Clarification Questions

* Please confirm timescales as ::::  HR Go Live = May 2021, and Payroll = September 2021 (with 2 x parallel pay runs during July and August 2021).  Is this correct ? Yes
* Please confirm that you are willing to negotiate on terms and conditions – as per page 10 of the *RFQ167 HR\_Payroll System document.*Our terms and conditions are specifically written for the nature of our products and services offered and have been agreed by many hundreds of customers.  We would need to see these but are willing to consider. Can they send them through for us to review and mention in their response.
* Our proposal would comprise an integrated HR/Payroll software solution, coupled with our outsourced payroll processing. Is this acceptable to the College ? yes this is what we require
* Are you open to a proposal for an integrated HR/Payroll software solution alone, with **actual** payroll processing to be undertaken in-house at the College ?no we do not want to do the payroll processing in college
* Staff / employee numbers. Is this 650, or 850? We have 650 staff, but some have multiple contracts
* Expenses / interim payment runs. Aside from the monthly payroll runs – for how many employees, and how often would these be required ?Possibly weekly - mainly travel and subsistence claims - currently very small values due to travel restrictions
* What is the number of P11ds that would require processing ? Currently SLT only - up to 6
* Please confirm that the budget envelope is set at £50k per year, ongoing, for the full service. What budget has been allocated for Year 1 / setup /implementation costs ?Implementation costs have been allowed at up to £128k to include project management (internal and external), training and licence /software & maintenance for year 1. Ongoing costs are annual licence costs, software upgrades and payroll processing