

**The following are answers to questions Brand USA has received to the RFP for Human Resources Information System, “HRIS”.**

Thank you to everyone who submitted questions regarding Brand USA’s RFP for Human Resources Information System, “HRIS”. Since many of the questions posed were similar, we have condensed and edited queries. Company names have been removed. If the answer to the question is already in the RFP, or if we were unable to understand a question, we did not provide an answer.

**Q: You ask for an interface to ADP EZ Labor Manager. Is the intent of Brand USA to keep ADP for timekeeping?**

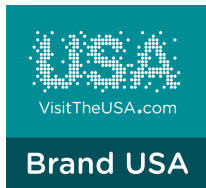
A: We are interested in a full HRIS solution that includes both HR and Payroll and Timekeeping. We are open to bids that may require an interface to a separate payroll/timekeeping solution. Brand USA currently uses ADP EZ Labor for timekeeping purposes.

**Q: Does Brand USA currently use an LMS. If so, what is the system?**

A: Brand USA does not currently have a Learning Management System.

**Q: Can you please clarify your needs around Succession Planning (LMS)?**

A: We are interested in a HRIS solution that allows for tracking and uploads for succession planning and training. We are currently looking to conduct our first succession planning process and would like a mechanism to track and run reports for leadership.



**Q: ACA – Can you please clarify your needs around ACA Compliance to determine if we will need to include this in our pricing?**

A: Brand USA is an employer of over 50 employees, and will need to follow all federal, state, and local regulations. The ACA has required Brand USA to follow certain reporting requirements. We’d like the HRIS to address these reporting requirements. Currently we have outsourced this process for actual forms and reporting. We would like to set up the tracking to assist in preparing the information needed for outsourced vendor.