



ADDENDUM NO. 1 TO ALL BIDDERS

Issued: November 5, 2025

Reference – Request For Proposal: RFP # 105864

Title: Human Resources Information System

Dated: October 21, 2025

Proposals Due: November 19, 2025 at 1:00 p.m.

The question(s) below were received for the referenced Request for Proposal (RFP).

	Questions	Answers
1	Jaunt is asking that we provide exceptions to the Jaunt Purchasing Contract with our response however, we typically don't and instead we provide our disclaimer. If we do not provide exceptions, will we be disqualified?" This comes from page 9 of the RFP under "contractual arrangements.	Submission of a disclaimer in lieu of providing exceptions to the Jaunt Purchasing Contract will not disqualify a vendor . Jaunt reserves the right to review, accept, reject, or negotiate the disclaimer or any proposed modifications during post-award contract discussions. Vendors are expected to comply with all other RFP requirements and provide complete proposals to facilitate evaluation.
2	How many employees do you want on the final proposal?	110
3	How many carrier connections are you going to need?	6-8 Ex: Medical, Dental, Vision, Life, Disability, Retirement, Supplemental (AFLAC)
4	For the optional screenshots/reports, is there anything specific that you would like to see in the system?	• A clean, intuitive user interface • Your core HR dashboard, employee self-service, and reporting/analytics tools • Example reports that show data visualization (charts, tables) • Anything that differentiates your product — e.g., mobile view, workflow automation, or manager alerts
5	RFP Attachment G (Requirements Matrix) "Support API Integration with Jaunt" Could you please elaborate on what this entails? Specifically, are you expecting the proposed HRIS solution to integrate with any particular modules or applications within Jaunt? Additionally, please clarify whether this integration is expected to be bidirectional (data exchange both ways) or unidirectional.	Accounting Software: • Integration with Microsoft Dynamics GP (Great Plains) to support payroll, general ledger, and financial reporting workflows. • Expected functionality includes automated posting of payroll transactions, deduction tracking, and reconciliation support. Benefits Administration: • Integration with Employee Navigator is preferred to enable Single Sign-On (SSO) for employees during open enrollment and benefit election changes. • The HRIS should support data exchange to update employee benefits selections automatically in Employee Navigator and maintain accurate eligibility and enrollment records.
6	Could you confirm your preference regarding resource deployment? Are you open to a hybrid model (remote	Jaunt is open to a hybrid deployment model that combines remote and onsite resources for implementation and support. Expectations:

	and onsite), or do you require fully onsite resources for implementation and support?	• Project Management, Configuration, and Data Migration may be performed remotely, provided that clear communication and collaboration tools are in place. • Key Milestones such as project kickoff, user acceptance testing (UAT), end-user training, and go-live support are expected to include onsite participation by vendor personnel. • Post-implementation support and maintenance may be delivered remotely, provided that service levels and response times meet contractual requirements. Vendors should clearly describe their proposed deployment model and identify which tasks will be completed onsite versus remotely, along with any associated cost differences. Jaunt reserves the right to adjust onsite participation requirements based on project needs, complexity, and organizational readiness.
7	Have you reviewed or participated in any demonstrations of HRIS platforms currently available in the marketplace? If so, could you share which systems were reviewed and any key takeaways or preferences identified from those demos?	Jaunt has conducted preliminary research and informational demonstrations with select HRIS providers to better understand current market capabilities and best practices. Specifically, Paylocity and ADP provided overview demonstrations of their platforms. These sessions were exploratory and not part of a formal procurement evaluation. Key takeaways from those demonstrations included: • The value of integrated payroll, timekeeping, and benefits administration within a single platform. • The importance of an intuitive, user-friendly interface for both HR administrators and employees. • The need for robust reporting and analytics capabilities, including ad hoc and compliance reporting. • Interest in mobile self-service functionality for time entry, benefits enrollment, and document access. • The desire for strong implementation support and responsive customer service from the vendor. These demonstrations were used to inform the development of the RFP's functional and technical requirements. Jaunt remains open to all qualified vendors and will evaluate proposals based on the criteria outlined in the RFP. Vendors selected for an interview will be asked to provide a demonstration of their HRIS platform.
8	Could you please share the estimated budget range allocated for the HRIS implementation, including licensing, integration, and post-implementation support, to help us tailor our proposal effectively?	Jaunt has not published a specific budget amount for this project. Vendors are encouraged to provide cost proposals that are comprehensive and scalable, reflecting all implementation, licensing, integration, and support costs necessary to meet the requirements outlined in the RFP. Proposals will be evaluated for overall value and alignment with scope and functionality, not strictly on lowest cost. Jaunt anticipates awarding a contract that is both cost-effective and sustainable within available funding.
9	What HRIS system legacy applications (or collection of applications) is currently in use by Jaunt?	Dominion isolved

