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT1829 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT30-39 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT3039 20k	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT40-49 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT40-49 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT50-59 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT50-59 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT60+ 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT60+ 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT60+ 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT1829 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT1829 20K	Employee Only
GF Critical Illness Plan	Critical Illness EmpT1829 30K	Employee Only

Full-Time Plan	Plan Description	Tier
Emp		
GF Critical Illness Plan Emp	Critical Illness EmpT3039 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT3039 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT3039 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT4049 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT4049 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT4049 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT5059 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT5059 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT5059 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT60+ 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT60+ 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT60+ 30K	Employee Only
GF Critical Illness Plan Emp	GF Critical Illness Emp 10K	Employee Only
GF Critical Illness Plan Emp	GF Critical Illness Emp 20K	Employee Only
GF Critical Illness Plan Emp	GF Critical Illness Emp 30K	Employee Only
GF Critical Illness Plan Sp	Critical Illness EmpN1829 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN1829 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN1829 15K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN3039 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN3039 15K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN3039 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN4049 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN4049 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN404915K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN5059 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN5059 15K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN5059 5K	Spouse

Full-Time Plan	Plan Description	Tier
GF Critical Illness Plan Sp	Critical Illness SPN60+ 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN60+ 15K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN60+ 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT1829 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT1829 5K	Spouse
GF Critical Illness Pln Sp	Critical Illness SPT3039 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT4049 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT4049 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT5059 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT5059 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT60+ 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT60+ 5K	Spouse
GF Critical Illness Plan Sp	Critical IllnessSPT1829 15K	Spouse
GF Critical Illness Plan Sp	Critical IllnessSPT3039 15K	Spouse
GF Critical Illness Plan Sp	Critical IllnessSPT4049 15K	Spouse
GF Critical Illness Plan Sp	Critical IllnessSPT5059 15K	Spouse
GF Critical Illness Plan Sp	Critical IllnessSPT60+ 15K	Spouse
GF Critical Illness Plan Sp	GF Critical Illness SP 10K	Spouse
GF Critical Illness Plan Sp	GF Critical Illness SP 15K	Spouse
GF Critical Illness Plan Sp	GF Critical Illness SP 5K	Spouse
Spousal Surcharge	Spousal Surcharge	Spouse
Tobacco Surcharge	Tobacco Surcharge	Employee Only
Wellness Surcharge	Wellness Surcharge	Employee Only
Group Accident Plan	Aflac Group Accident Plan	AFLAC Employee Only
Group Accident Plan	Aflac Group Accident Plan Low	AFLAC Employee Only
Group Accident Plan	Aflac Group Accident Plan	AFLAC Employee+Spouse
Group Accident Plan	Aflac Group Accident Plan Low	AFLAC Employee+Spouse
Group Accident Plan	Aflac Group Accident Plan	AFLAC One-Parent Family
Group Accident Plan	Aflac Group Accident Plan Low	AFLAC One-Parent Family
Group Accident Plan	Aflac Group Accident Plan	AFLAC Two-Parent Family
Group Accident Plan	Aflac Group Accident Plan Low	AFLAC Two-Parent Family
Kaiser Consumer Choice Option	Kaiser Consumer Choice Option	Employee Only
Kaiser Consumer Choice Option	Kaiser Consumer Choice Option	Employee + Spouse
Kaiser Consumer Choice Option	Kaiser Consumer Choice Option	Employee + Child

Full-Time Plan	Plan Description	Tier
Kaiser Consumer Choice Option	Kaiser Consumer Choice Option	Family
Life	Cap Life	
Life	Life	
Life	Life 65	
Life	Life 70	
Life	Life 75	
Life	Life 80	
Supplemental Life	Hartford 50	
Supplemental Life	Hartford 65	
Supplemental Life	Hartford Employee Life Ins 1X	
Supplemental Life	Hartford Employee Life Ins 2X	
Supplemental Life	Hartford Employee Life Ins 3X	
Supplemental Life	Hartford Employee Life Ins 4X	
Supplemental Life	Hartford Employee Life 100000	
AD and D	ADD	
AD and D	ADD65	
AD and D	Cap AD/D	
Dependent Life	Dep Life	
Supplemental AD and D	Hartford ADD 50	
Supplemental AD and D	Hartford ADD 65	
Supplemental AD and D	Hartford Employee AD/D 100000	
Supplemental AD and D	Hartford Employee AD/D 1X	
Supplemental AD and D	Hartford Employee AD/D 2X	
Supplemental AD and D	Hartford Employee AD/D 3X	
Supplemental AD and D	Hartford Employee AD/D 4X	
Whole Life Employee	Whole Life Mon NonTob 125K Emp	
Whole Life Employee	Whole Life Mon NonTob 25K Emp	
Whole Life Employee	Whole Life Mon NonTob 50K Emp	
Whole Life Employee	Whole Life Mon NonTob 75K Emp	
Whole Life Employee	Whole Life Mon Tobacco 25K Emp	
Whole Life Employee	Whole Life Mon Tobacco 125K Emp	
Whole Life Employee	Whole Life Mon Tobacco 50K Emp	
Whole Life Employee	Whole Life Mon Tobacco 75K Emp	

Full-Time Plan	Plan Description	Tier
Whole Life Employee	Whole Life NonTob 25K Emp	
Whole Life Employee	Whole Life NonTobacco 125K Emp	
Whole Life Employee	Whole Life NonTobacco 50K Emp	
Whole Life Employee	Whole Life NonTobacco 75K Emp	
Whole Life Employee	Whole Life Tobacco 25K Emp	
Whole Life Employee	Whole Life Tobacco 125K Emp	
Whole Life Employee	Whole Life Tobacco 50K Emp	
Whole Life Employee	Whole Life Tobacco 75K Emp	
Whole Life Spouse	Whole Life Mon NonTob 10K Sp	
Whole Life Spouse	Whole Life Mon NonTob 15K Sp	
Whole Life Spouse	Whole Life Mon NonTob 25K Sp	
Whole Life Spouse	Whole Life Mon Tobacco 10K Spouse	
Whole Life Spouse	Whole Life Mon Tobacco 25K Sp	
Whole Life Spouse	Whole Life Mon Tobacco 15K Sp	
Whole Life Spouse	Whole Life NonTobacco 10K Sp	
Whole Life Spouse	Whole Life NonTobacco 15K Sp	
Whole Life Spouse	Whole Life NonTobacco 25K Sp	
Whole Life Spouse	Whole Life Tobacco 10K Sp	
Whole Life Spouse	Whole Life Tobacco 15K Sp	
Whole Life Spouse	Whole Life Tobacco 25K Sp	
Whole Life Child	Whole Life Child	
Dependent Supplemental AD/D	Hartford Dependent AD/D	
Spousal Supplemental AD/D	Hartford Spouse AD/D 10000	
Spousal Supplemental AD/D	Hartford Spouse AD/D 100000	
Spousal Supplemental AD/D	Hartford Spouse AD/D 20000	
Spousal Supplemental AD/D	Hartford Spouse AD/D 30000	
Spousal Supplemental AD/D	Hartford Spouse AD/D 40000	
Spousal Supplemental	Hartford Spouse AD/D 50000	

Full-Time Plan	Plan Description	Tier
AD/D		
Spousal Supplemental AD/D	Hartford Spouse AD/D 60000	
Spousal Supplemental AD/D	Hartford Spouse AD/D 70000	
Spousal Supplemental AD/D	Hartford Spouse AD/D 80000	
Spousal Supplemental AD/D	Hartford Spouse AD/D 90000	
Dependent Supplement Life	Hartford Dependent Life Ins	
Spousal Supplemental Life	Hartford Spouse Life 30000	
Spousal Supplemental Life	Hartford Spouse Life 10000	
Spousal Supplemental Life	Hartford Spouse Life 100000	
Spousal Supplemental Life	Hartford Spouse Life 20000	
Spousal Supplemental Life	Hartford Spouse Life 40000	
Spousal Supplemental Life	Hartford Spouse Life 50000	
Spousal Supplemental Life	Hartford Spouse Life 60000	
Spousal Supplemental Life	Hartford Spouse Life 70000	
Spousal Supplemental Life	Hartford Spouse Life 80000	
Spousal Supplemental Life	Hartford Spouse Life 90000	
Short-Term Disability	Short-term Disability 12/20	
Short-Term Disability	Short-term Disability 12/40	
Short-Term Disability	Short-term Disability 12/60	
Short-Term Disability	Short-term Disability 24/20	
Short-Term Disability	Short-term Disability 24/40	
Short-Term Disability	Short-term Disability 24/60	
Grand-Father Short-Term Disab	Grand-Father STD 12/20	
Grand-Father Short-Term Disab	Grand-Father STD 12/40	
Grand-Father Short-Term Disab	Grand-Father STD 12/60	

Full-Time Plan	Plan Description	Tier
Grand-Father Short-Term Disab	Grand-Father STD 24/20	
Sick	Sick Leave Accruals	
Vacation	AL Accrual 10+Yr EEs 42.5	
Vacation	AL Accrual 10+Yr EEs 53H	
Vacation	AL Accrual Under 10 Yr. EEs 40H	
Vacation	AL Accrual for 10+ Yr. EEs 40H	
Vacation	Accrual Under 10 Yr. EEs 42.5 H	
Vacation	Accrual Under 10 Yr. EEs 53H	
Vacation	Annual Leave Accruals	
Reserve Vacation Leave	Reserve Annual Leave 40 hrs	
Reserve Vacation Leave	Reserve Annual Leave 42.5 hrs	
Reserve Vacation Leave	Reserve Annual Leave 53 hrs	
Flex Spending Health - U.S.	Health Care Reimbursement	
Flex Spending Health - U.S.	Limited Health Care Reimbursement	
Flex Spending Dependent Care	Dep Care Reimbursement	
Health Savings Acct ER Family	Health Savings Account	
Health Savings Acct ER Family	KAISER HSA - ER FAMILY - ACTIVE	
Health Savings Acct ER Single	Health Savings Account	
Health Savings Acct ER Single	KAISER HSA - ER SINGLE - ACTIVE	
Health Savings Acct EE	Health Savings Account	
Transit Reimbursement	Transit Reimbursement	
Pension Plan 1 - U.S.	County Pension Plan	
Legal Services	Ultimate Advisor Base	
Legal Services	Ultimate Advisor Plus	

Part-time Benefits

Part-Time Plan	Plan Description	Tier
Medical	Blue Open Access HMO	Employee Only
Medical	Blue Open Access HSA	Employee Only
Medical	Blue Open Access POS	Employee Only
Medical	Kaiser HMO	Employee Only
Medical	Kaiser HMO HSA - Active	Employee Only
Medical	Blue Open Access HMO	Employee + Spouse

Part-Time Plan	Plan Description	Tier
Medical	Blue Open Access HSA	Employee + Spouse
Medical	Blue Open Access POS	Employee + Spouse
Medical	Kaiser HMO	Employee + Spouse
Medical	Kaiser HMO HSA - Active	Employee + Spouse
Medical	Blue Open Access HMO	Employee + Child
Medical	Blue Open Access HSA	Employee + Child
Medical	Blue Open Access POS	Employee + Child
Medical	Kaiser HMO	Employee + Child
Medical	Kaiser HMO HSA - Active	Employee + Child
Medical	Blue Open Access HMO	Family
Medical	Blue Open Access HSA	Family
Medical	Blue Open Access POS	Family
Medical	Kaiser HMO	Family
Medical	Kaiser HMO HSA - Active	Family
Dental	United Concordia High	Employee Only
Dental	United Concordia Low	Employee Only
Dental	United Concordia High	Employee + Spouse
Dental	United Concordia Low	Employee + Spouse
Dental	United Concordia High	Employee + Child
Dental	United Concordia Low	Employee + Child
Dental	United Concordia High	Family
Dental	United Concordia Low	Family
Vision	EyeMed Vision Care High	Employee Only
Vision	EyeMed Vision Care Low	Employee Only
Vision	EyeMed Vision Care High	Employee + Spouse
Vision	EyeMed Vision Care Low	Employee + Spouse
Vision	EyeMed Vision Care High	Employee + Child
Vision	EyeMed Vision Care Low	Employee + Child
Vision	EyeMed Vision Care High	Family
Vision	EyeMed Vision Care Low	Family
Group Critical Illness Plan Emp	Critical Illness Emp 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness Emp 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness Emp 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness Emp1829 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness Emp3039 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness Emp4049 10K	Employee Only
Group Critical Illness Plan	Critical Illness Emp5059 10K	Employee Only

Part-Time Plan	Plan Description	Tier
Emp		
Group Critical Illness Plan Emp	Critical Illness EmpNT1829 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT1829 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT30-39 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT3039 20k	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT40-49 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT40-49 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT50-59 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT50-59 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT60+ 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT60+ 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpNT60+ 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT1829 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT1829 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT1829 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT3039 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT3039 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT3039 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT4049 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT4049 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT4049 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT5059 10K	Employee Only
Group Critical Illness Plan	Critical Illness EmpT5059 20K	Employee Only

Part-Time Plan	Plan Description	Tier
Emp		
Group Critical Illness Plan Emp	Critical Illness EmpT5059 30K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT60+ 10K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT60+ 20K	Employee Only
Group Critical Illness Plan Emp	Critical Illness EmpT60+ 30K	Employee Only
Group Critical Illness Plan Sp	Critical Illness EmpN1829 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SP 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SP 15K	Spouse
Group Critical Illness Plan Sp	Critical Illness SP 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN1829 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN1829 15K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN3039 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN3039 15K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN3039 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN4049 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN4049 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN404915K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN5059 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN5059 15K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN5059 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN60+ 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPN60+ 15K	Spouse
Group Critical Illness Plan	Critical Illness SPN60+ 5K	Spouse

