



**Addendum #1 - Additional Information Relevant to PAS RFP**  
**4/24/2017**



1. 11.2.5, page 32, User Acceptance Testing (UAT) Period. The vendor is expected to estimate UAT using their expertise, professional judgement and understanding of SCERS' requirements. UAT completion will be judged by successful demonstration that the solution meets the acceptance criteria rather than reaching the end of the proposed UAT timeframe.
2. 25.129 - 150 report limit – this is an estimate based on process analysis. SCERS is not mandating that the vendor create 150 reports. SCERS expects pre-built reports will be limited to only those that are absolutely needed, such as payroll reports. SCERS expects many current reports to be eliminated by workflow, dashboards, internal controls and an integrated and cleansed database.
3. 11.2.5, page 32. - Parallel testing – SCERS is amending the requirement for parallel testing. SCERS intends to perform a limited parallel test immediately preceding or following go-live in order to validate mission critical functionality. SCERS would like the bidders to recommend the best approach to accomplish this.
4. 7.1.7: SCERS' member PII may only be accessed from within the Sacramento County Network during the course of the implementation. Once a production system has been created, the vendor may have access to this as required for final testing and production support. The PAS vendor may use data that that does not include member PII or has had that PII scrubbed.
5. 5.39 - Money Purchase – this requirement is reduced to a priority 3.
6. 25.99 (Technical Requirements)– Partner Portal – SCERS would like to explore solutions that allow SCERS' actuary limited access to the system to investigate cases / data as needed. SCERS does not intend the bidder to propose a complex, separate interface to accomplish this. SCERS would like the bidder to propose a cost-effective and relatively simple solution for this requirement, if possible. This is considered priority 4 – optional.
7. General - Additional information on FileNet – there are 580,000 documents, and documents vary from 1 – 50 pages each. The document database is 450 gigabytes in size. Metadata fields include Document Title, SSN, PIN, Account Name, Cabinet, Document Date, SCERS Document Type, and Comment.
8. General - Employer reporting – SCERS employers currently report with a standard format. There are three source systems for all 11 employers – CHRS (Courts), Highline (S.E.T.A.), and COMPASS (all others). Each employer uses a single pay cycle type, and they are not expected to change except in rare circumstance. The member counts per employer are as follows:



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Participating Employer	2016		
	Covered Employees	Rank	Percent of Total System
County of Sacramento	11,112	1	89.66%
Superior Court	651	2	5.25
S.E.T.A	548	3	4.42
Carmichael Recreation and Park District	20	4	0.17
Sunrise Recreation and Park District	19	5	0.15
Orangevale Recreation and Park District	13	6	0.10
Mission Oaks Recreation and Park District	11	7	0.09
Elected Officials*	8	8	0.07
Elk Grove Cosumnes Cemetery District	6	9	0.05
Fair Oaks Cemetery District	4	10	0.03
Galt-Arno Cemetery District	1	11	0.01
Sacramento Metropolitan Fire District	-	12	0.00
U.C. Davis Medical Center	-	12	0.00
<b>Total</b>	<b>12,393</b>		<b>100.00%</b>

9. General - Page limits – Attachments 6 and 7: SCERS is increasing the attachment page limits as follows: attachment 6 limit is increased to 30 pages and attachment 7 limit is increased to 6 pages (per 4/4 email from John L).

10. General - SCERS member handbook – in order to further assist vendors in understanding SCERS' plans and business rules, we have included the draft member handbooks. These are not for distribution as they have not been finalized.

11. General - Microfiche – ICON is responsible for potentially extracting payroll data for a limited set of members to fill in gaps in salary and contribution data. The microfiche itself is unlikely to be converted into FileNet or the vendor's ECM solution. SCERS will be evaluating this extraction over the next several months to determine if it is cost effective.

12. General - Peak processing time – In developing their proposed project plans, bidders should consider that the SCERS Benefits department experiences above average workloads during the December – March periods resulting in reduced ability for staff participation in PAS activities. The Finance department will have more limited availability during the months of October to December.

	<b>Sacramento County Employees' Retirement System</b>	
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13. General – SCERS intends to implement a Financial Reporting System (FRS – also known as a G/L system) concurrent to the PAS implementation, such that the system is production ready prior to the PAS go-live. For the G/L extract file, the bidder will only need to interface with the new G/L product, not the current COMPASS system.

14. General - To Be – In the process documentation provided to the bidders, SCERS included “to be” process flows. The bidders should note that these flows were not intended to dictate design to the bidders. SCERS expects the selected vendor to advise SCERS regarding industry best practices and ways to leverage the functionality of the vendor’s solution.

15. General - Training – employer; SCERS intends to lead the employer training with assistance from the vendor. The vendor will be responsible for developing training materials for employers.

16. Technical Questionnaire, page 2, Authentication: The County (DTech) utilizes ADFS 3.0, which is SAML 2.0 compliant.