DATE: March 8, 2019
TO: All Prospective Proposers
FROM: Beth Kirk
Director of Procurement, Office of Procurement
301-546-0007
RE: RFP 19-12 – Time and Attendance Software System and Services

The following amends the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

1) Questions and Responses received are as follows:

1. How many users are you estimating will use the chosen solution?
   Approximately 2400 employees between two pay groups

2. Are any of them student workers?
   Approximately 85 Student Workers and Student Work Study program

3. Although I meet the higher education requirement, does the last time I did physical work in Higher Education was 2005, disqualify my company from this bid? Per Section 1.4 Qualifying Proposals, Educational Clients, within the last 7 years from the time of issuance of this RFP is required.

4. Including full time, part time, and seasonal staff how many employees will need to be tracked on the system? Is it 550, or something higher from the information on page 8. Approximately 2400 (faculty, staff, and student employees)
5. How many supervisors, managers, administrators will need access to the system to make approvals, edits or run reports?
   Approximately 70

6. How many time clocks should be include in our proposal?
   Provide a breakdown of the cost per time clock, in the pricing portion of the submittal. Currently, the College has not determined the number of time closed needed.

7. Is it desired for the time clocks to be HID proximity? Or Biometric?
   Provide within your firm’s pricing submittal the price for both options and for any other available options.

8. If proximity is preferred are the current HID cards Indala, iCLASS, or standard Proximity? Provide within your firm’s pricing submittal the price for both options and for all available options.

9. Will a flat file import/export be acceptable for the interface to Ellucian?
   Yes, a flat file will be acceptable.

10. Does the College have an FTP site where new hire/employee demographic information can be sent out of Ellucian to the FTP site? (this would allow for scheduling a sync of any employee changes in Ellucian into the new Time & Attendance system)
    The College does not have a dedicated Server however from SQL we send secure FTPs.

11. Will Advanced Scheduling be part of this scope of work? Advanced Scheduling is defined as employees performing shift swaps, or the system suggesting to managers who is the most qualified/available staff to fill a shift when a shift opens up. Yes

12. Is it desired for employees to request FMLA leave electronically and then the Time & Attendance system tracks the FMLA case notifying employees and managers when FMLA hours are running out, or that the employee is due back?
    The College desires all FMLA documentation gathered and tracked within the Time and attendance system. Tracking information will be provided to the Benefits department and employee.

13. Is it desired for employees to punch in/out form a computer or smart phone?
    The College seeks multiple options for our employees to punch in and out. Computer / Smart Phone/ as well as Time Clock.

14. Is it desired for employees to request time off electronically at a computer or smart phone? Both methods
15. Our standard contract term is 5 years, will that be acceptable for this project? Yes, this is acceptable. Proposers are to provide within their pricing submittal a breakdown of cost per year.

16. If advanced scheduling is included in the scope of work, please identify how many employees need to be licensed for advanced scheduling?

50

17. Could we request a copy of this RFP in WORD format in order for our Proposal Writer to have an easier time with any conversion of wording to our format? A Word document for the forms is available on the College’s website. No other Word documents will be provided.

2. Year Correction to the Solicitation Schedule:

Last day for Questions remains March 13, 2019 at 10:00 AM ET

End of Addendum 1 dated 03-08-2019
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 19-12

TECHNICAL AND FEE PROPOSAL DUE DATE:
March 27, 2019, 10:00 AM ET

RFP FOR: Time and Attendance Software and Services

NAME OF PROPOSER: ____________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. ___1___ dated 03-08-2019
Addendum No. _____ dated _____
Addendum No. _____ dated _____
Addendum No. _____ dated _____
Addendum No. _____ dated _____

As stated in the RFP documents, this form is included in our Technical Proposal.

________________________________________
Signature

________________________________________
Name Printed

________________________________________
Title

________________________________________
Date

END OF FORM