

Jenn and Jessica,

Please note that Darla’s schedule below assumes we have already created the specifications/scope of services for the RFP at the time we “initiate [the] procurement.”

No specifications document exists at this time and it cannot be developed until we have a clear direction as to the content and timing for a new Human Capital Management system. Development of the specifications alone will also require a conscientious 3 to 4-month effort in addition to the timeline Darla has provided.

The ADP contract request presently before the Council is intended to be an interim solution pending a competitively bid payroll effort subsequent to resolution of the human capital management system issues described above.

Thank you,

Stan

Stanley J. Milesky  
Director of Finance  
Howard County Government

In response to questions about the timing for the SAP Human Capital project, see the attached schedule.

Below is an estimate of the timing for an RFP for a new contract for payroll services.

<b>Shopping Cart and Mostly-Completed Specs to Purchasing</b>	Initiate procurement
<b>Post on Website (Advertise)</b>	Two weeks from receipt of shopping cart
<b>Pre-Bid/Pre-Proposal Conference - Allow time for bidders to ask questions</b>	Two weeks from posting date
<b>Issue Addendum(s) Extend Opening Date</b>	Extend opening date from from posting date
<b>Opening Date</b>	Six weeks from posting date
<b>Distribute proposals to evaluation committee and allow for time to read and evaluate – Committee meeting and Selection of Short List</b>	Three weeks – depending on number of proposals received
<b>Interviews of Short Listed Vendors</b>	Three-four weeks depending on number
<b>Determine Recommended Vendor</b>	

<b>Draft Legal Agreement &amp; Issue Award Letter</b>	Three weeks
<b>Receive Executed Agreement from Vendor</b>	Three weeks
<b>Print Contract or Purchase Order</b>	Upon receipt of executed agreement