

CHATHAM COUNTY PURCHASING DEPARTMENT
ADDENDUM NO. 1 TO RFP# 17-0116-7

FOR: Time and Attendance Software System

PLEASE SEE THE FOLLOWING ADDITIONS, CLARIFICATIONS AND/OR CHANGES:

1. **Question:** Including full time, part time and seasonal staff, how many employee licenses should be included in the proposal? Is 2243 accurate?

Response: The County has a total of 2243 employees. Based on each proposer's software system and the scope of work from the RFP, it shall be the proposer's responsibility to account for such in the cost proposal and provide detail of the unit prices of each type of license as an attachment.

2. **Question:** How many time clocks should be included with our response?

Response: Cost proposal should be based on 10 time clocks. As stated on the Cost Proposal Form, proposers shall provide detail of unit prices as an attachment.

3. **Question:** Does the County desire Card Swipe clocks or Biometric clocks?

Response: The County shall consider both Card Swipe and Biometric. As stated in Section 5.5.2, H., the County wants flexibility in data collection devices. The Cost Proposal Form shall include card swipe clocks. Biometric clocks shall be included as an option. As stated on the Cost Proposal Form, proposers shall provide detail of unit prices for each clock as an attachment.

4. **Question:** If Card Swipe, what type of cards will be used, HID Proximity? Or Barcode?

Response: Cards should be HID Proximity.

5. **Question:** If Card Swipe is desired, will the County supply the cards? Or will the Time & Attendance vendor supply the cards?

Response: Time and Attendance vendor will supply the cards.

6. **Question:** Is it desired for the time clocks to communicate through Ethernet, POE or wireless:

Response: The County does not have a preference, however, the County requires that Secure Communications (Confidentiality & Authentication must be feasible).

7. **Question:** Is it desired for the Time & Attendance vendor to install all

time clocks? Or will the County staff install the time clocks?

Response: Yes, the Time & Attendance vendor shall install the time clocks.

8. **Question:** Will a flat file import/export be acceptable for the interface to Munis?

Response: A flat file import/export is only as a last resort, must be able to achieve near real-time information sharing.

9. **Question:** Does the County have an FTP site where new hire/employee demographic information can be sent out of Munis to the FTP site? (this would allow for scheduling a sync of any employee changes in Munis into the new Time & Attendance system)

Response: Not that is known.

10. **Question:** Will Advanced scheduling be included in this scope of work? (Advanced scheduling is defined as employees who need to do Shift swaps, vacation bidding, or having scheduling rules in the system which automatically assign the correct employees to open shifts)

Response: Advanced Scheduling can be proposed as an option. If Advanced Scheduling is proposed then proposers shall provide pricing as an option.

11. **Question:** How many employees will need access to Advanced Scheduling?

Response: If Advanced Scheduling is chosen then approximately 656 employees would need access.

12. **Question:** Is FMLA Case Management required? Defined as the new time & attendance system automating the process of requesting FMLA leave, allowing employees to fill out required forms directly in the new Time & Attendance system, and tracking the open case, automatically alerting employees/managers when an employee is due back or running out of FMLA time?

Response: Yes, the County would like to be able to track and manage FMLA leave.

13. **Question:** Is it desired for employees to punch in/out from a computer or smart phone?

Response: Yes, the County wants employees to be able to punch in/out from a computer or smart phone.

14. **Question:** Is it desired for employees to request time off electronically at a computer or smart phone:

Response: Yes, the County wants the ability for employees to request time off electronically at a computer or smart phone.

15. **Question:** What contract terms is the County considering?

Response: The County would consider a contract/agreement terms for a period up to five years. The County goes to contract for the initial first year with the option to renew for four additional one year terms to be agreed upon by both parties.

16. **Question:** Do employees need to be able to change jobs, add project cost information, etc. directly at the clocking station.

Response: No, this is not a requirement.

**THE RFP DUE DATE REMAINS 5:00 PM,
JANUARY 4, 2018.**

PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES.

December 11, 2017

DATE


MARGARET M. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY