March 19, 2018

REQUEST FOR PROPOSAL (RFP)
PROFESSIONAL SERVICES
PAYROLL TIME AND ATTENDANCE SYSTEM

ADDENDUM NO. 1

All Consultants submitting under the Request for Proposal (RFP) for the Payroll Time and Attendance System shall read and take note of this Addendum # 1. The Documents for this RFQ is hereby revised and/or clarified according to this Addendum.

Acknowledgment of RFP, Addendum # 1: The acknowledgment attached to Addendum # 1 is to be signed and attached with the Offeror's submittal.

Suzanne Thomas
Procurement Officer
ALCOSAN

_____   _____
Consultant Acknowledgement   Date

March 19, 2018

REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES
PAYROLL TIME AND ATTENDANCE SYSTEM

ADDENDUM NO. 1

PROPOSAL MODIFICATIONS

1.

2.

DRAWINGS/FORMS

1.

PRE-BID MEETING

No Informational Meeting was conducted under this RFQ. Below are Questions and Answers from various interested parties. The ALCOSAN responses shall be incorporated into the RFQ.

1   How many employees will be using the new time and attendance system, for licensing purposes?
       a. *At this time, Offerors should assume a minimum of 400 employees; however, this system is expected to expand as the plant grows.*

2.   Is it desired for the system to be installed on your servers (Customer Hosted)? Or is it desired to have a cloud based solution installed on our servers (Vendor Hosted)?
       a. *We will consider both in-house and cloud based installations.*

3.   Including Full time, part time, and seasonal staff how many employees will need to be tracked on the system?
       a. *At this time, Offerors should assume a minimum of 400 employees; however, this system is expected to expand as the plant grows.*

4.   How many supervisors, managers, administrators will need access to the system to make approvals, edits or run reports?
       a. *Less than 75 initially*

5.   How many time clocks should we include in our proposal?
       a. *Three*

6.   Is it desired for the time clocks to be HID proximity? Or Biometric?
    a. *Time clocks should be biometric and also swipe card capable.*

7.   If proximity is preferred are the current HID cards Indala, iCLASS, or standard
    Proximity?
    a. *Standard Proximity*

8.   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.
    a. *Advanced Scheduling is not part of this initial phase; however, information
        regarding other capabilities provided by your company may be useful.*

9.   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?
    a. *Yes*

10.   Is it desired for employees to punch in/out from a computer or smart phone?
    a. *Not from a smart phone. Management may utilize a computer for some functions.*

11.   Is it desired for employees to request time off electronically at a computer or smart
    phone?
    a. *Yes*

12.   Our standard contract term is 5 years, will that be acceptable for the Authority?
    a. *Yes*

13. Has the Sanitation Authority viewed any demonstrations of time and attendance system prior
    to this RFP?
    a. *Yes*

14.   If so, which vendors provided demonstrations?
    a. *ADP, Simplex, Kronos*