

**SPOKANE AIRPORT BOARD
ADDENDUM #1
RESPONSES TO QUESTIONS POSED ELECTRONICALLY AND AT PRE-PROPOSAL MEETING**

1	Does the Airport receive funding from the City of Spokane and what type of affiliation do you have to the City?	No; See page 14 of the RFP "About Spokane International Airport" for a description of the Airport and affiliation with the city and the county.
2	Is the Airport affiliated with City and City purchasing?	No; and see the previous answer.
3	May we use partnering vendors?	Yes
4	May companies from Outside USA can apply for this?	Yes
5	Will we need to come there for meetings?	More than likely
6	Can the tasks related to RFP be performed outside USA?	Yes
7	Can proposals be submitted via email?	Yes, see page 8 of the RFP, however there are requirements for printed documents also.
8	Can the deadline for submissions can be extended by 2 weeks	Not at this time
9	Has the Airport participated in demonstrations or education sessions of vendor solutions that can address some of the solution outlined in the RFP? If so which vendors?	No
10	Please describe the budget range that has been approved or you feel would be acceptable for this project based on the scope of your RFP.	< \$250,000 or an annual subscription program would be ideal
11	Has the Airport identified project team personnel that will support this project? If so how many staff do you feel will be involved and what areas of support will your team provide to the project.	Yes, about 5 staff who will be helping to access current processes and historical data. The project leaders at the Airport will be the Directors of Finance and H/R.
12	What are the end user reporting tools that are used today?	Canned, out of the box
13	Does the Airport have any business intelligence tools that are utilized today, if so what are they?	No
14	Do you have a database standard for the Airport, if so what is it?	The only thing we're running is SQL, We do not have DB specialists on staff.
15	When implementing this project will the Airport use a "train the trainer" approach for delivering end user training or will you look to the vendor to provide all end user training.	We hope to train multiple people as administrators and rely on your support to train department heads who will be the primary users. Singular "train the trainer" projects have not worked well.
16	The RFP outlines several interface points between third party systems like NeoGov and your HR system. It appears that today you use manual interfaces between software solutions. Has the Airport ever attempted to integrate your various HR related system and if so what were the results?	We have attempted to integrate ABRA with MAS. Project grounded.
17	Does the Airport use any technical consultants or contractors to support the various HR and Payroll systems that are outlined in the RFP? If so who are they?	Yes, Tekoa Software in Spokane and others with a business relationship with Tekoa have been our MAS & ABRA support only. Others, such as Kronos, are handled via service agreements with the provider.

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18	To what extent will the ongoing general management and maintenance of the applications be after implementation? ie: Will it be the responsibility of the SIA Staff and/or solution provider to provide maintenance in areas such as time rules, earnings and deductions that may change over time?	We view it as a partnership. The service provider will be seen as a Subject Matter Expert (SME) and will need to provide either maintenance, or significant training to at least two SIA administrators (1 in H/R and 1 in P/R) to make application maintenance adjustments.
19	Can you briefly describe the expectations and scope of the creation of custom data queries, custom reports and KPI dashboards?	We do not expect custom data queries, but this depends on the built-in reports. Hours worked or taken; all wage rates worked or taken; all data needed for State and Federal reporting, including ACA; vacation, sick, FMLA, personal holidays, ARFF debit (similar to Kelly) days, OT hours and wages, union dues, benefits deductions, etc. None of these should be "custom" data queries.
20	Are there expectations for reports generated outside of included reporting tools? For example, are direct Excel integrations required beyond the scope of the built-in reporting tools? Do application reports need to be wrapped into an existing reporting tool? Or can the built-in tools stand alone as a reporting solution?	It is presumed that required reporting tools applicable to Washington State and the Federal Government are included as an integral part of the application or be produced by a report writer. The provider should be able to provide training to access any report required. Proposer should fully describe the reporting capabilities in their proposal.
21	What type of Kronos time clocks are you using currently?	The Airport has 5 In-Touch 9000 clocks for certain hourly employee groups in Maintenance, Parking, and Fuel Facility. The remainder of the staff utilizes the online features of Kronos WorkForce Central Version 8.
22	Is SIA under one Federal ID #?	Yes
23	What is the payroll frequency?	Semi-monthly; cut on 15th & pay on the 20th or before depending on weekends and holidays; cut on the end of the month & pay on the 5th or before depending on weekends and holidays
24	Does SIA want to integrate with G/L?	Not particularly, but summary electronic journal entries imported into G/L should be the lowest level of integration. Avoidance of manual entries is a high priority.
25	How important is management monitoring?	High importance of tracking OT, Vacation, Sick, Military Leave (Military Leave tracking was not brought up in the Pre-Proposal meeting but is also very important), Personal time availability and usage at a minimum.
26	How important is employee access?	High importance of on-line, off premise, ability to change address; W-4; tracking of OT, Vacation, Sick, Military, Personal time availability and usage, hours, pay stubs and year end W-2s.
27	In the 175 pay codes, are there shift differential situations?	Yes, multiple. Please see the attached list of current pay codes and deductions as part of this addendum.
28	If a proposer only offers one component outlined in the RFP, will they be excluded?	Not necessarily, as long as it communicates well with other components, which would have to be demonstrated somehow in the response.

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29	Can proposers get an idea on the Bargaining Unit Agreement calculations?	Bargaining Unit Agreements were sent directly to those attending the Pre-Proposal meeting or who have contacted the Airport representative and requested them.
30	Is the Airport looking for user training or some sort of Airport personnel training tracking module?	As part of the RFP, the Airport is looking for training on the specific solutions selected. Hands on training for at least two administrators and all department heads. Web-Ex or documented training materials for staff level users. Other types of Continuing Professional Education (CPE) and other training tracking would be an interesting add-on if you would like to include it in your proposal.
31	What is the Airport's plan with other programs such as NEO-GOV?	NEO-GOV will remain free standing at this time. Should a proposer have a solution to integrate into their solutions at a later date under a separate task, they would do well to mention it in their proposal.
32	What electronic filing requirements does the Airport have?	Expansion of the current electronic filing processes is something the Airport is looking for. However being able to pull information, quickly, needed for filing ALL required reports whether manually or electronically is highly desired.

SPOKANE INTERNATIONAL AIRPORT

PAY CODES

Code	Description	Code	Description	Code	Description	Code	Description
01	REG HRS	FE	L2 SICK PAY	JP	POLICE JURY	P1	FTO HW
02	L&I PD LEAVE	FF	L2 VAC PAY	KC	LK DEF COMP	P2	FTO MID/RLF
05	DO NOT USE	FG	L2 HOLIDAY	KD	LK DEF COMP*	P3	MID/RLF FTOHW
06	DONOT USE	FH	L2 JURY	LG	TAX LIFE MED	P5	OIC MIDRLF FT
07	SERVICE AWARD	FI	L2 MILITARY	LI	TAX LIFE INS	P6	MID/RLF HW
1P	PR ADJ	FJ	L2 RETRO	LJ	TAX LIFE INS	P7	OIC RLF FTOHW
1T	10% RETENTION	FK	PER HOL-CHIEF	LP	LUMPSUM PMT	P8	OIC MIDRLF HW
2P	PR ADJ	FL	L2 FLO DAY	ML	MILITARY	P9	OIC FTO
2T	ERI PAYMENT	FM	B.C. HOL(L1)	MT	MILITARY	PA	OIC FTO HW
3P	PAYROLL ADJ	FN	UNION BUSIN	O1	OT MID/RLF HW	PB	OIC HW
3T	SIGNING BONUS	FO	SICK PAYOUT	O2	OT OIC RLF FT	PF	PKR FUELFAC
4P	PAY IN LIEU	FP	L2 UNION BUS.	O3	OT MID/RLF FT	PH	PERS HOL
4T	ERI PAYMENT	FQ	WOOC/NM	O4	OT OIC	PO	FTO HW
5P	PR Adj FireNM	FR	DEBIT DAY	O5	OT FTO	PS	PKG SUP NIGHT
6P	PR Adj Fire	FS	WOOC/MD	O6	dnuOTOICRLFHW	PT	PKG ATT NIGHT
7P	Vac Payout	FT	FIELDTRAINING	O7	DNU otoicmid	PU	OTPKGSUPNIGHT
A1	STIPEND	FU	WOOC/MD	O8	OT RLF FTO HW	PV	OTPKGATTNIGHT
AL	ADMIN LEAVE	FV	WOOC/NM	O9	OT FTO HW	PW	HWPKGSUPNIGHT
AS	SHIFT LEADER	FW	Half Time NM	OA	OTHER ADJ	PX	HWPKGATTNIGHT
AT	ADJ TAX	FX	Half Time MD	OB	dnuOT MID/RLF	RP	RETRO PAY
BL	BEREAVE LV	FY	SERVICE AWARD	OC	OT OIC HW	SA	SD AIRFIELD
BP	OTHER ADJ RET	FZ	SERVICE AWARD	OD	OT OIC FTO	SB	SIGNING BONUS
CT	Court Time	G1	ShiftTradeNM	OE	OT OIC FTO HW	SD	SHIFT DIFF
F0	L2 RETRO NM	G2	Debit Day NM	OF	OT PARK FUELF	SE	OT SD HolWkd
F1	L1/L2 REG	GA	ShiftTradeMD	OG	OTOICRLFFTHW	SH	SD Hol Wkd
F2	L1/L2 O.T.	GB	Debit Day MD	OH	O.T HOL PT	SI	SICK
F3	L1/L2 KEL DAY	HL	HOLIDAY	OI	OT HOL WKD	SL	SHIFT LEADER
F4	L1/L2 FLO DAY	HN	NOWRKHL POL	OJ	OT OIC	SR	SHIFT RELIEF
F5	L1/L2 SICK	HT	Half Time	OL	OT MID/RLF HW	SS	OIC
F6	L1/L2 VAC	HW	WRK HOLIDAY	OM	OT MID/RLF	ST	OIC MID/RLF
F7	L1/L2 HOLIDAY	IB	REFUND L&I	ON	OT OIC MD/RL	TA	NOT USED
F8	L1/L2 JURY	IF	REFUND L&I	OP	OT HOL WKD	TD	Taxed Dental
F9	L1/L2 MILITAR	IS	REFUND L&I	OS	OT SHIFT DIFF	TE	NOT USED
FA	L2 REGULAR	IT	REFUND L&I	OT	OT HRS	TM	TAXED MEDICAL
FB	L2 O.T.	JD	JURY DUTY			TP	TAXED PREMIUM
FC	L2 KEL DAY					VA	VACATION
FD	B.C. HOL(L2)					WH	WRKHOL FT