10	What is Jaunt's current Timekeeping application? Are ALL Jaunt employees required to complete a periodic timesheet? Most current HRIS systems include a native Timekeeping system. Does Jaunt want to consider transitioning to that new system as part of the new HRIS system?	Dominion Time Clock Yes Yes
11	In how many states do Jaunt employees currently reside (for income tax withholding determination)?	2
12	What employee scheduling system application does Jaunt currently use? Please confirm that the scheduling system is considered an operational system with which the new HRIS system must integrate.	None N/A
13	What is the financial management system application that the new Jaunt HRIS system must integrate/interface with?	Great Plains (Note: software will be replaced in 2027)
14	What other operational systems must the new HRIS system integrate with?	See response to Question 5 above
15	Does Jaunt want a dedicated (full-time) Project Manager for just the implementation, or throughout the contract lifecycle?	Jaunt expects the selected vendor to assign a dedicated Project Manager during the implementation phase of the HRIS project. Implementation Phase: - The Project Manager should be full-time and dedicated to Jaunt's project for the duration of implementation and system go-live. - Responsibilities include project planning, timeline management, resource coordination, risk tracking, communication with Jaunt's HR and IT teams, and status reporting. Post-Implementation / Contract Lifecycle: - After successful go-live and acceptance, the Authority expects ongoing account management and support coordination, but not necessarily a full-time dedicated project manager. - Vendors should identify the post-implementation support structure, including the primary point of contact, escalation procedures, and availability of project management resources for system enhancements or major updates.
16	What employee benefits data will either be migrated to, or new to the proposed HRIS system? Ex: Paid leave tracking, Health and welfare insurance, Short and/or Long term disability, Group Life Insurance, optional employee paid insurance (Aflac), Employee Assistance Programs (EAP), Access to online learning classes, etc.?	Jaunt expects the proposed HRIS system to support migration of all current employee benefits data and to accommodate new benefits tracking, as applicable. Examples of data to be migrated or included in the new system include, but are not limited to: Paid leave tracking (vacation, sick leave, personal leave, FMLA) Health and welfare insurance (medical, dental, vision) Short-term and long-term disability coverage

		• Group life insurance • Optional employee-paid insurance (e.g., Aflac, voluntary benefits) • Employee Assistance Programs (EAP) participation and usage tracking • Access to online learning or professional development courses • Retirement • Other benefits currently tracked by payroll or HR systems Expectations for Vendors: • Identify which benefits modules are standard in your system versus requiring custom configuration. • Describe the data migration approach, including mapping, validation, and reconciliation of historical records. • Highlight capabilities for ongoing benefits administration, reporting, and employee self-service.
17	Does Jaunt want to integrate the HRIS system access security with current access security or have a separate sign-on? (i.e. SSO, MFA, Biometrics)	Jaunt is open to either approach, but preference is for integration with the current access security framework where feasible. Expectations: • The HRIS should support Single Sign-On (SSO) with existing directory services (e.g., Active Directory, Azure AD) to provide a seamless login experience for employees and managers. • The system should also support Multi-Factor Authentication (MFA) in alignment with the Authority's security policies. • Vendors should describe support for alternative authentication methods, such as biometric login or hardware tokens, if applicable. • If integration with existing access management is not possible, the vendor should propose a secure, standalone authentication solution, including guidance on user provisioning and ongoing management. Vendors should provide information on the technical approach, configuration requirements, and any limitations for SSO or other secure authentication methods.
18	Scheduling is listed as a module or capability that vendors shall provide, but no description of requirements or capabilities is provided for a scheduling system. Are scheduling system requirements going to be issued, or will just the capability to integrate/interface with the scheduling system be enough for this procurement?	At this time, Jaunt does not intend to define detailed scheduling requirements as part of this procurement. Expectations: • Vendors shall provide a scheduling capability or module within their HRIS, or alternatively, support integration with Jaunt's existing scheduling system (e.g., employee shifts, route assignments, or other operational schedules). • For this RFP, the Authority will evaluate proposals based on: 1. Native scheduling functionality: ability to manage employee schedules, track assignments, handle exceptions, and interface with timekeeping modules.

