



# NEW WESTMINSTER

January 29, 2020

**ENQUIRIES AND RESPONSES #1**  
**NWRFP-20-02**  
**HR Applicant Tracking System**  
**New Westminster, BC**

**ANSWERS TO SUBMITTED QUESTIONS**

- Q1 What is the total employee head count for the City of New Westminster and City of Port Moody?
- A1 The total employee head count for CNW is approximately 735 regular, temporary part-time and full-time employees, and 678 auxiliary employees.
- A2 The total employee head count for CPM is approximately 500 regular, temporary part-time and full-time employees, and 190 auxiliary employees.
- Q2 Will the City of New Westminster and/or the City of Port Moody need an on boarding module?
- A2 Yes, an on boarding module is a consideration by both Cities
- Q3 Would the cities of New Westminster and/or Port Moody be using a single database and workflow or would they require separate instances, branding (internally), workflows, templates, etc?
- A3 Separate Instances
- Q4 How many users will require access to the system at either City?
- A4
- Super Users within Human Resources: CNW – 11; CPM – 6
  - Regular Users (Managers/Supervisors looking at resumes): CNW – 120-140; CPM – 70
  - Total User: CNW – 135-155; CPM – 75-80

**END of Enquiries and Responses**

Yours truly,

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