Part-Time Plan	Plan Description	Tier
Sp		
Group Critical Illness Plan Sp	Critical Illness SPT1829 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT1829 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT3039 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT4049 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT4049 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT5059 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT5059 5K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT60+ 10K	Spouse
Group Critical Illness Plan Sp	Critical Illness SPT60+ 5K	Spouse
Group Critical Illness Plan Sp	Critical IllnessSPT1829 15K	Spouse
Group Critical Illness Plan Sp	Critical IllnessSPT3039 15K	Spouse
Group Critical Illness Plan Sp	Critical IllnessSPT4049 15K	Spouse
Group Critical Illness Plan Sp	Critical IllnessSPT5059 15K	Spouse
Group Critical Illness Plan Sp	Critical IllnessSPT60+ 15K	Spouse
GF Critical Illness Plan Emp	Critical Illness Emp1829 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness Emp3039 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness Emp4049 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness Emp50-59 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT1829 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT1829 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT30-39 30K	Employee Only
GF Critical Illness Plan	Critical Illness EmpNT3039 20k	Employee Only

Part-Time Plan	Plan Description	Tier
Emp		
GF Critical Illness Plan Emp	Critical Illness EmpNT40-49 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT40-49 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT50-59 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT50-59 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT60+ 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT60+ 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpNT60+ 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT1829 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT1829 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT1829 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT3039 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT3039 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT3039 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT4049 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT4049 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT4049 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT5059 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT5059 20K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT5059 30K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT60+ 10K	Employee Only
GF Critical Illness Plan Emp	Critical Illness EmpT60+ 20K	Employee Only
GF Critical Illness Plan	Critical Illness EmpT60+ 30K	Employee Only

Part-Time Plan	Plan Description	Tier
Emp		
GF Critical Illness Plan Emp	GF Critical Illness Emp 10K	Employee Only
GF Critical Illness Plan Emp	GF Critical Illness Emp 20K	Employee Only
GF Critical Illness Plan Emp	GF Critical Illness Emp 30K	Employee Only
GF Critical Illness Plan Sp	Critical Illness EmpN1829 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN1829 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN1829 15K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN3039 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN3039 15K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN3039 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN4049 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN4049 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN4049 15K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN5059 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN5059 15K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN5059 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN60+ 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN60+ 15K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPN60+ 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT1829 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT1829 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT3039 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT4049 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT4049 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT5059 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT5059 5K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT60+ 10K	Spouse
GF Critical Illness Plan Sp	Critical Illness SPT60+ 5K	Spouse
GF Critical Illness Plan Sp	Critical IllnessSPT1829 15K	Spouse
GF Critical Illness Plan Sp	Critical IllnessSPT3039 15K	Spouse
GF Critical Illness Plan Sp	Critical IllnessSPT4049 15K	Spouse
GF Critical Illness Plan Sp	Critical IllnessSPT5059 15K	Spouse
GF Critical Illness Plan Sp	Critical IllnessSPT60+ 15K	Spouse
GF Critical Illness Plan Sp	GF Critical Illness SP 10K	Spouse
GF Critical Illness Plan Sp	GF Critical Illness SP 15K	Spouse
GF Critical Illness Plan Sp	GF Critical Illness SP 5K	Spouse
Spousal Surcharge	Spousal Surcharge	Spouse
Tobacco Surcharge	Tobacco Surcharge	Employee Only
Wellness Surcharge	Wellness Surcharge	Employee Only
Group Accident Plan	Aflac Group Accident Plan	AFLAC Employee Only

Part-Time Plan	Plan Description	Tier
Group Accident Plan	Aflac Group Accident Plan Low	AFLAC Employee Only
Group Accident Plan	Aflac Group Accident Plan	AFLAC Employee+Spouse
Group Accident Plan	Aflac Group Accident Plan Low	AFLAC Employee+Spouse
Group Accident Plan	Aflac Group Accident Plan	AFLAC One-Parent Family
Group Accident Plan	Aflac Group Accident Plan Low	AFLAC One-Parent Family
Group Accident Plan	Aflac Group Accident Plan	AFLAC Two-Parent Family
Group Accident Plan	Aflac Group Accident Plan Low	AFLAC Two-Parent Family
Life	Cap Life	
Life	Life Ins P/T Employees	
Life	Part Time Life 65	
Life	Part Time Life 70	
Life	Part Time Life 75	
Life	Part Time Life 80	
Life	Part-Time Life	
Supplemental Life	PT Hartford Emp Life 100,000	
Supplemental Life	PT Hartford Employee Life 1X	
Supplemental Life	PT Hartford Employee Life 2X	
Supplemental Life	PT Hartford Employee Life 3X	
Supplemental Life	PT Hartford Employee Life 4X	
AD and D	ADD	
AD and D	ADD65	
AD and D	Cap AD/D	
Dependent Life	Dep Life	
Supplemental AD and D	PT Hartford Emp AD/D 100,000	
Supplemental AD and D	PT Hartford Employee AD/D 1X	
Supplemental AD and D	PT Hartford Employee AD/D 3X	
Supplemental AD and D	PT Hartford Employee AD/D 4X	
Supplemental AD and D	PT Hartford Employee ADD 2X	
Whole Life Employee	Whole Life Mon NonTob 125K Emp	
Whole Life Employee	Whole Life Mon NonTob 25K Emp	
Whole Life Employee	Whole Life Mon NonTob 50K Emp	
Whole Life Employee	Whole Life Mon NonTob 75K Emp	
Whole Life Employee	Whole Life Mon Tobacco 25K	

Part-Time Plan	Plan Description	Tier
	Emp	
Whole Life Employee	Whole Life Mon Tobacco 125K Emp	
Whole Life Employee	Whole Life Mon Tobacco 50K Emp	
Whole Life Employee	Whole Life Mon Tobacco 75K Emp	
Whole Life Employee	Whole Life NonTob 25K Emp	
Whole Life Employee	Whole Life NonTobacco 125K Emp	
Whole Life Employee	Whole Life NonTobacco 50K Emp	
Whole Life Employee	Whole Life NonTobacco 75K Emp	
Whole Life Employee	Whole Life Tobacco 25K Emp	
Whole Life Employee	Whole Life Tobacco 125K Emp	
Whole Life Employee	Whole Life Tobacco 50K Emp	
Whole Life Employee	Whole Life Tobacco 75K Emp	
Whole Life Spouse	Whole Life Mon NonTob 10K Sp	
Whole Life Spouse	Whole Life Mon NonTob 15K Sp	
Whole Life Spouse	Whole Life Mon NonTob 25K Sp	
Whole Life Spouse	Whole Life Mon Tob. 10K Spouse	
Whole Life Spouse	Whole Life Mon Tob. 25K Spouse	
Whole Life Spouse	Whole Life Mon Tobacco 15K Sp.	
Whole Life Spouse	Whole Life NonTobacco 10K Sp	
Whole Life Spouse	Whole Life NonTobacco 15K Sp	
Whole Life Spouse	Whole Life NonTobacco 25K Sp	
Whole Life Spouse	Whole Life Tobacco 10K Sp	
Whole Life Spouse	Whole Life Tobacco 15K Sp	
Whole Life Spouse	Whole Life Tobacco 25K Sp	
Whole Life Child	Whole Life Child	
Dependent Supplemental AD/D	Hartford Dependent AD/D	
Spousal Supplemental AD/D	PT Hartford Spouse AD/D 10,000	
Spousal Supplemental AD/D	PT Hartford Spouse AD/D 20,000	
Spousal Supplemental AD/D	PT Hartford Spouse AD/D 30,000	
Spousal Supplemental	PT Hartford Spouse AD/D	

Part-Time Plan	Plan Description	Tier
AD/D	40,000	
Spousal Supplemental AD/D	PT Hartford Spouse AD/D 50,000	
Spousal Supplemental AD/D	PT Hartford Spouse AD/D 60,000	
Spousal Supplemental AD/D	PT Hartford Spouse AD/D 70,000	
Spousal Supplemental AD/D	PT Hartford Spouse AD/D 80,000	
Spousal Supplemental AD/D	PT Hartford Spouse AD/D 100,000	
Spousal Supplemental AD/D	PT Unimerica Sp. ADD 90,000	
Dependent Supplement Life	Hartford Dependent Life Ins	
Spousal Supplemental Life	PT Hartford Spouse Life 10,000	
Spousal Supplemental Life	PT Hartford Spouse Life 100,00	
Spousal Supplemental Life	PT Hartford Spouse Life 20,000	
Spousal Supplemental Life	PT Hartford Spouse Life 30,000	
Spousal Supplemental Life	PT Hartford Spouse Life 40,000	
Spousal Supplemental Life	PT Hartford Spouse Life 50,000	
Spousal Supplemental Life	PT Hartford Spouse Life 70,000	
Spousal Supplemental Life	PT Hartford Spouse Life 80,000	
Spousal Supplemental Life	PT Hartford Spouse Life 90,000	
Spousal Supplemental Life	PT Unimerica Sp. Life 60,000	
Short-Term Disability	Short-term Disability 12/20	
Short-Term Disability	Short-term Disability 12/40	
Short-Term Disability	Short-term Disability 12/60	
Short-Term Disability	Short-term Disability 24/20	
Short-Term Disability	Short-term Disability 24/40	
Short-Term Disability	Short-term Disability 24/60	
Grand-Father Short-Term Disab	Grand-Father STD 12/20	

Part-Time Plan	Plan Description	Tier
Grand-Father Short-Term Disab	Grand-Father STD 12/40	
Grand-Father Short-Term Disab	Grand-Father STD 12/60	
Grand-Father Short-Term Disab	Grand-Father STD 24/20	
Sick	Sick Leave Accruals	
Vacation	AL Accrual Under 10 Yr. EEs 40H	
Vacation	Accrual Under 10 Yr. EEs 42.5 H	
Vacation	Accrual Under 10 Yr. EEs 53H	
Vacation	Annual Leave Accruals	
Flex Spending Health - U.S.	Health Care Reimbursement	
Flex Spending Health - U.S.	Limited Health Care Reimbursement	
Flex Spending Dependent Care	Dep Care Reimbursement	
Health Savings Acct ER Family	Health Savings Account	
Health Savings Acct ER Family	KAISER HSA - ER FAMILY - ACTIVE	
Health Savings Acct ER Single	Health Savings Account	
Health Savings Acct ER Single	KAISER HSA - ER SINGLE - ACTIVE	
Health Savings Acct EE	Health Savings Account	
Transit Reimbursement	Transit Reimbursement	
Pension Plan 1 - U.S.	County Pension Plan	
Legal Services	Ultimate Advisor Base	
Legal Services	Ultimate Advisor Plus	

Retiree Benefits

Retiree Plan	Plan Description	Tier
Medical	Aetna Med/Blue Open Access HMO	2Medicare + 1 Non
Medical	Aetna Med/Blue Open Access HMO	Retiree Med Dependent Non
Medical	Aetna Med/Blue Open Access HMO	Retiree Medicare+Family Non
Medical	Aetna Med/Blue Open Access HSA	2Medicare + 1 Non
Medical	Aetna Med/Blue Open Access	Retiree Med

Retiree Plan	Plan Description	Tier
	HSA	Dependent Non
Medical	Aetna Med/Blue Open Access HSA	Retiree Medicare+Family Non
Medical	Aetna Med/Blue Open Access POS	2Medicare + 1 Non
Medical	Aetna Med/Blue Open Access POS	Retiree Med Dependent Non
Medical	Aetna Med/Blue Open Access POS	Retiree Medicare+Family Non
Medical	Aetna Medicare Advantage	3 or more Medicare
Medical	Aetna Medicare Advantage	Retiree Only Medicare
Medical	Aetna Medicare Advantage	Retiree+Dep Medicare
Medical	Kaiser HMO	2Medicare + 1 Non
Medical	Kaiser HMO	3 or more Medicare
Medical	Kaiser HMO	Employee + Child
Medical	Kaiser HMO	Employee + Spouse
Medical	Kaiser HMO	Employee Only
Medical	Kaiser HMO	Family
Medical	Kaiser HMO	Medicare Part B Only
Medical	Kaiser HMO	Retiree Med Dependent Non
Medical	Kaiser HMO	Retiree Medicare+Family Non
Medical	Kaiser HMO	Retiree Only Medicare
Medical	Kaiser HMO	Retiree+Dep Medicare
Medical	Kaiser HMO HSA - Pre-65 Retire	2Medicare + 1 Non
Medical	Kaiser HMO HSA - Pre-65 Retire	3 or more Medicare
Medical	Kaiser HMO HSA - Pre-65 Retire	Employee + Child
Medical	Kaiser HMO HSA - Pre-65 Retire	Employee + Spouse
Medical	Kaiser HMO HSA - Pre-65 Retire	Employee Only
Medical	Kaiser HMO HSA - Pre-65 Retire	Family
Medical	Kaiser HMO HSA - Pre-65 Retire	Retiree Med Dependent Non
Medical	Kaiser HMO HSA - Pre-65 Retire	Retiree Medicare+Family Non
Medical	Kaiser HMO HSA - Pre-65 Retire	Retiree Only Medicare
Medical	Kaiser HMO HSA - Pre-65 Retire	Retiree+Dep Medicare
Medical	Retiree Blue Open Access HMO	Employee + Child
Medical	Retiree Blue Open Access HMO	Employee + Spouse
Medical	Retiree Blue Open Access HMO	Employee Only
Medical	Retiree Blue Open Access HMO	Family
Medical	Retiree Blue Open Access HSA	Employee + Child
Medical	Retiree Blue Open Access HSA	Employee + Spouse

Retiree Plan	Plan Description	Tier
Medical	Retiree Blue Open Access HSA	Employee Only
Medical	Retiree Blue Open Access HSA	Family
Medical	Retiree Blue Open Access POS	Employee + Child
Medical	Retiree Blue Open Access POS	Employee + Spouse
Medical	Retiree Blue Open Access POS	Employee Only
Medical	Retiree Blue Open Access POS	Family
Dental	Retiree United Concordia High	2Medicare + 1 Non
Dental	Retiree United Concordia High	3 or more Medicare
Dental	Retiree United Concordia High	Employee + Child
Dental	Retiree United Concordia High	Employee + Spouse
Dental	Retiree United Concordia High	Employee Only
Dental	Retiree United Concordia High	Family
Dental	Retiree United Concordia High	Retiree Med Dependent Non
Dental	Retiree United Concordia High	Retiree Medicare+Family Non
Dental	Retiree United Concordia High	Retiree Only Medicare
Dental	Retiree United Concordia High	Retiree+Dep Medicare
Dental	Retiree United Concordia Low	2Medicare + 1 Non
Dental	Retiree United Concordia Low	3 or more Medicare
Dental	Retiree United Concordia Low	Employee + Child
Dental	Retiree United Concordia Low	Employee + Spouse
Dental	Retiree United Concordia Low	Employee Only
Dental	Retiree United Concordia Low	Family
Dental	Retiree United Concordia Low	Retiree Med Dependent Non
Dental	Retiree United Concordia Low	Retiree Medicare+Family Non
Dental	Retiree United Concordia Low	Retiree Only Medicare
Dental	Retiree United Concordia Low	Retiree+Dep Medicare
Vision	EyeMed Vision Care High	Employee + Child
Vision	EyeMed Vision Care High	Employee + Spouse
Vision	EyeMed Vision Care High	Employee Only
Vision	EyeMed Vision Care High	Family
Vision	EyeMed Vision Care Low	Employee + Child
Vision	EyeMed Vision Care Low	Employee + Spouse
Vision	EyeMed Vision Care Low	Employee Only
Vision	EyeMed Vision Care Low	Family
Life	Retiree Life	
Supplemental Life	Retiree Hartford Life 10000	
Supplemental Life	Retiree Hartford Life 20000	
Health Savings Acct EE	Health Savings Account Retiree	

APPENDIX I – ONBOARDING/RECRUITING

Scope of Work	
Onboarding/Recruiting	
Applicant Tracking System	
Maintain eligibility registers that expire 6, 12 and 18 months after job closes	<p>Job postings are typically for 3-5 days, sometimes 1 or two weeks, or posted open/indefinite. Once the posting date "closes", HR does accept additional applications. Only eligible applications are placed on the register, until it expires 6, 12, or 18 months later. These applications must be maintained and available for use by any County department recruiting for the same job classification during that specific eligible period until the list expires, at which time the register is expired, and the applications are no longer able to be used. A register is an official list of persons who have successfully competed in a merit examination for a particular class of positions, and who are deemed eligible for appointment to a position. Once an application is determined to not meet the minimum qualifications, it is removed from the eligible pool of applications for that job. Occasionally, a register may not have enough qualified applications before the expiration date and this register may be exhausted, a new posting created, and the few remaining qualified applicants may be moved to the new register of qualified applicants.</p>
Internal and external job posting	
Applicant ranking/rating functionality	
Supplemental questions bank and ranking	
Knock out questions' functionality	
Customizable career center/applicant portal	
Resume parsing	
Automate New Hire Onboarding Tasks/workflows I.e., offer letters, schedule interviews, enroll in NEO, request network login credentials, email, computer, uniforms, benefits enrollment, tax forms and terminations etc., and related tasks assigned to owner in customizable workflow	
Employee Portal	
Completion of new hire forms online I.e., -I-9, tax forms, direct deposit, acknowledgement forms etc.	

Integrated I-9 Verification (functionality should exist)	
Candidate Self-Scheduling pre-employment physicals, PAT and skills testing exams with published calendar/offerings	
Reporting/Metrics	
Role-based responsibility/access for hiring managers	
Integration with background vendor – securing authorization to release information from candidate and place order for background and have access to results	
Import/Export data (data upload for mass updates)	
Conversion of candidate and requisition data for all years	

Area	Description
Geographical Area	Only the U.S.A.
Applicant Tracking	Currently use recruiting and onboarding modules from Taleo. We do not maintain resumes, CV's in PeopleSoft Over 1000 possible applicants are coming into Taleo on monthly average
Application Flow	We may need a general employee applicant flow, a flow for Police recruits, a flow for Fire recruits, and a flow for non-merit departments (who do their own recruiting). Additionally, some of our administrative jobs have testing requirements so the “tested” jobs may require a separate flow.
Recruitment Type	Internal and external job posting
Postings	All jobs are posted on the County's website and governmentjobs.com and posted on the intranet for County employees.
Boards/Social Media	Yes, Facebook, Linked-In, GovernmentJobs.com, Indeed.com
Scheduling	Pre-employee appointments
Background Checks	We use 3rd-party vendor for background checks but manually do the I-9 e-Verify process.
Recruitment Phases	Submit requisition, job posting, candidate screening & qualification, route qualified candidates for review, interview, select for job offer, hire candidate.
Onboarding New Hires	Self- service to complete tasks and provide documents for onboarding new hires.
Applicant Purge Cycle	Purge applicants after a period of time
Fair Credit Reporting Act Letter	The letter an applicant receives if denied employment for negative background results

APPENDIX J – LEARNING MANAGEMENT

Scope of Work	
Learning Management	
Workflows/Approvals/Hierarchies	
Auto notifications and reminders	
Org Structure/Securities	
Decentralize Course Creation and department specific enrollment	
Import/export training records	
Different user roles, access and privilege	Learners, Learning Managers and Administrators
Mobility	Learning content should be able to be accessed anytime, anywhere, regardless of device
Notifications	Should support automatic, real-time notifications indicating learner progress, course completions, certifications, achievements, comments, and more
Integrations	Keep data in sync with an e-learning LMS that allows for third-party integrations with other platforms in other County departments

Area	Description
Content authoring/Build courses	<p>Create curricula and learning programs from scratch or importing existing material</p> <p>Add course material from various sources and different formats, and allow incorporation of multimedia files (video, audio, graphics, et.)</p> <p>Easy inclusion of online assets i.e., Lynda.com, YouTube, articles, tweets, and online presentations.</p>
Organize eLearning material	By course structure, department specific, and countywide offerings etc.
Manage Users and department security	Offerings can be linked to user profile type, department, position/classification, status i.e., new hires enroll in NEO
Automate repeated actions	Auto-enrollment of classes based on job status/ position, workflow notifications based on status change, etc.
Monitor Progress	Track the completion of programs, set pre-requisites
Proficiency testing and reporting	Use scores to determine course readiness
Provide Dashboard analytics and reporting functionality	<p>Allow users to administer tests to gauge employee/student knowledge or skill pre/post course. Analytics and reporting functionality help to determine proficiency and identify learning gaps.</p> <ul style="list-style-type: none"> Course completions

Area	Description
	<ul style="list-style-type: none"> • Course subscription dates • Last access by user • Total time spent on courses and learning plans • Active courses • Most viewed courses • Test/assessment scores • Learning Plan reports • User activity reports • Audit Trail reports • Certification reports • External training activity reports • Custom reports based on unique learning needs
Training history	Employees and managers should easily access training history
Online course enrollment	Employee must have ability to self-enroll, enrollment approved by supervisor via workflow
Completing courses	Ability to provide course credits and certificates upon completion
Basic LMS features	Max/Min course enrollment, training alert/offers posted. Integration with Outlook, Google, IOS etc., calendars
Chargebacks	Charge departments for employee attendance, no shows (interface back to Oracle EBS)
Social learning	Incorporate features that allow users to consult peer mentors, ask questions, collaborate
Virtual classroom	Video conferencing functionality, enabling instructors to lead live, remote classes and trainings through the system
Interactive learning	Voting, live surveys, etc.

APPENDIX K – EMPLOYEE AND MANAGER SELF-SERVICE

Scope of Work	
Data Conversion	
Update Personal Information such as name, address, phone number, emergency contacts, email addresses	Employee Self Service
View current and historical work data position #, job, salary, grade, department, supervisor etc.	Employee Self Service
Report and Review time worked, Request time off	Employee Self Service
View Paycheck	Employee Self Service
View leave balances	Employee Self Service
View current and prior year to date earnings, taxes, deductions and current salary	Employee Self Service
Add and update voluntary deductions	Employee Self Service
Add and update direct deposit information	Employee Self Service
Review and change W4 information	Employee Self Service
View electronic W2 and W2c forms	Employee Self Service
Grant or withdraw consent to receive electronic W2 and W2c forms	Employee Self Service
View a current benefits summary, enter life event information, and enroll for benefits open enrollment and new hire	Employee Self Service
View Total rewards statements	Employee Self Service
Enroll in Training Course	Employee Self Service
Access HR Resources Forms (e.g. Policies, handbooks, notices etc.)	Employee Self Service
Communication with Manager via messaging tool	Employee Self Service
Job Search feature or link to Applicant tracking system (ATS)	Employee Self Service
Access to Wellness vendor	Employee Self Service
Provide online employment verification access link to creditors/agencies	Employee Self Service
Request, review and act upon employee actions and approvals	Manager Self Service

Approve Personnel transactions (i.e. New hires/ Terminations, Offers, Internal Equity, etc.)	Manager Self Service
View employee personal info for direct reports	Manager Self Service
Perform manager tasks related to absences, including viewing absence requests and balances and entering absence requests on behalf of team members	Manager Self Service
View total rewards and compensation history on direct reports	Manager Self Service
Delegate approval authority	Manager Self Service
Managers view employee data and run ad hoc reports outside of the normal HR channels	Manager Self Service
Managers conduct administrative (largely transactional) activities such as employee hires, transfers, terminations or pay raises	Manager Self Service
Managers conduct strategic talent management activities like recruiting, onboarding, performance management assessments, and succession planning	Manager Self Service

APPENDIX L – INFRASTRUCTURE

Scope of Work	
Infrastructure	
Single Sign-On/ AD authentication	Configuration of Single Sign-on
Multi-factor Authentication	The County intends to subscribe to Oracle Identity Cloud Service
PeopleTools	Upgrade PeopleTools if required
Establish integration connection between HCM Cloud and current PeopleSoft application (on-premise) for employee data synchronization to produce payroll and other functions	
Provide at least 5 HCM Cloud environments to support the project activities (CONVERSION, DEV, TEST, TRAINING, PRODUCTION)	

APPENDIX M – SECURITY

Scope of Work	
Security	
Configuration of job roles and profiles and role-based security	
Install HCM on same identify domain as OFC	
Establish integration between HCM Cloud and Campus Solutions for user provisioning and affiliate creation	
Configuration of department security tree	
Secure encryption between the County user and Oracle data center for sign on and transactions	
Transaction auditing for data access, reporting, and additions/modifications. Permanent tracking of system logins and data entries/changes. Tracking of specific data viewing access for at least six months. Easy reporting for auditing.	
Designation of HIPAA, Personally Identifiable Information (PII), and confidential information and methods to flag and handle such information appropriately.	
Terminate Oracle HCM Cloud user account if job record is terminated	

APPENDIX N – INTERFACES

Scope of Work	
Interfaces	
Configuration of existing interfaces and integration points and any new interfaces implemented.	See Appendix N.1

APPENDIX N.1 – INTERFACE LIST

#	Description	Inbound/ Outbound	Vendor	Brief Summary	Phase
1.	Aflac - PeopleSoft Interface	I	Aflac	Processed daily; Aflac Inbound Files that we receive from Aflac At Work (Benefits Elections) and process benefit enrollments and changes into PeopleSoft	1
2.	PeopleSoft - Aflac Interface	O	Aflac	Processed daily; Employee and Retiree changes (Address, Status, Salary, etc.). Files are sent to AAW via SFTP	1
3.	Compute EE Leave Balances	O	Kronos	Processed on Fridays; Creates a file with leave balances from PeopleSoft to be imported into Kronos	1
4.	ADP-ACA Extract	O	ADP	Affordable Care Act (ACA); Interface retrieves Data (HR, LOA, Payroll, Benefit, History) from PeopleSoft for ADP to process	1
5.	Virgin Pulse Wellness Program	O	Virgin Pulse	Processed on Fridays: Active Health Benefit Census File for Virgin Pulse Wellness program	1
6.	Expression (ID Badge System) Emp Data Update	O	Expression	Processed Daily; Expression Employee Data Update from PeopleSoft (Hires, Rehires, Terms, Transfers) for loading into the Expression system. HR can also navigate to (Payroll for North America/DeKalb Payroll Interfaces/HR Interfaces/IVIS Interfaces/IVIS Data Upload) to manually run the program	1
7.	Expression (ID Badge) Employee Photo Extract	I	Expression	Processed Daily: Reads extract file and updates/inserts rows in PS_DKC_EMPL_PHOTO HR can also navigate to (Payroll for North America/DeKalb Payroll Interfaces/HR Interfaces/IVIS Interfaces/IVIS Photo) to manually run the program.	1
8.	Expression (ID Badge) PeopleSoft Full File	O	Expression	Processed Daily: Create an Active Full File/Report from PeopleSoft HR can also navigate to (Payroll for North America/DeKalb Payroll Interfaces/HR Interfaces/IVIS Interfaces/IVIS PeopleSoft File) to manually run the program	1
9.	Training Chargeback to Oracle EBS	O	Internal to Oracle EBS	Ad Hoc: Training cost and chargebacks for Employees	1
10.	Refresh DKC Oracle Table - PS employment data	O	Internal to Oracle EBS	Processed Daily: Refreshes PS_DKC_ORACLE table in EBS. This program selects fields from PeopleSoft and if there is a difference between DKC_ORACLE and PeopleSoft fields, DKC_ORACLE rows are updated with	1

#	Description	Inbound/ Outbound	Vendor	Brief Summary	Phase
	to Oracle EBS			correct data	
11.	ADP Employment Verification - ADP Working Number	O	ADP	File is sent every other Monday morning of all active employees, along with salary information, for employment verification.	1
12.	OBIA-Employee Leave Analytics to Oracle EBS	O	Oracle	For OBIEE Leave analytics	1
13.	Taleo Inbound Interface	I	Oracle/ Dell Boomi	For processing hired candidates in PeopleSoft from Taleo	1
14.	ADP Unemployment Interface	O	ADP	Processed Daily: File Frick.dat created from PeopleSoft that include employment and unemployment information	2
15.	Checks Issues	O	Wells Fargo	Produces a report of checks that were issued during payroll to be sent to Wells Fargo	2
16.	Direct Deposit	O	Wells Fargo	Produces a Direct deposit file during payroll to be sent to Wells Fargo	2
17.	Credit Union Interface	O	Peach State Credit Union	Credit Union File Transmission Report	2
18.	ADP WGPS Disbursement extract - ADP Garnishment	O	ADP	Wage/Pay Garnishment Extract	2
19.	ProBusiness Periodic Extract - ADP Periodic	O	ADP	ADP Tax Totals Report (Fed, Social Security, Medicare, Unemployment, etc.)	2
20.	ProBusiness Quarterly Extract - ADP Quarterly	O	ADP	ADP Employment Tax Quarterly Extract Summary (Total Tax Qtd, Total Tax Ytd, Total Taxable Qtd, Total Taxable Ytd)	2
21.	General Ledger Payroll Interface	O	Internal to Oracle EBS	General Ledger Interface (Debits, Credits, Total Debits, Total Credits, Total Net, etc.) for each payroll that Oracle EBS imports	2

