

Time and Attendance RFP #17-SFY-13

Q & A Document

Q1: When does the Board anticipate awarding the Vendor?

A1: Vendors should expect to receive notice of intent to award the contract by June 7, 2017. The Board reserves the right, with reasonable notice given, to revise this date.

Q2: Under the Scope of Work section, in the first chart, is all that is required to complete the chart a Yes or No answer?

A2: Yes, Vendors should indicate whether the Vendor Hosted and Customer Hosted Solutions are capable of the itemized functions with a Yes or No response under the appropriate category in the chart.

Q3: Do you require pricing for 250 or 2000 employees?

A3: Department requires pricing for at least 250 employees. In the event that a Vendor can give a price per employee, the Vendor should do so, so that Department can project pricing for future requirements. Vendors should also indicate a maximum amount of employees if applicable.

Q4: Does the Department desire a Customer Hosted or Vendor Hosted Solution?

A4: The Department is seeking prices and information regarding both systems installed on Department's servers (Customer Hosted) and Cloud based or installed on the Vendor's servers (Vendor Hosted) Solutions. Department wishes to evaluate both systems to compare which system will better meet the Department's needs. Proposals for both or either system are desired and will be evaluated on the criteria listed in the RFP.

Q5: How many employees will need to be tracked on the system?

A5: Department requires at least 250 employees to be tracked on the system. However, near future needs may require additional employees to be tracked, up to 2000. Department is seeking pricing for additional employees if the need arises. If Vendor can give a price per employee it should do so. Vendor should also indicate a maximum number of employees if applicable.

Q6: How many supervisors, managers, and administrators will need to access the system?

A6: Department requires at least 40 supervisors, managers, and administrators to access the system. However, near future needs may require additional supervisors to have access, up to 350. Department is seeking pricing for additional supervisor access if the need arises. If Vendor can give a price per supervisor access, it should do so.

Q7: How many time clocks should we include in our proposal?

A7: Department is not seeking time clocks under this RFP.

Q8: Is it desired for the time clocks to be HID Proximity or Biometric?

A8: Department is not seeking time clocks under this RFP.

Q9: If proximity is preferred, are the current HID cards Indala, iCLASS, or standard Proximity?

A9: Department is not seeking time clocks under this RFP.

Q10: Will advanced scheduling be part of this scope of work?

A10: No, advanced scheduling is not under the scope of work.

Q11: Is it desired for employees to request FMLA leave electronically and then have Time and Attendance system track the FMLA case?

A11: No, this is not a specification under this RFP.

Q12: Is it desired for employees to punch in and out from a computer or smart phone?

A12: It is desired for employees to be able to document from any computer or smartphone the time that they begin and end work each day. However, it is not part of the specifications of this RFP for employees to physically punch in and out.

Q13: Is it desired for employees to request time off electronically at a computer or smart phone?

A13: It is desired for employees to be able to track their time off as part of their time card, it is not part of the specifications of this RFP for employees to be able to request time off in the Time and Attendance system.

Q14: Our standard contract term is 5 years, will that be acceptable for the County?

A14: No, Board is seeking a one year contract term with the potential for up to four additional one year terms at the discretion of the Board.