		2. Integration capabilities: ability to exchange schedule-related data with Jaunt's current scheduling system through APIs, secure file transfer, or other mechanisms. Vendors are encouraged to describe both approaches, including the capabilities of their native scheduling module and their experience with integrating third-party scheduling systems. Pricing and implementation impact should also be outlined.
19	Is it Jaunt's desire to have the contractor provide regular, periodic LIVE training (monthly or quarterly)? Or is the expectation that the contractor provide training after initial training is completed through recorded sessions (YouTube, Zoom, WebEx, etc.)?	Jaunt anticipates that initial training for HR, payroll, managers, and employees will be provided onsite or virtually at the time of implementation, covering all core modules and system functionality. Post-implementation / ongoing training expectations: • Jaunt prefers recorded training sessions (e.g., via Zoom, WebEx, or a secure LMS platform) for standard refreshers and onboarding of new employees. • Periodic live training sessions (monthly or quarterly) are optional, and may be requested for new feature releases, system updates, or targeted user groups. Vendors should describe their standard training delivery methods, including live sessions, recorded sessions, and train-the-trainer options, as well as associated costs for ongoing support.
21	Will Jaunt provide a sample SLA so contractors can (as accurately as possible) determine cost to provide that SLA level?	Vendors are requested to provide a proposed Service Level Agreement (SLA) as part of their proposal. The SLA should include, at a minimum: • System uptime and availability guarantees • Response and resolution times for critical, high, medium, and low priority issues • Support availability (business hours, extended hours, 24/7 if applicable) • Escalation procedures • Reporting and review cadence Vendors should also include any assumptions, limitations, or additional costs associated with meeting their proposed SLA. The Authority will evaluate SLA proposals as part of the overall proposal assessment.
22	Any new ERP implementation's success is dependent on the client's identification and allocation of some internal resources to the project, Will Jaunt provide an estimate of Jaunt resources to be made available to the contractor for the implementation of, and transition to the new HRIS system? (Ex. One (1) IT admin @ 50% FTE, one (1) HR Specialist @ 100% FTE, two (2) Benefits data entry clerks @ 75%, etc.)	Jaunt recognizes that a successful HRIS implementation requires dedicated internal resources to support configuration, data migration, testing, training, and change management. Jaunt anticipates making the following internal resources available to support the contractor during implementation: • IT Administrator – 25% FTE, supporting system access, integrations, and technical coordination • Chief Financial Officer (CFO) – 50% FTE, providing oversight for payroll, finance, data validation, and reporting workflows • Chief of People & Operations (CPO) – 50% FTE, assisting with benefits administration, regulatory compliance, employee life cycle

		• Sr. Finance Manager – 75% FTE, responsible for functional requirements, data validation, testing, payroll, and reporting • HR Specialist – 100% FTE, assisting with payroll, benefits, HR tools Vendors should plan their implementation approach based on these internal resources. Jaunt reserves the right to adjust resource allocations as necessary to ensure a successful deployment. Vendors are encouraged to describe any additional internal resources they recommend to facilitate a smooth and timely implementation, along with any assumptions impacting project scope, timeline, or cost.
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Note: A signed acknowledgment of this addendum #1 must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,

Mike Mills
Purchasing Specialist
Phone: 434-296-3184 x 145

Name of Firm

Signature/Title

Date