#	Description	Inbound/ Outbound	Vendor	Brief Summary	Phase
22.	ERS Reporting - Employee Retirement System	O	ERS	<p>DCJPY012 is the Job Name for DCPY012 SQR Report and DC_Excel Application Engine DCPY012 creates a flat file/report of ERS/JRS State Retirees. Includes contributions and totals DC_Excel produces the excel report</p> <p>This program can be run manually in (Payroll for North America/DeKalb Payroll Interfaces/State Retirement/ERS Reporting). Payroll enters the Reporting Type (ING Reporting or ERS Reporting) the State Retiree Group and the Pay End Dt as inputs into the program. Verify the Contribution Group, Employee and County percentages for the Old Plan, New Plan and the GSEPS Defined Benefit Plan.</p>	2
23.	ADP WGPS Lien upload process	I	ADP	ADP Tax and Finance Wage Garnishment Processing Service Report	2
24.	Kronos interface for Employee Hours and PTA information	I	Kronos	Payroll enters On-cycle Pay Run ID: or Off-Cycle Company, Pay Group, Pay End Date, as well as input file location in (Payroll for North America/DeKalb Payroll Interfaces/Time Input/Pay Update). The input file from Kronos is either paykr001, payparef (pension refund), or payvote (voter registration). Program will read the file and updates PeopleSoft.	2
25.	Nationwide 401a	O	Nationwide	DCPY401A is the 401A Interface Report includes employees with 401A deductions that is used for reconciliation	2
26.	Nationwide 401a employee demographic	O	Nationwide	Demographic file for new hires and terminations sent to Nationwide	1
27.	457b Deferred Compensation	O	Nationwide	Report includes employees with 457B deductions that is used for reconciliation	2
28.	Legal Insurance Interface	O	ARAG	Dat File and Report created from PeopleSoft with Legal Insurance (Plan_Type = A1) employee deductions	1
29.	457-Nationwide-Inbound	I	Nationwide	<p>Scheduled Daily: Reads 457B and Roth 457B changes from file and loads changes into PeopleSoft Renames files and stores in CHANGEFILE_Archive Stores change files loaded into ps_DC457BINCOMINGA backup table. DC_NWSETUP_TBL table stores 457B age greater than 50 rules</p>	2

#	Description	Inbound/ Outbound	Vendor	Brief Summary	Phase
30.	457B Generate Census file	O	Nationwide	Scheduled Fridays: Produces a report of employees that were enrolled in 457B and Roth 457B that have Terminated coverage. Renames files and stores in CENSUS_Archive	2
31.	Purchasing Power Eligibility File	O	Purchasing Power	Scheduled Fridays: Program identifies the eligible population that will be allowed to utilize Purchasing Power	1
32.	Purchasing Power Deduction File	I	Purchasing Power	Scheduled Fridays Biweekly: Reads purpwr.csf file that comes from Purchase Power and loads data into PeopleSoft. Stores incoming file information into DCPURPWRINA	2
33.	Purchasing Power Remittance File	O	Purchasing Power	Produces a report of people in PeopleSoft with a Plan Type =00 and Deduction Code = PURPWR. It lists the Deduction amounts. Report is used for reconciliation.	2
34.	Voluntary Data Sharing Agreement with Conduent and CMS - Active Emps/ Retirees	O	Conduent	Active and Retiree file of Medical enrollments created from PeopleSoft and sent to our partner Conduent. Conduent will include some additional formatting and items and send the file to CMS	1
35.	Hyperion - Oracle Public Sector Budgeting	O	Oracle	For planning, budgeting, and forecasting application – PBCS. View: SAL_GRADE_DATA_EFFDT_VW View: SAL_GRADE_DATA_VW View: SAL_PLAN_GRADE_DATA_VW Materialized View: DC_MV_HYPERION_PS	1
36.	Paycheck Data Report	O	Internal	Runs daily and email is sent to payroll (This report displays RUN_ID, PAYCHECK_NBR, NET_PAY, PAYCHECK_OPTION, CHECK_ADVICE, Priority, CHECK_DT)	2
37.	Sheriff Monthly Report	O	Sherriff's Office	Runs every Thursday (stores employee information from Sheriff office (BU 00032) to network location.	1
38.	Sworn Officers – Whole Life Insurance	O	Risk Management/ Conduent (Broker)	Monthly sworn report mailed to Risk Management and Conduent for life insurance	1
39.	Pension Valuation Reports – Segal	O	Segal Consulting	Segal Consulting reports requested from DeKalb County for actuarial valuations. In order to complete the Pension and Other Post Employment Benefit Plan (OPEB) actuarial valuations for the plan year, the following	2

#	Description	Inbound/ Outbound	Vendor	Brief Summary	Phase
				<p>reports were created:</p> <p>Attachment A – Active Employees as of “Requested Thru Date”</p> <p>Attachment B – Terminations between “Requested from Date” and “Requested Thru Date”</p> <p>Attachment C – Pensioners, Disabilities and Beneficiaries as of “Requested Thru Date”</p> <p>Attachment D – Terminated Vested participants as of “Requested Thru Date”</p> <p>Attachment E – Deaths between “Requested from Date” and “Requested Thru Date”</p>	
40.	Background Investigations	I	HR TruCheck	<p>The integration between Taleo and HR TruCheck is used to order background checks for new hires. The functionality allows HR staff to request a background check and send authorization link with sign in credentials to candidate through Taleo. The link sends candidate to HR TruCheck site. There the candidate logs in, provides personal information i.e., SSN and DOB, and signs authorization to release.</p> <p>Also, HR can access results of background inquiry via Taleo. It is not necessary, to log into an outside system.</p>	1
41.	Pre-employment Physical Examinations	I/O	Caduceus	<p>Over the past few years the County and its current vendor have unsuccessfully implemented this integrated, self-scheduling functionality. This functionality would allow candidates to self-schedule appointments for pre-employment physical examinations. Currently, this is a manual process involving two divisions of HR – Generalist and Occupational Compliance Divisions.</p>	1
42.	I-9 Integrations	I/O		<p>Seamless, online delivery of E-Verify on a state-by-state, or, location-by-location basis. HR employees will no longer have to log into E-Verify site and enter each verification one-by-one – omits manual process.</p> <ul style="list-style-type: none"> • All historical Form I-9s will be stored and managed in one system • Easy, online access to any Form I-9 • Authorized access to Form I-9 increases security and information privacy • Reduces risk: 	1

#	Description	Inbound/ Outbound	Vendor	Brief Summary	Phase
				<ul style="list-style-type: none"> ○ Sending re-verification notices for employees with expiring employment eligibility ○ Purging old I-9 forms for terminated employees that satisfy retention ○ Compliance reporting to identify missing I-9s • Helps eliminate organization, storage and security concerns with paper I-9s • Secure solution helps protect employees' sensitive, personally identifiable • information (PII) by eliminating paper 	
43.	HCM to AD	O		Automatically terminate AD account when employee is terminated in Oracle HCM	1
44.	Police Background Services	I/O	Guardian	Police has a more extensive background requirement and may still require a separate vendor, thus a separate integration.	1

APPENDIX O – DATA CONVERSION

Scope of Work	
Data Conversion	
Data Conversion	Conversion of all years of PeopleSoft data except Recruitment (inactive module) records. Conversion of all applicant tracking information from Taleo per retention policy.
Data cleansing for conversion	Execute against the project plan to perform data cleansing, build the entire conversion process, perform test cycles, resolve issues, etc. Provide an on-going data cleansing maintenance plan
Data Validation in HCM	Validate that the data conversion was complete and represents a successful conversion for DeKalb County
Multiple Conversion instances	Provide multiple environments for data conversion
Documentation	Provide physical data models (source and target), data definitions, and source to target mapping documentation, including transformations. Document business rules used for conversion.
Reporting	Provide a data analysis report (e.g., description of problem, data source, number of occurrences, impact on production data, type of fix that was applied, number of records fixed, and number of records unable to be fixed). Provide reconciliation reports between legacy system sources, and the staging database (HCM)

APPENDIX P -REPORTS

Scope of Work	
Reports	
Configuration of all existing reports	See Appendix P.1

APPENDIX P.1 – REPORTS

No.	Name	Description	Module	Phase
1.	DCHR009B	This report is run primarily to give Help Desk details about Transfers and other Job activity important for their purposes.	Human Resources	1
2.	DCHR009A	This report is run primarily to give Help Desk details about terminations and other Job activity important for their purposes.	Human Resources	1
3.	DCHR017	Comp Time Taken Report	Human Resources	1
4.	DCPA009	Reconcile paycheck amounts to retiree payment detail records	Pension	2
5.	DCPA008	Reconcile requested retiree payment detail to detail for previous run	Pension	2
6.	DCPA005	Monthly pension data entry audit. Flat file created is loaded to Excel spreadsheet dcpa005_template.xls by app engine program DC_EXCEL in PS Job DCJPA005.	Pension	2

No.	Name	Description	Module	Phase
7.	DCHR016	TRS salary and contribution report. Flat file created is loaded to Excel spreadsheet dchr016_template.xls by app engine program DC_EXCEL as a step-in job DCJHR016.	Human Resources	1
8.	DCHR015	Report of salaries and benefits for library. Flat file created is loaded to Excel spreadsheet dchr015_template.xls by app engine program DC_EXCEL as a step-in job DCJHR015.	Human Resources	1
9.	DCPA006	Actuarial Valuation Extract	Pension	2
10.	DCPY003	State Retirement Calculation	Payroll	2
11.	DCRM002	Retired Employee Labels created with crystal label expert	Human Resources	1
12.	DCTRN099	This process runs the course confirmation by dept.	Enterprise Learning	1
13.	DCTRN098	This process run the custom cancellation/reschedule report by dept.	Enterprise Learning	1
14.	DCTRN097	This process is used to create a custom charge back report of training costs, by dept, due the AT dept.	Enterprise Learning	1
15.	DCTRN096	This process is used for running training history reports by created by dept.	Enterprise Learning	1

No.	Name	Description	Module	Phase
16.	DCHR019	Personal Data Verification Forms	Human Resources	1
17.	DCHR109	Report on Applicant Errored out in Taleo interface to PS	Human Resources	1
18.	DCPA011	A report of pension enrollment for new hires/rehires and back pension deductions for the requested date range.	Pension	2
19.	DCPER030	DeKalb Job Group Roster	Human Resources	1
20.	DCPER019	DeKalb Terminations Analysis	Human Resources	1
21.	DCLV003	Leave Year-End Rollover Rpt	Benefits	1
22.	DCLV002	Run the November Sick Compensation program for ALL employees.	Benefits	1
23.	DCHR004	Monthly Overtime Reports. Based on option chosen, report a list of overtime for all employees or a report for only individuals who have exceeded 20% of Ytd base salary in overtime.	Human Resources	1
24.	DCHR005	Interchangeable Job codes Rpt	Human Resources	1
25.	DCHR004D	Monthly Overtime Report - YTD > 20%	Human Resources	1
26.	DCHR004A	Monthly Overtime Reports.	Human Resources	1
27.	DCHR004B	Monthly OT Report - Over 20%	Human Resources	1
28.	DCTRN115	This process prints certificates for Risk Management	Enterprise Learning	1
29.	DCHR075	Driver's License Data	Human Resources	1
30.	DCBN018	Monthly Dental Report	Benefits	1

No.	Name	Description	Module	Phase
31.	DCHR108	Report on New Employee created by Taleo	Human Resources	1
32.	DCPM001F	Position Detail Report by Fund, Cost Center	Human Resources	1
33.	DCPM001	Position Detail Report by Dept	Human Resources	1
34.	DCBU9000	Salary Projection Report	Human Resources	1
35.	DCHR002	To provide a printed listing of all of the County's employees in alphabetical order. Report should also provide job and employment data on each employee.	Human Resources	1
36.	DCBN01	Complete Benefit Summary Report	Benefits	1
37.	DCLV008	Audit report for Leave Earned/Taken and their Subtotal by Fund	Human Resources	1
38.	PER031S	This report meets the government reporting requirements as specified by federal regulations on Form 164. State and local governments that employ 100 or more employees must submit EEO-4 annually. U.S. agencies with 15 or more employees must submit less frequently. The purpose of the report is to establish uniformity in state and local government record keeping and to help ensure equal opportunity in	Human Resources	1

No.	Name	Description	Module	Phase
		hiring. You need to customize the report for information specific to your company, such as Name, Title, and Phone number of Contact Person.		
39.	PAY015A	Report that lists all un-cashed paychecks	Payroll	2
40.	PAY018A	Monthly Payroll Summary	Payroll	2
41.	PAY008A	The New Deduction Not Taken Report has a new sort, totals for each deduction and a total page all deduction at the end of report	Payroll	2
42.	DCTRN094	This utility is a shell program that extracts data from the database and creates an output file to be used to create training certificates. This output file is used to merge into a word processing system, such as Microsoft Word.	Enterprise Learning	1
43.	DCBN019	Benefit Weekly Report	Benefits	1
44.	DCBN017	Monthly Health Report	Benefits	1
45.	DCBN014A	Hartford Report	Benefits	1
46.	DCBN003	Leave Verification	Benefits	1
47.	DCBN016	Colonial Disability	Benefits	1
48.	DCBN015	Standard Life Insurance Monthly Report	Benefits	1
49.	DCHR014	Upcoming Performance Appraisal	Human Resources	1
50.	DCDIS01	Monthly Disability Report	Benefits	1
51.	DCDEN01	ADP Monthly Dental Report	Payroll	2
52.	DCSH05	Biweekly overtime report	Human Resources	1