**SPOKANE INTERNATIONAL AIRPORT
DEDUCTION CODES**

Code	Description	Code	Description	Code	Description	Code	Description
01	Tips Reported	CG	CAFE GH POS	ID	DISABILITY	R6	FUE FAC P1
1D	DENT EMPLYE	CH	CAFE LHW FIRE	IE	4904 AF CLRK	R7	P2 EMPLYE
1G	GH POS EMPLY	CK	CAFE PPO FIRE	IF	6804 PARKING	R8	PERS2 CATCHUP
1I	4904 EMPLOYEE	CL	CAFE LHW FIRE	IG	4904 PKG CLRK	RE	PERS2 EMPLYR
1Q	GH PPO EMPLY	CM	CAFE MED/3	KA	LK Def Comp	RF	PERS1 EMPLYR
2D	DENT EM/SP	CU	CREDIT UNION	KD	LK DEF COMP	RG	BP P2 EMPLYR
2F	FFAC LIFE INS	D0	DENT IP EMPLR	L3	LEOFF 1	RI	FF P2 EMPLYR
2G	GH POS EM/SP	D1	DENTAL EMPLYE	L4	LEOFF 2	RJ	FUFAC P1 EMPR
2I	4910 EMPLOYEE	D2	DENT EM/SP	L5	L2 REIM NOTAX	RK	FAC P2 EMPLYR
2Q	GH PPO EM/SP	D3	DENT EM/C	L6	LIFE INS-E.C.	RL	P2 EMPLYR
3D	DENT EM/C	D4	DENTAL EM/CH	L7	L2 REIM TAXED	S1	PERS3 RETIRE
3G	GH POS E/S/C	D5	DENT E/S/C	L8	INTEREST	S2	PERS3 FUEL
3I	6804 EMPLOYEE	D6	DENT EMP/FAM	LB	BP LIFE INS	S3	PERS3 BP EMPL
3P	PAYROLL ADJ	D7	BP DENTAL	LC	L1 EMPLYR	S4	PERS3 CATCHUP
3Q	GH PPO E/S/C	D8	FELTS DENTAL	LD	L2 EMPLYR	SA	P3 EMPLYR
4D	DENT EM/CH	D9	FUEL FAC DENT	LG	TAX LIFE INS	SB	P3 FUEL EMPR
4G	GH POS E/S/CH	DA	DEFERRED COMP	LI	TAX LIFE INS	SC	PER3 BP EMPR
4Q	GH PPO E/S/CH	DB	BP DISAB EMPL	LJ	TAX LIFE INS	SL	SUP LIFE
50	PERS TAX ADJ	DD	EMPR DEF COMP	LK	LH&W (EMPLYR)	TA	TAX ADJ
5D	DENT E/S/C	DF	FUE FAC DISAB	LL	LH&W (EMPLYE)	TD	Taxed Dental
5G	BP GH POS	DI	DISABILITY	LM	EMPLY MEDICAL	TM	TAXED MEDICAL
5Q	GH PPO E/C	DJ	DEFCOMP	LN	LHW:EMP/CHLD	TP	TAXED PREMIUM
