

HRIS/Payroll System RFP Inquiries

Week #1

1. Could you confirm whether a pre-bid or pre-proposal conference is scheduled?
 - a. There will not be a Pre-bid proposal conference.
2. Can companies from Outside the USA apply for this (for example, from India or Canada)?
 - a. Yes.
3. Do we need to come over there for meetings?
 - a. In person meetings are not required.
4. Can we perform the tasks (related to the RFP) outside the USA (for example, from India or Canada)?
 - a. Yes.
5. Can we submit the proposals via email?
 - a. Yes, You may submit your response by email to Responses@marylandauto.net. Please do not submit electronic responses through eMaryland Marketplace. Responses must contain the phrase "HRIS/Payroll" - in the subject line.
6. How many people are on the payroll?
 - a. We have approximately 200 employees at this time.
7. How often will the payroll be processed?
 - a. Bi-weekly
8. Who is your 401K provider?
 - a. Empower

Week #2

1. When will the decision be made and when is the intended go live date?
 - a. Maryland Auto anticipates a decision will be made by mid to late January with a tentative go live date on or about July 1, 2026.
2. Do you currently use any "learning modules" that need to be integrated with the new HRIS or do you expect the new HRIS to provide you with a learning module?
 - a. Integrated learning modules are not a requirement of this RFP. However, learning modules would be viewed as a beneficial feature.
3. Can you provide more context on the "Additional Points of Manual Data Entry"? Are the points covered under this HR services you expect us to Implement or are you expecting us to manually upload the data into HRIS?



- a. The intention is to have these functions as part of the new system to be implemented without the need for additional manual effort.
4. What is your budget for the project for licenses and services?
 - a. Maryland Auto does not have a defined budget for the project. However, the comparative total cost of submissions will be an important factor in the final bid award.
5. Have you seen any HRIS system demos earlier?
 - a. Maryland Auto has experience with various HRIS systems and has seen high level demos, but none related to this current RFP.
6. What's your current accounting system or ERP?
 - a. Sage.
7. What kind of details are required for integration with Workday? What would be the frequency of the integration, and would this need to be one way or bidirectional?
 - a. We are unable to provide specific details on Workday integration, nor confirm that is required. Workday integration is indicated as a future potential.
8. To understand if we'd replace or integrate with it, what tool is being used for Benefits Administration?
 - a. We are not replacing the Benefits system but as noted there may be potential integration opportunities with Workday.
9. To understand rules of donation, tracking, accruals etc., would there be an opportunity to share your Time Off policy?
 - a. If your organization is selected to advance during the RFP process, virtual interviews will be conducted by the Maryland Auto team and additional details related to relevant policies may be provided at that time.
10. If empower is your provider for 401k, who administers the 457b plan?
 - a. Empower administers both.
11. Will the new HRIS/Payroll system need to integrate with the State's Payroll system?
 - a. No.



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Week #3

1. Regarding this following RFP requirement, “The ability to manage benefits and other deductions (both pre- and post-tax) both organizationally and individually (but do not need enrollment portal and feed)”. Does MAIF need to have employees enroll in benefits in Workday or is this done through the state?
 - a. Maryland Auto employees enroll in benefits through the State.
2. Can you provide a full workforce breakdown - Full time, part time, seasonal, etc.?
 - a. FT – 88% PT – 12%
3. For the Minority participation, is it acceptable to MAIF for the Minority firm to be a subcontractor? Or does the Minority firm need to be the Prime respondent?
 - a. Maryland Auto is not seeking a contractor/subcontractor arrangement for this engagement but encourages MBE participation for this RFP.
4. How is Paycom currently managed? Is it outsourced or managed internally?
 - a. Paycom is currently managed internally.
5. Regarding the “Financial Report” requested in Section 1 of the RFP, could you clarify the specific financial documentation Maryland Auto would like to receive? For example, are you looking for a bank reference, confirmation of a line of credit, etc.?
 - a. You can submit your P&L and Balance Sheets for the previous year or for the last year that you have available. Please mark any information your organization deems confidential accordingly.

Final Week

1. Do you need stand-alone timeclocks, and if yes, how many?
 - a. No
2. For respondents that offer full Benefits Administration with Electronic Enrollment and carrier-feed capabilities, is this functionality of interest to the organization and would like included? If yes, how many carrier feeds?
 - a. No
3. All 33,000+ customers who work with us follow our standard terms of service as a month-to-month software subscription. It looks like our terms should align well with those included in your RFP, but is Maryland Auto open to using external terms? I know this is common for a software subscription, but I wanted to confirm.



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- a. Pursuant to Part V. of the RFP, if your bid is awarded, it must include all of the additional contract provisions listed. Any external terms that conflict will be reviewed by our legal department and may be waived at management discretion.