No.	Name	Description	Module	Phase
		for the sheriff department only		
53.	DCRM01	This report is used by Nan Holman	Human Resources	1
54.	DCPS05	Biweekly overtime report for Public Safety	Human Resources	1
55.	DCPY002	Tax Commissioner FICA Report	Payroll	2
56.	DCRM005	Leave audit makes sure employees trying to take leave this pay period have accrued leave.	Benefits	1
57.	DCHR706C	Dekalb Pay Grade Report	Human Resources	1
58.	DCPY001	Monthly Deductions Report	Payroll	2
59.	DCPER021	Pending Future Merit & Longevity	Human Resources	1
60.	DCBN010	Pension Audit: Inactive Employees / Enrolled in pension	Benefits	1
61.	DCBN007	Pension Audit - Active Employees/Not Enrolled in Pension	Benefits	1
62.	DCBN009	Pension Audit: Active Employees / Enrolled in Pension	Benefits	1
63.	DCBN008	Pension Audit: Inactive employees/Not enrolled in pension	Benefits	1
64.	DCRM016	Treasury and Accounting report showing gross and net totals by run id and date.	Payroll	2
65.	DCRM015	Workers' Compensation Report – Combined	Human Resources	1
66.	DCRM014	Workers' Compensation Report	Human Resources	1

No.	Name	Description	Module	Phase
67.	DCRM013	Job Code Listing by Workers' Compensation Code	Human Resources	1
68.	DCRM012	Annual Census Report	Human Resources	1
69.	DCBN011	Health Insurance Monthly Report	Benefits	1
70.	DCRM001	Safety Hours Report	Human Resources	1
71.	DCPS002	Public Safety Weekly Update Report	Human Resources	1
72.	DCPS001	Active Employee Listing	Human Resources	1
73.	DCMC001	Magistrate Court Hours Worked	Human Resources	1
74.	DCLV007	Treasury & Accounting Report showing leave year to date	Human Resources	1
75.	DCLV006	Valuation of Leave run at end of year for Finance	Human Resources	1
76.	DCLV005	Water and Sewer Leave Report	Human Resources	1
77.	DCHR013	Missed Merit, Working Test & Promotional Increases	Human Resources	1
78.	DCHR010	Employee Paid Hours Audit for HR	Human Resources	1
79.	DCBU001	Budget Positions by Cost Center	Benefits	1
80.	DCPPCHGFILE	Purchasing Power report to be send after we process change file	Payroll	2
81.	DC_NW_D_RPT	Nationwide Change file report to be send after we process change file	Payroll	2
82.	DC_SAFETYRPT	Safety Sensitive Report	Human Resources	1
83.	DCEMAILRPRT	E-mail reports created in a PS Job stream	Human Resources	1
84.	DC_SHRIF_RPT	Sheriff Sensitive Report	Human Resources	1

No.	Name	Description	Module	Phase
85.	AEH_REH_ADJDATE 27May14	Check for Employees with Adj Hire Date	Human Resources	1
86.	GENDER_UNKNOWN_DOB_IS_NULL	Check for Employee with no DOB or Gender	Human Resources	1
87.	2014_HRISSTDHRS_DK1_NOT_40	Check for mismatched 40-hour pay plan & standard pay hours	Human Resources	1
88.	2014_HRISSTDHRS_ENF_NOT_42_5	Check for mismatched 42.5-hour pay plan & standard pay hours	Human Resources	1
89.	2014_HRISSTDHRS_FIR_NOT_53	Check for mismatched 53-hour pay plan & standard pay hours	Human Resources	1
90.	2014_HRISCOMP_CHGGTR_15	Show Employees with Pay Change More than 15%	Human Resources	1
91.	2014_HRISCOMP_FREQ_NOT_MNTHLY	Check for Employees without Monthly Comp Rate	Human Resources	1
92.	2014_HRISCOMP_INCR_GTR_500_MO	Show Employees with Pay Change More than \$500	Human Resources	1
93.	2014_HRISDK1_AL_PAYOUT_GTR240	Check for Employees <10 years with Leave Payout >240 Hours	Human Resources	1
94.	2014_HRISDK1_AL_PAYOUT_GTR360	Check for Employees >10 years with Leave Payout >360 Hours	Human Resources	1
95.	2014_HRISDK1_DOL_PAID_GTR480	Check for Employees Paid more than 480 Hours Donated Leave	Human Resources	1
96.	2014_HRISDK1_HOL_PAYOUT_GTR80	Check for 40-hour Employees with Holiday Pay More than 80 Hours	Human Resources	1
97.	2014_HRISENF_HOL_PAYOUT_GTR85	Check for 42.5-hour Employees with Holiday Pay More than 85 Hours	Human Resources	1

No.	Name	Description	Module	Phase
98.	2014_HRISFIR_HOL_PAYOUT_GTR106	Check for 53-hour Employees with Holiday Pay More than 106 Hours	Human Resources	1
99.	2014_HRISDK1_RES_PAYOUT_GTR120	Check for Employees with Reserve payout greater than 120 hours	Human Resources	1
100.	2014_HRIS_REG_EES_NON_BENPRGM	Check for Reg Employees not in Benefit Program	Human Resources	1
101.	2014_HRIS_TMP_EES_BENPRGM	Check for Temp Employees in Benefit Program	Human Resources	1
102.	DOL_ALL_ACTIVE_EES_KDF	Monthly US Dept of Labor Report - Total # of Employees	Human Resources	1
103.	DOL_HIRED_EES_KDF	Monthly US Dept of Labor Report - # of Employees Hired	Human Resources	1
104.	DOL_TERMS_EES_KDF	Monthly US Dept of Labor Report - # of Employees Separated	Human Resources	1
105.	2015_HRMETRIC_REG_EES_FOR_MTH	Turnover - # of Regular Employees for Month	Human Resources	1
106.	2015_HRMETRIC_POL_FIR_TERM	Turnover - # of Sworn Employees Separated in Month	Human Resources	1
107.	2015_HRMETRIC_REG_TERM_FOR_MTH	Turnover - # of Regular Employees Separated in Month	Human Resources	1
108.	2015_HRMETRIC_LEAVE_ACCRUL_ALL	Leave report – Hours of Sick & Annual Leave Accrual & Usage YTD	Human Resources	1
109.	EES_PAY_BELOW_GRADE_MIN_FEB18	Employees with Pay below Grade Minimum	Human Resources	1
110.	BLS_JOBTITLES_QTRLY_RPT	Quarterly Report for US Bureau of Labor Statistics	Human Resources	1
111.	BLS_FT_ACTIVE_EES_KDF	Quarterly Report for US	Human Resources	1

No.	Name	Description	Module	Phase
		Bureau of Labor Statistics - # of Employees		
112.	2014_ADDR_STATUS_INACTIVE	Check for Employees with Address Inactive	Human Resources	1
113.	2014_HRISFLSA_COMPAR_JOB_CD_POS	Check for mismatch of FLSA status on Job code & Position	Human Resources	1
114.	2014_HRISFLSA_COMPAR_JOB_JOB_CD	Check for mismatch of FLSA status on Employee (Job) & Job code	Human Resources	1
115.	2014_HRISGRAD_COMPAR_JOB_CD_POS	Check for mismatch of Grade on Job code & Position	Human Resources	1
116.	2014_HRISSTDHR_CMPR_JOB_CD_POS	Check for mismatch of standard hours on Job code and Position	Human Resources	1
117.	2014_HRIS_ACTING_INTERIM	Report of Employees in Acting/Interim Status	Human Resources	1
118.	2014_HRIS_ELECT_APPT_W_LEAVE	Check for Monthly Employees in Leave Plan	Human Resources	1
119.	2014_HRIS_ELECT_APPT_W_LONGEV	Check for Monthly Employees with Longevity	Human Resources	1
120.	2014_HRIS_GRADE_COMPAR_JOB_POS	Check for Grade Mismatch on Employee (Job) and Position	Human Resources	1
121.	2014_HRIS_JOB_CD_COMPAR_JOB_POS	Check for Job code Mismatch on Employee (Job) and Position	Human Resources	1
122.	2014_HRIS_MIL_40HRS_ERN_OVR144	Check for Employees with military pay over 144	Human Resources	1
123.	2014_HRIS_MIL_42HRS_ERN_OVR153	Check for Employees with military pay over 153 (Sheriff)	Human Resources	1
124.	2014_HRIS_MIL_53HRS_ERN_OVR193	Check for Employees with military pay over 193 (Fire)	Human Resources	1

No.	Name	Description	Module	Phase
125.	2014_HRIS_POSN_DTA_OVRRD	List of Employee Status Different Than Position (temp in reg pos)	Human Resources	1
126.	2014_HRIS_PYPLN_CMPR_JOB_CD_POS	Check for Pay Plan Mismatch on Employee (Job) and Position	Human Resources	1
127.	2014_HRIS_STDHR_COMPAR_JOB_POS	Check for Standard Hours Mismatch on Employee (Job) and Position	Human Resources	1
128.	2014_HRIS_TIME_LTD_POS	Report of Time Limited Positions	Human Resources	1
129.	2014_HRIS_TIME_LTD_POS_EE	Report of Time Limited Positions & Incumbents	Human Resources	1
130.	2014_EES_JOB_ENDDT_TIME_LTD	List of Time Limited Employees	Human Resources	1
131.	CAR_ALLOWANCE_PAY_NOV17B	List of Employees with Car Allowance	Human Resources	1
132.	DCPY017	Benevolent fund report	Payroll	2
133.	DCPY457t	Nationwide 457b/401a Termination census file	Payroll	2
134.	DCPY019A	Payroll Advice register send to Finance	Payroll	2
135.	DC_VOID_PAYCHECK	LTD void checks till date send to Finance	Payroll	2
136.	DC_PEN_PAYROLL_OUTSTANDING_CHK	All Pension Payroll outstanding check send to Finance	Payroll	2
137.	DC_REG_PAYROLL_OUTSTANDING_CHK	All Regular Payroll outstanding check send to Finance	Payroll	2
138.	DC_DATA_VOICE_GRP	All Employee's cost centers are sent to Data and Voice Communication Group	Human Resources	1
139.	HSA_EMPLOYEE_BCBS	Employee list enrolled in BCBS HSA employee portion send to BCBS	Benefits	1

No.	Name	Description	Module	Phase
140.	HSA_EMPLOYEE_KAISER	Employee list enrolled in KAISER HSA employee portion send to Kaiser	Benefits	1
141.	DC_KAISER_DEDUCTION	Kaiser deduction for employee and retiree send to finance for auditing	Benefits	1
142.	DC_KAISER_DEDUCTION_BACK_DED	Kaiser Back deduction for employee and retiree send to finance for auditing	Benefits	1
143.	DCKAMEDICARE_EMP_LIST	Kaiser Medicare list send to finance	Benefits	1
144.	DC_CENSUS_401A_NATIONWIDE	Report for the annual Nationwide Census data being send to nationwide	Benefits	1
145.	DC_TRAINING_DETAIL_PER_MONTH	Shows all the training chargeback for the month parameter specified send to Finance	Enterprise Learning	1
146.	DC_WHOLELIFE_RUNID	Shows employee and deduction amount of whole life required by Finance for auditing	Benefits	1
147.	PENSION_ALLOCATION_HOURS	Shows Employee Pension cost allocation used by finance	Payroll	2
148.	DC_EYEMED	Shows all of the EYEMED employee list used by finance	Payroll	2
149.	DC_FBO_NAMES	Shows employee with FBO (Fiduciary bank organization), used for auditing	Payroll	2
150.	DCREFUND_PER_YEAR	Payroll runs at the end of year to determine Pension refund (used for auditing)	Payroll	2
151.	DC_MEDICAL_AMT_PAY_END_DT	Shows employee medical amount for auditing	Payroll	2
152.	DKPD_MPO_INCENTIVE	Shows all Animal service/Police service employees who received MPO incentives (used for	Human Resources	1

No.	Name	Description	Module	Phase
		auditing)		
153.	DC_DEPARTMENT_CHG	Shows any department change/Cost center change with same Business Unit /Department (used for auditing)	Human Resources	1
154.	POS009	This SQR report was created to provide Human Resources Position History Data from PeopleSoft.	Human Resources	1
155.	CR_EE_BUSS_DEPT_POS_JOB_V2	This PeopleSoft Query is run to provide the Human Resources department information regarding the Business Unit, Department, Position and the incumbent that is included in the position along with GL expense, fund, grade, salary etc. This dynamic query can be run by entering a begin date prompt, end date prompt, and a Business Unit and/or Department ID.	Human Resources	1
156.	DC_OPNRCD_R1	This Application Engine was created for the Risk team due to an Open Records Request. The Research Synaptix report provides indicative data along with Total Gross and Total Overtime Pay for an Active employee based on the requested date parameters.	Risk/Finance	2
157.	DC_PAYCHKR_Q	This Application Engine was created for the Internal Audit team to report Off Cycle Payrolls. The program produces a report with 1) reversals or 2)	Internal Audit	2

No.	Name	Description	Module	Phase
		all off cycles and paychecks that are tied to the reversal which can be on cycle or off cycle.		
158.	DC_BENSALC_T	This Application Engine was created for the Benefit Team to report employees with salary changes within the last 20 days and enrolled in the Aflac Products (Group Critical Illness, Group Whole Life, Group Accident and STD)	Benefits	1
159.	MONTHLY_BASE_RATE_ASOF_2FEB18F	This query provides the Monthly Base Rate based on the effective date entered.	Human Resources	1
160.	CR_NEW_HIRE_QUERY	This query was created to provide the Human Resource Team a report of New Hires that have an Active Date between begin date and end date that the user entered.	Human Resources	1

ATTACHMENT A**COST PROPOSAL FORM COVER SHEET**

(consisting of 2 pages)

No. 19-500536- Professional Services for Implementation of Oracle HCM Cloud System

Responder: Please complete the attached pages of the Cost Proposal Form, and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals No. 19-500536- Professional Services for Implementation of Oracle HCM Cloud System" clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he/ she has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if this proposal is accepted, the Responder shall contract with DeKalb County according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: _____

Address: _____

Contact Person Submitting Proposal: _____

Title of Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Signature of Contact Person

Title of Contact Person

Date Completed: _____

ATTACHMENT A – COST PROPOSAL FORM
No. 19-500536- Professional Services for Implementation of Oracle HCM Cloud System

Responder: State a Firm Price for each Line Item that includes all costs, direct and indirect, administrative costs, and all things necessary for Professional Services for Implementation of Oracle HCM Cloud System

	Phase 1 Cost	
Line Item	Description	Cost
1	Implementation and Configuration	
2	Project Management	
3	Business Process Review/Documentation	
4	Conversion	
5	Interfaces	
6	Reports	
7	Training	
8	Communication/Organizational Change Management	
9	Post Go-Live Support 1-30	
10	Post Go-Live Support 31-60	
11	Post Go-Live Support 61-90	
12	Travel	

Total Price for Phase 1 (Sum of Line Items 1-12): _____

	Phase 2 Cost	
Line Item	Description	Cost
13	Implementation and Configuration	
14	Project Management	
15	Business Process Review/Documentation	
16	Conversion	
17	Interfaces	
18	Reports	
19	Training	
20	Communication/Organizational Change Management	
21	Post Go-Live Support 1-30	
22	Post Go-Live Support 31-60	
23	Post Go-Live Support 61-90	
24	Travel	

Total Price for Phase 2 (Sum of Line Items 13-24): _____

Total Proposal Price for Phases 1 and 2: _____

ATTACHMENT B – TECHNICAL PROPOSAL COVER SHEET

NOTE: Read all instructions, conditions and specifications in detail before completing this Request for Proposal. **Do not include any pricing or costs of any kind in this technical proposal.**

Please complete and include this cover sheet with your technical proposal.