6D	DENT EMP/FAM	F2	FFAC LIFE INS	LO	LHW:EMP/CHLDS	U1	FIRE UNION
6G	FF GH POS	FA	FELTS EMP AST	LP	LHW:E/S/C	U2	MAINT. UNION
6I	6804 EMPL FF	FB	FRINGE BENE.	LQ	LHW:EMP & FAM	U3	POLICE UNION
6L	LIFE INS	FD	FUE FAC DISAB	M1	MISC MEDICAL	UW	UNITED WAY
6Q	GH PPO E/CH	FE	FUFAC EMP AST	M2	MISC DENTAL	VB	VEBA
7D	BP DENTAL	FI	FF LIFE INS	M3	LT DISABILITY		
7G	FUEL GH POS	FL	FF LIFE INS	M4	MISC DEDUCT 2		
7I	6804 FFAC EMP	G0	GH IP EMPLYR	M5	MISC. DEDUCT		
7Q	BP GH PPO	G1	GH POS EMP	ML	MEDICAL PREM.		
8D	FELTS DENTAL	G2	GH POS E/S	MP	MERP		
8G	GH POS E/C	G3	GH POS E/S/C	NL	LHW:EMP/CHILD		
8Q	FELTS GH PPO	G4	GH POS E/S/CH	OL	LHW:EMP/CHLDS		
9D	FUEL FAC DENT	G5	BP GH POS	P2	P2 ADJ NOTAX		
9G	GH POS E/CH	G6	FELTS GH POS	PA	EMP ASST PROG		
9Q	FUEL GH PPO	G7	FUEL GH POS	PL	LHW:E/S/C		
AB	BP EMP ASST	G8	GH POS E/C	Q1	GH PPO EMPLY		
AD	ADJ L&I	G9	GH POS E/CH	Q2	GH PPO EM/SP		
AE	FUFAC EMP AST	HF	HOUSE FUND	Q3	GH PPO E/S/C		
AF	FELTS EMP AST	I1	4904 CLRK ADM	Q4	GH PPO E/S/CH		
AP	EMP ASST PROG	I2	4910 PROP BLD	Q5	GH PPO E/C		
BA	BP EMP ASST	I3	6804 AP OPS	Q6	GH PPO E/CH		
BC	DEP CARE	I4	4904 IT	Q7	BP GH PPO		
BD	BP DISABILITY	I5	4904 ENG	Q8	FELTS GH PPO		
BL	BP LIFE INS	I6	6804 EMPLR FF	Q9	FUEL GH PPO		
BP	FLEX BENEFIT	I7	6804 FUEL FAC	QL	LHW:EMP & FAM		
CA	CAFE PREM RFN	I8	6804 FIRE	R1	PERS 1		
CC	CAFE DEN/3	I9	6804 POLICE	R2	PERS2 RETIRE		
CD	CAFE DENTAL	IA	4904 DISPATCH	R3	BP PERS2		
CE	CAFE GH PPO	IB	6804 TERM	R4	FF PERS 2		
CF	CAFE POS FIRE	IC	6804 AF MAINT	R5	FUFAC PERS 2		