Company Name		Federal Tax ID#	
Complete Primary Address	County	City	Zip Code
Mailing Address (if different)	City	State	Zip Code
Contact Person Name and Title	Telephone Number (include area code)		
Email Address	Fax Number (include area code)		
Company Website Address	Type of Organization (check one) <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government		
<p>Proposals for <u>RFP No. 19-500536- Professional Services for Implementation of Oracle HCM Cloud System</u>” described herein will be received in the Purchasing & Contracting Department, Room 2nd Floor, The Maloof Administration Building, 1300 Commerce Drive, Decatur, Georgia 30030 on January 21, 2020 until 3:00 p.m. (EST). Proposals shall be marked in accordance with the RFP, Section VIII.</p> <p>CAUTION: The Decatur Postmaster will not deliver certified or Special Delivery Mail to specific addresses within DeKalb County Government. When sending bids or time sensitive documents, you may want to consider a courier that will deliver to specific addresses.</p>			
<p>Proposal Cover Sheet should be signed by a representative of Proposer with the authority to bind Proposer to all terms, conditions, services, and financial responsibilities in the submitted Proposal.</p>			
Authorized Representative Signature(s)		Title(s)	
Type or Print Name(s)		Date	

ATTACHMENT C- CONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type of service listed in the solicitation.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFP.

Signed _____ Title _____
 (Authorized Signature of Proposer)

Company Name _____ Date _____

ATTACHMENT D - SUBCONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type of service listed in the solicitation.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFP.

Signed _____ Title _____
 (Authorized Signature of Proposer)

Company Name _____ Date _____

**ATTACHMENT E - DEKALB FIRST LSBE INFORMATION
WITH EXHIBITS A – B**

**SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION
OPPORTUNITY TRACKING FORM**

The Chief Executive Officer and the Board of Commissioners of DeKalb County believe that it is important to encourage the participation of small and local businesses in the continuing business of County government; and that the participation of these types of businesses in procurement will strengthen the overall economic fabric of DeKalb County, contribute to the County's economy and tax base, and provide employment to local residents. Therefore, the Chief Executive Officer and the Board of Commissioners have made the success of local small businesses a permanent goal of DeKalb County by implementing the DeKalb First Local Small Business Enterprise Ordinance.

**PROVISIONS OF DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE (LSBE)
ORDINANCE**

Percentage of LSBE Participation Required
20% of Total Award

Certification Designation	Request For Proposals (RFP)
LSBE Within DeKalb (LSBE-DeKalb)	Ten (10) Preference Points
LSBE Outside DeKalb (LSBE-MSA)	Five (5) Preference Points
Demonstrated GFE	Two (2) Preference Points

Certified Local Small Business Enterprises (LSBEs) located within DeKalb County and prime contractors utilizing LSBEs that are locally-based inside DeKalb County shall receive ten (10) points in the initial evaluation of their response to any Request for Proposal. Certified LSBEs located outside of DeKalb County but within the nine (9) County Metropolitan Statistical Area (MSA) consisting of Cherokee, Clayton, Cobb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale Counties shall receive five (5) points in the initial evaluation of their response to any Request for Proposal. Prime Contractors who demonstrate sufficient good faith efforts in accordance with the requirements of the ordinance shall be granted two (2) points in their initial evaluation of responses to any Request for Proposal. Pro-rated points shall be granted where a mixture of LSBE-DeKalb and LSBE MSA firms are utilized. Utilization of each firm shall be based upon the terms of the qualified sealed solicitation.

Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) because they are either a certified LSBE-DeKalb or LSBE-MSA firm or has obtained 20% participation of an LSBE-DeKalb or LSBE-MSA firm, submits the lowest bid price shall be deemed the lowest, responsive and responsible bidder.

Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) and documented good faith efforts, submits a lower bid price than a Prime Contractor that achieved 20% LSBE participation, or otherwise required benchmark, then the Prime Contractor who actually met the benchmark will be given the opportunity to match the lowest bid price of the Prime Contractor who only made good faith efforts. Prime Contractor(s) who choose **not** to match the lowest bid price, then the Prime Contractor who made the good faith efforts will be deemed the lowest, responsive and

responsible bidder.

For all qualified sealed solicitations, the Director of Purchasing and Contracting, DeKalb County Government, shall determine if the bidder/proposer has included written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a certified LSBE. This written documentation shall be in the form of a notarized Schedule of LSBE Participation (Attached hereto as “Exhibit A”.) For all contracts, a signed letter of intent from all certified LSBEs describing the work, material, equipment and/or services to be performed or provided by the LSBE(s) and the agreed upon percentage shall be due with the bid or proposal documents and included with “Exhibit A”. The certified vendor list establishes the group of Certified LSBE’s from which the bidder/proposer must solicit subcontractors for LSBE participation. This list can be found on our website <http://www.dekalbcountyga.gov/purchasing-contracting/about-purchasing-and-contracting> or obtained from the Special Projects LSBE Program team.

Prime Contractors failing to meet the LSBE benchmark must document and demonstrate Good Faith Efforts in accordance with the attached “Checklist for Good Faith Efforts” portion of “Exhibit A.” The notarized Schedule of LSBE Participation shall be due and submitted with each bid or proposal. Failure to achieve the LSBE benchmark or demonstrate good faith efforts shall result in a bid or proposal being rejected. Prime Contractors that fail to attend the mandatory LSBE meeting in person or via video conference shall mean that the Prime Contractor has not demonstrated sufficient good faith efforts and its bid or proposal if submitted, shall be deemed non-responsive without any further review.

Upon award, Prime Contractors are required to submit a report detailing LSBE Sub-Contractor usage with each request for payment and not less than on a monthly basis. Prime Contractors shall ensure that all LSBE sub-contractors have been paid within seven (7) days of the Prime’s receipt of payment from the County. Failure to provide requested reports/documentation shall constitute a material breach of contract, entitling the County to terminate the Contract for default or pursue other remedies. LSBE sub-contractors must confirm payments received from the Prime(s) for each County contract they participate in.

For eligible bids/proposals valued over \$5,000,000.00, the Mentor-Protégé provision of the Ordinance shall apply. Prime Contractors must agree to become mentors and take on an LSBE protégé in an effort to enhance the potential of future LSBEs. Qualifying projects shall be performed by both Mentor and Protégé through a subcontract between both parties. This requirement is in addition to all other applicable sections of the DeKalb First Ordinance. Please review the ordinance, section 2-214 or contact the LSBE Program Representative for detailed information regarding this initiative.

EXHIBIT A
SCHEDULE OF DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION
OPPORTUNITY TRACKING FORM

As specified, Bidders and Proposers are to present the details of LSBE participation below:

PRIME

BIDDER/PROPOSER _____

SOLICITATION NUMBER: **RFP No. 19-500536**

TITLE OF UNIT OF WORK – Professional Services for Implementation of Oracle HCM Cloud System

1. My firm, as the prime bidder/proposer on this unit of work, is a certified (check all that apply):
 ____LSBE-DeKalb ____LSBE-MSA
2. If you are a Certified LSBE-DeKalb or MSA, please indicate below the percentage of that your firm will carry out directly: _____.
3. If the prime bidder/proposer is a joint venture, please describe below the nature of the joint venture and level of work and percentage of participation to be provided by the LSBE-DeKalb or MSA joint venture firm.

4. List the LSBE-DeKalb or MSA subcontractors and/or firms (including suppliers) to be utilized in of this contract, if awarded. No changes can be made in the subcontractors listed below without the prior written approval of the County. Please attach a signed letter of intent from all certified LSBEs describing the work, materials, equipment or services to be performed and/or provided and the agreed upon percentage of work to be performed. A Letter of Intent form is attached hereto as “Exhibit B”.

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	

Name of Company	
Address	

Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	

Please attach additional pages, if necessary.

EXHIBIT A, CONT'D

DEKALB COUNTY CHECKLIST FOR GOOD FAITH EFFORTS

A bidder/proposer that does not meet the County's LSBE participation benchmark is required to submit documentation to support all "Yes" responses as proof of "good faith efforts." Please indicate whether or not any of these actions were taken:

	Yes	No	Description of Actions
1.			Prime Contractors shall attend a MANDATORY LSBE Meeting in person or via video conference within two-weeks of advertisement of the solicitation.
2.			Provide a contact log showing the company's name, contact person, address, email and contact number (phone or fax) used to contact the proposed certified subcontractors, nature of work requested for quote, date of contact, the name and title of the person making the effort, response date and the percentage of work.
3.			Provide interested LSBEs via email, of any new relevant information, if any, at least 5 business days prior to submission of the bid or proposal.
4.			Efforts made to divide the work for LSBE subcontracting areas likely to be successful and to identify portions of work available to LSBEs consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. The ability or desire of a bidder/proposer to perform the contract work with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting.
5.			Efforts were made to assist potential LSBE subcontractors meet bonding, insurance, or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that the LSBE could not readily and economically obtain them in the marketplace.
6.			Communication via email or phone with DeKalb First Program Staff seeking assistance in identifying available LSBEs. Provide DeKalb First Program Staff representative name and title, and date of contact.
7.			For all contracts, a signed letter of intent from all certified LSBEs describing the work, materials, equipment or services to be performed or provided by the LSBE(s) and the agreed upon LSBE participation percentage shall be due with the bid or proposal documents.
8.			Other Actions, to include Mentor/Protégé commitment for solicitations \$5M and above (specify):

Please explain all "no" answers above (by number):

This list is a guideline and by no means exhaustive. The County will review these efforts, along with attached supporting documents, to assess the bidder/proposer's efforts to meet the County's LSBE Participation benchmark. If you require assistance in identifying certified, bona fide LSBEs, please contact the Purchasing and Contracting Department - DeKalb First Program, Felton Williams, Procurement Projects Manager at 404-371-6312.

EXHIBIT A, CONT'D

DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE SCHEDULE OF PARTICIPATION OPPORTUNITY TRACKING FORM

Bidder/Proposer Statement of Compliance

Bidder(s)/Proposer(s) hereby state that they have read and understand the requirements and conditions as set forth in the objectives and that reasonable effort were made to support the County in providing the maximum practicable opportunity for the utilization of LSBEs consistent with the efficient and economical performance of this contract. The Bidder and any subcontractors shall file compliance reports at reasonable times and intervals with the County in the form and to the extent prescribed by the Director of DeKalb County Purchasing and Purchasing and Contracting Department. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of Contractors and their subcontractors.

1. **Non-Discrimination Policy**

- a. During the performance of this agreement, Contractor agrees to conform to the following Non-Discrimination Policy adopted by the County.
- b. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Contractor will take action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following:
 - (1) Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided setting forth provisions of this non-discrimination clause.
 - (2) Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.
- c. Without limiting the foregoing, Contractor shall not discriminate on the basis of disability in the admission or access to, or treatment or employment in, the programs and activities, which form the subject of the contract. The Contractor will take action to ensure that applicants for participation in such programs and activities are considered without regard to disability. Such action shall include, but not be limited to, the following:
 - (1) Contractor agrees to post in conspicuous places available to participants in its programs and activities notices to be provided setting forth the provisions of this non-discrimination clause.
 - (2) Contractor shall, in all solicitations or advertisements for programs or activities, which are the subject of the contract, state that all qualified applicants will receive consideration for participation without regard to disability.

2. **Commitment**

The undersigned certifies that he/she has read, understands, and agrees to be bound by the bid specifications, including the accompanying Exhibits and other terms and conditions of the Invitation to Bid and/or Request for Proposal regarding LSBE utilization. The undersigned further certifies that he/she is legally authorized by the bidder or responder to make the statements and representations in Exhibit A and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned will enter into formal agreement(s) with the LSBE(s) listed in this Exhibit A, which are deemed by the owner to be legitimate and responsible LSBEs. Said agreement(s) shall be for the work and contract with the Prime Contractor. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder knowing them to be false, or if there is a failure of the successful Bidder (i.e., Contractor) to implement any of the stated agreements, intentions, objectives, goals and commitments set forth herein without prior approval of the County, then in any such events the contractor's act or failure to act, as the case may be, shall constitute a material breach of contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and not in lieu of, any other rights and remedies the County may have for other defaults under the Contract. Additionally, the Contractor will be subject to the loss of any future contract awards by the County for a period of one year.

Firm Name (Please Print):

Firm's Officer:

(Authorized Signature and Title Required)	Date
---	------

Sworn to and Subscribed to before me this ____ day of _____, 202__.

Notary Public

My Commission Expires: _____

EXHIBIT B

**LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR
PROVIDING MATERIALS OR SERVICES**

Instructions:

1. Complete the form in its entirety and submit with bid documents.
2. Attach a copy of the LSBE's current valid Certification Letter.

To: _____

(Name of Prime Contractor Firm)

From: _____ ☐ **LSBE –DeKalb** ☐ **LSBE –MSA**
(Name of Subcontractor Firm) (Check all that apply)

ITB Number: **RFP No. 19-500536**

Project Name: **Professional Services for Implementation of Oracle HCM Cloud System**

The undersigned subcontractor is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided).

Description of Materials or Services	Project/Task Assignment	% of Contract Award

Prime Contractor

Sub-contractor

Signature: _____ **Signature:** _____

Title: _____ **Title:** _____

Date: _____ **Date:** _____

ATTACHMENT F – RESPONDER AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the responder submitting a bid to DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended].

Responder's Name

Federal Work Authorization
Enrollment Date

BY: Authorized Officer or Agent

Title of Authorized Officer or Agent of Bidder

Identification Number

Printed Name of Authorized Officer or Agent

Address (*do not include a post office box)

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public

My Commission Expires: _____

ATTACHMENT G – FIRST SOURCE JOBS ORDINANCE INFORMATION

(WITH EXHIBITS 1 – 4)

EXHIBIT 1

FIRST SOURCE JOBS ORDINANCE ACKNOWLEDGEMENT

The DeKalb County First Source Ordinance requires contractors or beneficiaries of eligible projects entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$50,000 or more to make a good faith effort to hire DeKalb County residents for at least 50% of jobs created using the First Source Registry (candidate database) within one hundred twenty (120) days of contract execution. The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance. All contractors will be asked to submit an Employment Roster and/or copies of active payroll registers on a monthly basis to verify compliance. The undersigned acknowledges and agrees to comply with the provisions of the DeKalb County First Source Jobs Ordinance.

CONTRACTOR OR BENEFICIARY INFORMATION:

Contractor or Beneficiary Name (Signature)

Contractor or Beneficiary Name (Printed)

Title

Telephone

Email

Name of Business

Please answer the following questions:

1. How many job openings do you anticipate filling related to this contract? _____
2. How many incumbents/existing employees will retain jobs due to this contract?
DeKalb Residents: _____ Non-DeKalb Residents: _____
3. How many work hours per week constitutes Full Time employment? _____

Please return this form to WorkSource DeKalb, (404)687-3900 or email to fkadkins@dekalbcountyga.gov, malee@dekalbcountyga.gov, vlricksion@dekalbcountyga.gov, or jmjones@dekalbcountyga.gov

WorkSource DeKalb (WSD) is an EEO/M/F/D/V employer/program. Auxiliary aids/services are available upon request to individuals with disabilities. Persons with hearing impairments may call 1-800-255-0135 or 711 TTY for assistance. WSD is 100% funded by the U. S. Department of Labor and is a proud partner of the American Job Center Network. Revised March 2018

FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 2

NEW EMPLOYEE TRACKING FORM

Name of Bidder _____

Address _____

E-Mail _____

Phone Number _____

Fax Number _____

Do you anticipate hiring from the First Source Candidate Registry? Y or N (Circle one)

If so, the approximate number of employees you anticipate hiring: _____

Type of Position (s) you anticipate hiring: (List position title, one position per line) Attach job description per job title:	The number you anticipate hiring:	Timeline

Please return this form to WorkSource DeKalb, fax (404) 687-4099 or email to FirstSourceJobs@dekalbcountyga.gov.

FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 3

BUSINESS SERVICE REQUEST FORM

Please note: We need one form completed for each position that you have available.

DATE:

FEDERAL TAX ID:

COMPANY NAME:

WEBSITE:

ADDRESS:

(WORKSITE ADDRESS IF DIFFERENT):

CONTACT NAME:

CONTACT PHONE:

CONTACT FAX:

CONTACT E-MAIL ADDRESS:

Are you a private employment agency or staffing agency? ☐ YES ☐ NO

JOB DESCRIPTION: (PLEASE INCLUDE A COPY OF JOB DESCRIPTION)

POSITION TITLE:

NUMBER OF POSITIONS AVAILABLE: _____ TARGET START DATE: _____

WEEKLY WORK HOURS: 20-30 hours ☐ 30-40 hours ☐ Other ☐

SPECIFIC WORK SCHEDULE:

SALARY RATE(OR RANGE):

PERM ☐ TEMP ☐ TEMP-TO-PERM ☐ SEASONAL ☐

PUBLIC TRANSPORTATION ACCESSIBILITY YES ☐ NO ☐

IF SCREENINGS ARE REQUIRED, SELECT ALL THAT APPLY:

☐ CREDIT ☐ DRUG ☐ MVR ☐ BACKGROUND ☐ OTHER _____

Please return form to: Business Solutions Unit (First Source)

774 Jordan Lane Bldg. #4

Decatur, Ga. 30033

Phone: (404) 687-3400

FirstSourceJobs@dekalbcountyga.gov

[illegible]

ATTACHMENT H
SAMPLE COUNTY CONTRACT

ATTACHMENT H

AGREEMENT FOR PROFESSIONAL SERVICES

DEKALB COUNTY, GEORGIA

THIS AGREEMENT made as of this ____ day of ____, 20__, (hereinafter called the “execution date”) by and between DEKALB COUNTY, a political subdivision of the State of Georgia (hereinafter referred to as the “County”), and _____, a corporation organized and existing under the laws of the State of _____, with offices in _____, _____ (hereinafter referred to as “Contractor”), shall constitute the terms and conditions under which the Contractor shall provide _____ in DeKalb County, Georgia.

WITNESSETH: That for and in consideration of the mutual covenants and agreements herein set forth, the County and the Contractor hereby agree as follows:

ARTICLE I. CONTRACT TERM

The Contractor shall commence the Work under this Contract within ten (10) days from the acknowledgement of receipt of the Notice to Proceed. As required by O.C.G.A §36-60-13, this Contract shall (i) terminate without further obligation on the part of the County each and every December 31st, as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Contract; (ii) automatically renew on each January 1st, unless terminated in accordance with the termination provisions of this Contract; and (iii) terminate absolutely, with no further renewals, on December 31, 20XX, unless extended by Change Order adopted and approved by the DeKalb County Governing Authority and the Contractor in accordance with the terms of this Contract.

ARTICLE III. PAYMENT

As full payment for the faithful performance of this Contract, the County shall pay the Contractor, the Contract Price, which is an amount not to exceed _____ (\$_____), unless changed by written Change Order in accordance with the terms of this Contract. The term “Change Order” includes the term “amendment” and shall mean a written order authorizing a change in the Work, and an adjustment in Contract Price to Contractor or the Contract Term, as adopted and approved by the Contractor and the DeKalb County Governing Authority, or the Chief Executive Officer, if exempted from Governing Authority adoption and approval in accordance with the express terms of this Contract. The Chief Executive Officer or his/her designee shall have the authority to approve and execute a Change Order lowering the Contract Price or increasing the Contract Price up to twenty percent (20%) of the original Contract Price, provided that the total amount of the increase authorized by such Change Order is less than \$100,000.00. If the original Contract or Purchase Order Price does not exceed \$100,000.00, but the Change Order will make the total Contract Price exceed \$100,000.00, then the Change Order will require approval by official action of the Governing Authority. Any other increase of the Contract Price shall be by Change Order adopted and approved by the DeKalb County Governing Authority and the Contractor in accordance with the terms of this Contract. Amounts paid to the Contractor shall comply with and not exceed Attachment A, the Contractor’s Cost Proposal, consisting of _____ page(s) attached hereto and incorporated herein by reference. Payment is to be made no later than thirty (30) days after submittal of undisputed invoice.

Invoice(s) must be submitted as follows:

- A. Original invoice(s) must be submitted to:
DeKalb County, Georgia
Attention: "USER DEPARTMENT"
-
-

B. Upon award, Prime Contractor(s) with Local Small Business Enterprise (LSBE) Subcontractor(s) shall enter utilization reports electronically at www.dekalblsbe.info. Proof of payment to the LSBE Subcontractor must be uploaded and submitted. LSBE Subcontractors shall confirm receipt of payment from the Prime, electronically also, at www.dekalblsbe.info

ARTICLE IV. SCOPE OF WORK

The Contractor agrees to provide all _____ services in accordance with the County's **Request for Proposals (RFP) No. 19-500536 for Professional Services for Implementation of Oracle HCM Cloud System**, attached hereto as Appendix I and incorporated herein by reference, and the Contractor's response thereto, attached hereto as Appendix II and incorporated herein by reference.

The Contractor's services shall include all things, personnel, and materials necessary to accomplish specific projects authorized by the County. Specific Work Authorizations will have precedence over any interpretation within the Contract.

ARTICLE V. GENERAL CONDITIONS

A. **Accuracy of Work** The Contractor shall be responsible for the accuracy of the Work and any error and/or omission made by the Contractor in any phase of the Work under this Agreement.

B. **Additional Work** The County shall in no way be held liable for any work performed under this section which has not first been approved in writing by the County in the manner required by applicable law and/or the terms of this Contract. The County may at any time order changes within the scope of the Work without invalidating the Contract upon seven (7) days written notice to the Contractor. The Contractor shall proceed with the performance of any changes in the Work so ordered by the County unless such change entitles the Contractor to a change in Contract Price, and/or Contract Term, in which event the Contractor shall give the County written notice thereof within fifteen (15) days after the receipt of the ordered change, and the Contractor shall not execute such changes until it receives an executed Change Order from the County. No extra cost or extension of time shall be allowed unless approved by the County and authorized by execution of a Change Order. The parties' execution of any Change Order constitutes a final settlement of all matters relating to the change in the Work which is the subject of the Change Order. The County shall not be liable for payment for any work performed under this section which has not first been approved in writing by the County in the manner required by applicable law and/or the terms of this Contract.

C. **Ownership of Documents** All documents, including drawings, estimates, specifications, and data are and remain the property of the County. The Contractor agrees that the County may reuse any and all plans, specifications, drawings, estimates, or any other data or documents described herein in its sole discretion without first obtaining permission of the Contractor and without any payment of any monies to the Contractor therefore. However, any reuse of the documents by the County on a different site shall be at its risk and the Contractor shall have no liability where such documents are reused.

D. **Right to Audit** The County shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part with County funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor's employees, agents, assigns, successors and subcontractors. The County also has the right to communicate with Contractor's employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the County or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the books, records, and supporting documents shall be made available for audit at a time and location which is convenient for the County.

E. **Successors and Assigns** The Contractor agrees it shall not sublet, assign, transfer, pledge, convey, sell, or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous written consent of the County. If the County consents to any such assignment or transfer, then the Contractor binds itself, its partners, successors and assigns to all covenants of this Contract. Nothing contained in this Contract shall create, nor be interpreted to create privity, or any other relationship whatsoever, between the County and any person, or entity or than Contractor.

F. **Reviews and Acceptance** Work performed by the Contractor shall be subject to review and acceptance in stages as required by the County. Acceptance shall not relieve the Contractor of its professional obligation to correct, at his own expense, any errors in the Work.

G. **Termination of Agreement** The Contractor understands and agrees that the date of the beginning of Work, rate of progress, and time for completion of the Work are essential conditions of this Contract. The County may, for its own convenience and at its sole option, without cause and without prejudice to any other right or remedy of County, elect to terminate the Contract by delivering to the Contractor, at the address listed in the Notices article of this Contract, a written notice of termination specifying the effective date of termination. Such notice shall be delivered to Contractor at least thirty (30) days prior to the effective date of termination. If Contractor's services are terminated by the County, the termination will not affect any rights or remedies of the County then existing or which may thereafter accrue against Contractor or its surety. In case of termination of this Contract before completion of the Work, Contractor will be paid only for the portion of the Work satisfactorily performed through the effective date of termination as determined by the County. Neither party shall be entitled to recover lost profits, special, consequential or punitive damages, attorney's fees or costs from the other party to this Contract for any reason whatsoever. This Contract shall not be deemed to provide any third-party with any remedy, claim, right of action, or other right. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

H. **Indemnification Agreement** The Contractor shall be responsible from the execution date or from the time of the beginning of the Work, whichever shall be the earlier, for all injury or damage of any kind resulting from the Work, to persons or property, including employees and property of the County. The Contractor shall exonerate, indemnify, and save harmless the County, its elected officials, officers, employees, agents and servants, hereinafter collectively referred to in this Section as "the County Indemnitees," from and against all claims or actions based upon or arising out of any damage

or injury (including without limitation any injury or death to persons and any damage to property) caused by or sustained in connection with the performance of this Contract or by conditions created thereby or arising out of or any way connected with Work performed under this Contract, as well as all expenses incidental to the defense of any such claims, litigation, and actions. Furthermore, Contractor shall assume and pay for, without cost to the County Indemnitees, the defense of any and all claims, litigation, and actions suffered through any act or omission of the Contractor, or any Subcontractor, or anyone directly or indirectly employed by or under the supervision of any of them. Notwithstanding any language or provision in this Contract, Contractor shall not be required to indemnify any County Indemnatee against claims, actions, or expenses based upon or arising out of the County Indemnatee's sole negligence. As between the County Indemnitees and the Contractor as the other party, the Contractor shall assume responsibility and liability for any damage, loss, or injury, including death, of any kind or nature whatever to person or property, resulting from any kind of claim made by Contractor's employees, agents, vendors, Suppliers or Subcontractors caused by or resulting from the performance of Work under this Contract, or caused by or resulting from any error, omission, or the negligent or intentional act of the Contractor, vendors, Suppliers, or Subcontractors, or any of their officers, agents, servants, or employees. The Contractor shall defend, indemnify, and hold harmless the County Indemnitees from and against any and all claims, loss, damage, charge, or expense to which they or any of them may be put or subjected by reason of any such damage, loss, or injury. The Contractor expressly agrees to provide a full and complete defense against any claims brought or actions filed against the County Indemnitees, where such claim or action involves, in whole or in part, the subject of the indemnity contained in this Contract, whether such claims or actions are rightfully or wrongfully brought or filed. The County has the sole discretion to choose the counsel who will provide the defense. No provision of this Contract and nothing herein shall be construed as creating any individual or personal liability on the part of any elected official, officer, employee, agent or servant of the County, nor shall the Contract be construed as giving any rights or benefits hereunder to anyone other than the parties to this Contract. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

I. **Insurance** Prior to commencing work, Contractor shall, at its sole expense, procure and maintain insurance of the types and in the amounts described below from insurer(s) authorized to transact business in the state where the work or operations will be performed by Contractor. Such insurance shall be placed with admitted insurers that maintain an A.M. Best's rating of not less than "A" (Excellent) with a Financial Size Category of VII or better with coverage forms acceptable to Contractor. The insurance described below shall be maintained uninterrupted for the duration of the project, including any warranty periods, and shall protect Contractor, and others as required by contract, for liabilities in connection with work performed by or on behalf of Contractor, its agents, representatives, employees or Contractors.

J.

1. Certificates of Insurance in companies doing business in Georgia and acceptable to the County covering:
 - (a) Statutory Workers' Compensation Insurance, or proof that Contractor is not required to provide such coverage under State law;
 - (1) Employer's liability insurance by accident, each accident \$1,000,000
 - (2) Employer's liability insurance by disease, policy limit \$1,000,000
 - (3) Employer's liability insurance by disease, each employee \$1,000,000
 - (b) Professional Liability Insurance on the Contractor's services in this Agreement with limit of \$1,000,000;
 - (c) Commercial General Liability Insurance covering all operations with

- combined single limit of \$1,000,000;
 - (d) Comprehensive Automobile Liability Insurance with form coverage for all owned, non-owned and hired vehicles with combined single limit of \$1,000,000.
 - (e) Umbrella or Excess Insurance. Umbrella or excess insurance is to be provided with General Liability, Auto Liability and Employers Liability scheduled as underlying policies with limits not less than the following:
\$5,000,000 per occurrence
\$5,000,000 aggregate
- 2. Additional Insured Requirement:
 - (a) The County, its elected officials, officers, employees and agents, hereinafter referred to in this article and in the article entitled "Certificates of Insurance" as "the County and its officers" are to be named as additional insured on all policies of insurance except worker's compensation insurance with no cross suits exclusion. The County and its officers shall be included as additional insureds under commercial general liability and commercial umbrella insurance, for liabilities arising out of both the ongoing and completed operations of Contractor. Such additional insured coverage shall be endorsed to Contractor's policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products-completed operations), or form(s) providing equivalent coverage.
 - (b) All coverages required of the Contractor will be primary over any insurance or self-insurance program carried by the County.
 - (c) If the Contractor is a joint venture involving two (2) or more entities, then each independent entity will satisfy the limits and coverages specified here or the joint venture will be a named insured under each respective policy specified.
- 3. Fidelity Bond coverage shall be provided. Coverage limits shall not be less than the amount scheduled in the contract.
- 4. Certificates of Insurance must be executed in accordance with the following provisions:
 - (a) Certificates to contain policy number, policy limits, and policy expiration date of all policies issued in accordance with this Agreement;
 - (b) Certificates to contain the location and operations to which the insurance applies;
 - (c) Certificates to contain Contractor's protective coverage for any subcontractor's operations;
 - (d) Certificates to contain Contractor's contractual liability insurance coverage;
 - (e) Certificates are to be **issued** to:

**DeKalb County, Georgia
Director of Purchasing & Contracting
The Maloof Center, 2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030**

5. The Contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.
6. The Contractor agrees to carry statutory Workers' Compensation Insurance and to have all subcontractors likewise carry statutory Workers' Compensation Insurance.
7. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its officers and shall cause each Subcontractor to waive all rights of subrogation for all coverage, excluding Professional E&O.
8. Failure of the County to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the County to identify a deficiency from evidence provided will not be construed as a waiver of the Contractor's obligation to maintain such coverage. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
9. Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the County. Policies and Certificates of Insurance listing the County and its officers as additional insureds (except for workers' compensation insurance) shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in this Contract.
10. If the County shall so request, the Contractor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies. Contractor shall be responsible and have the financial wherewithal to cover any deductibles or retentions included on the certificate of insurance.

K. **Georgia Laws Govern** The laws of the State of Georgia shall govern the construction of this Contract without regard for conflicts of laws. Should any provision of this Contract require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction, that a document is to be construed more strictly against the party who itself or through its agent prepared same; it being agreed that the agents of all parties have participated in the preparation hereof, and all parties have had an adequate opportunity to consult with legal counsel. In interpreting this Contract in its entirety, the printed provisions of this Contract, and any additions written or typed hereon, shall be given equal weight, and there shall be no inference by operation of law or otherwise; that any provision of this Contract shall be construed against either party hereto.

K. **Venue** This Agreement shall be deemed to have been made and performed in DeKalb County, Georgia. For the purposes of venue, all suits or causes of action arising out of this Agreement shall be brought in the courts of DeKalb County, Georgia.

L. **Contractor and Subcontractor Evidence of Compliance; Federal Work Authorization** Pursuant to O.C.G.A. §13-10-91, the County cannot enter into a contract for the physical performance of services unless the Contractor, its Subcontractor(s) and sub-subcontractor(s), as that term is defined by state law, register and participate in the Federal Work Authorization Program to verify specific information on all new employees. Contractor certifies that it has complied and will continue to comply throughout the Contract Term with O.C.G.A. §13-10-91 and any related and applicable Georgia Department of Labor Rule. Contractor agrees to sign an affidavit evidencing its compliance with O.C.G.A. §13-10-91. The signed affidavit is attached to this Contract as Attachment B. Contractor agrees that in the event it employs or contracts with any Subcontractor(s) in connection

with this Contract, Contractor will secure from each Subcontractor an affidavit that certifies the Subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the Contract Term. Any signed Subcontractor affidavit(s) obtained in connection with this Contract shall be attached hereto as Attachment C. Each Subcontractor agrees that in the event it employs or contracts with any sub-subcontractor(s), each Subcontractor will secure from each sub-subcontractor an affidavit that certifies the sub-subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the Contract Term. Any signed sub-subcontractor affidavit(s) obtained in connection with this Contract shall be attached hereto as Attachment D.

M. **County Representative** The County may designate a representative through whom the Contractor will contact the County. In the event of such designation, said representative shall be consulted and his written recommendation obtained before any request for extra work is presented to the County. Payments to the Contractor shall be made only upon itemized bill submitted to and approved by said representative.

N. **Contractor's Status** The Contractor will supervise and direct the Work, including the Work of all Subcontractors. Only persons skilled in the type of work which they are to perform shall be employed. The Contractor shall, at all times, maintain discipline and good order among his employees, and shall not employ any unfit person or persons or anyone unskilled in the work assigned him. The relationship between the County and the Contractor shall be that of owner and independent contractor. Other than the consideration set forth herein, the Contractor, its officers, agents, servants, employees, and any Subcontractors shall not be entitled to any County employee benefits including, but not limited to social security, insurance, paid annual leave, sick leave, worker's compensation, free parking or retirement benefits. All services provided by Contractor shall be by employees of Contractor or its Subcontractors and subject to supervision by Contractor. No officer or employee of Contractor or any Subcontractor shall be deemed an officer or employee of the County. Personnel policies, tax responsibilities, social security payments, health insurance, employee benefits and other administrative policies, procedures or requirements applicable to the Work or services rendered under this Contract shall be those of the Contractor, not the County.

O. **Georgia Open Records Act** Contractor shall comply with the applicable provisions of the Georgia Open Records Act, O.C.G.A. §50-18-70 *et seq.*

P. **First Source Jobs Ordinance and Preferred Employees** The Contractor is required to comply with the DeKalb County First Source Jobs Ordinance, Code of DeKalb County as Revised 1988, section 2-231 *et seq.*, and among other things, is required to make a good faith effort to hire DeKalb County residents for at least fifty percent 50% of all jobs created by an Eligible Project, as that term is defined in the First Source Ordinance, using the First Source Registry. Contractors, subcontractors, and independent contractors bidding on this contract will be encouraged by DeKalb County to have 25% or more of their labor forces for this project consist of Preferred Employees selected from the First Source Registry. The First Source Registry has Preferred Employees trained by U.S. Department of Labor registered apprenticeship programs and other partners. For information on Preferred Employees, please contact the DeKalb County Workforce Development by telephone at 404-687-3417 or 404-687-7171 or in person at 320 Church Street, Decatur, GA 30030.

Q. **Business License** Contractor shall submit a copy of its current, valid business license with this Contract. If the Contractor is a Georgia corporation, Contractor shall submit a valid county or city business license. If Contractor is a joint venture, Contractor shall submit valid business licenses for each member of the joint venture. If the Contractor is not a Georgia corporation, Contractor shall submit a certificate of authority to transact business in the state of Georgia and a copy of its current, valid business license issued by its home jurisdiction. If Contractor holds a professional license, then Contractor shall submit a copy of the valid professional license. Failure to provide the business license, certificate of authority, or professional license required by this section, may result in the Contract being terminated. Contractor shall ensure that any insurance, license, permit or certificate submitted in

response to the County's RFP or as part of the Contract shall be current and valid when submitted, and shall remain valid, current and maintained in good standing for the Contract Term.

R. **Sole Agreement** This Contract constitutes the sole contract between the County and the Contractor. The terms, conditions, and requirements of this Contract may not be modified, except by Change Order. No verbal agreement or conversation with any officer, agent, or employee of the County, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations herein contained. No representations, oral or written, shall be binding on the parties unless expressly incorporated herein. No Change Order shall be enforceable unless approved by official action of the County as provided by law or in this Contract.

S. **Attachments and Appendices** This Contract includes the following Attachments and Appendices all of which are incorporated herein by reference: Attachment A, Contractor's Cost Proposal; Appendix I, County's RFP; Appendix II, Contractor's Response; Attachment B, Contractor's Affidavit; Attachment C, Subcontractor's Affidavit(s); Attachment D, Sub-subcontractor's Affidavit(s); and Attachment E, Certificate of Corporate Authority or Joint Venture Certificate.

T. **Severability** If any provision of this Contract or the application thereof to any person or circumstance shall to any extent be held invalid, then the remainder of this Contract or the application of such provision to persons or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

U. **Notices** Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent to the County's Chief Executive Officer and the Executive Assistant or to the Contractor or his authorized representative on the work site by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery, or (c) overnight courier service. All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than fourteen days before such notice is sent. Future changes in address shall be effective upon written notice being given by the Contractor to the County's Executive Assistant or by the County to the Contractor's authorized representative via certified first class U.S. mail, return receipt requested. Such notices will be addressed as follows:

If to the County:

Chief Executive Officer (CEO)
1300 Commerce Drive, 6th Floor
Decatur, GA 30030

and

Chief Operations Officer (COO)
1300 Commerce Drive
Decatur, Georgia 30030

With a copy to: Chief Procurement Officer
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030

With a copy to: Director of the Finance Department
1300 Commerce Drive
Decatur, Georgia 30030

If to the Contractor:

_____,

V. **Counterparts** This Contract may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same Contract.

W. **Controlling Provisions** The Contract for this Project shall govern the Work. If any portion of the Contract shall be in conflict with any other portion, the various documents comprising the Contract shall govern in the following order of precedence: Contract, Change Orders or modifications issued after execution of the Contract; the provisions of the County's RFP; and the Contractor's Response thereto.

[SIGNATURES CONTINUE ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in three counterparts, each to be considered as an original by their authorized representative.

DEKALB COUNTY, GEORGIA

By: _____(SEAL)

Signature

Name (Typed or Printed)

Title

Federal Tax I.D. Number

Date

ATTEST:

Signature

Name (Typed or Printed)

Title

APPROVED AS TO SUBSTANCE:

Department Director

_____ **by Dir. (SEAL)**

MICHAEL L. THURMOND
Chief Executive Officer
DeKalb County, Georgia

Date

ATTEST:

BARBARA H. SANDERS, CCC, CMC
Clerk of the Chief Executive Officer
and Board of Commissioners of
DeKalb County, Georgia

APPROVED AS TO FORM:

County Attorney Signature

County Attorney Name (Typed or Printed)

ATTACHMENT A

Contractor's Cost Proposal

The County's Request for
Proposals (RFP) No.19-500536

APPENDIX I

“Excerpts from the Contractor’s
Response to the County’s Request
for Proposals (RFP) No. XX-XXXXXX”

APPENDIX II

ATTACHMENT B

Contractor Affidavit under O.C.G.A. §13-10-91

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of DEKALB COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the Contract Term and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with Subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. §13-10-91. Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

DeKalb County Georgia Government

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

By: _____
Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the
_____ day of _____, 20 ____.

NOTARY PUBLIC

My Commission Expires:

ATTACHMENT C

Subcontractor Affidavit under O.C.G.A. § 13-10-91

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (insert name of Contractor) on behalf of DEKALB COUNTY, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the Subcontractor with the information required by O.C.G.A. § 13-10-91. Additionally, the undersigned Subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the Contractor within five business days of receipt. If the undersigned Subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned Subcontractor must forward, within five business days of receipt, a copy of the notice to the Contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

DeKalb County Georgia Government _____

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

By: _____
Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the _____ day of _____, 20__.

NOTARY PUBLIC
My Commission Expires:

ATTACHMENT D

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and _____ (name of Contractor) on behalf of DEKALB COUNTY, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____ (name of Subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to _____ (name of Subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

DeKalb County Georgia Government

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

By: _____

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the _____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

ATTACHMENT E
CERTIFICATE OF CORPORATE RESOLUTION

I, _____, certify the following:

That I am the duly elected and authorized Secretary of _____ (hereinafter referred to as the
“_____”), an _____ organized and incorporated to do business under the laws of the State of
_____;

That said corporation has, through lawful resolution of the Board of Directors of the corporation,
duly authorized and directed _____, in his official capacity as
_____ of the corporation, to enter into and execute the following described
agreement with DeKalb County, a political subdivision of the State of Georgia:

_____;

That the foregoing Resolution of the Board of Directors has not been rescinded, modified, amended,
or otherwise changed in any way since the adoption thereof, and is in full force and effect on the date hereof.

IN WITNESS WHEREOF, I have set my hand and corporate seal;

This the _____ day of _____, 20____.

(CORPORATE
SEAL)

(Secretary)