



**RFP-16-23
ADDENDUM 1
TIME AND ATTENDANCE SYSTEM**

DATE: August 9, 2016

FROM: Jennifer Nellis, Purchasing Agent 

PROPOSALS DUE: Thursday, AUGUST 18, 2016, BY 4 P.M. OUR CLOCK

The following information is provided to all prospective offerors and is hereby made a part of the above-referenced proposal documents. **Proposers must acknowledge this Addendum 1 with their submittal.** This addendum is a total of three pages.

CLARIFICATION, ADDITIONAL INFORMATION, CHANGES:

Following this addendum, the City will accept written questions regarding this RFP until noon on August 11, 2016. If needed, final addenda will be issued on Friday, August 12th. The proposal due date **REMAINS August 18th** as shown above.

1. How many employees will need advanced shift scheduling functionality, for licensing purposes?
For licensing purposes, 90 employees may need advanced shift scheduling functions.
2. What does the organization currently use for asset management software, if anything?
The City uses American Data Group's Financial Management Software.
3. What does the organization currently use for 311 service request tracking/performance measurement software, if anything?
The City currently uses a Cartegraph software product.
4. The RFP mentions the city purchasing a server for this project. Does the city prefer this system to be hosted locally on a city server or in the cloud hosted by the selected vendor?
The City is exploring the options that will best suit our needs, so whether hosted on a city server, or hosted in the cloud by the selected vendor, this is yet to be determined.
5. Does the city wish to get the system quoted for both options of the software on premise versus in the cloud?
Yes, please quote one or both options.
6. Are there any employees that need to track their time against a work order or project?
Yes. We do not have a specific number of employees to give you, but we do realize that there may be many reasons to want to track and employees time against a work order or project.
7. Are there any employees that are clocking in/out that need the flexibility of a mobile app on a smart phone or tablet for convenience of clocking while out in the field? Such as public works, police officers that need to start their time as they leave from home, or others?
Yes.
8. Is this RFP inclusive of your police and fire departments? If so, please explain the overtime rules for each.
The City does not have a fire department. This RFP is inclusive of the police department. The following overtime rules apply to non-exempt police staff; more than 80 hours in a single work period counts towards overtime.

9. The RFP specifies bar code clocks for use of clocking in/out. Do the city employees already have an id that has a bar code on it or do they have an id that a bar code could be placed on it?
The badges used by City staff do have room to add a bar code. A representative ID has been copied front and back below.
10. Is there a minimum amount of hours given to employees on call that get called in?
One hour.
11. Will the chosen time and attendance system be the system of record for leave rules and balances or will the cities ADG system?
The time and attendance system will be the primary system of record for leave rules and balances.
12. If the ADG is the system of record for leave accrual tracking, do you wish for those balances to be updated to the time and attendance system on a regular basis so the employees will be able to view their balances and request time based on their accrual availability?
See the Q&A above.
13. Do the 4 bar code time clocks need to have wifi capability or will they be hard wired via Ethernet?
The City will accept proposals / pricing for both. Please specify which option is proposed, or provide both as individual option additions.
14. The clocks also have the optional items available such as Power Over Ethernet and or Internal Battery Backup. Are either of these options desired to be quoted as part of the bid or as an optional item?
Please quote both of these as individual option additions.
15. Several times in the rfp FMLA time is mentioned as a leave type and the need to track that time as FMLA. Is there a need for this system to provide a full FMLA management suite along with the time and attendance capabilities or just to designate when leave time is for FMLA?
A full FMLA management suite is not needed at this time.
16. Whether companies from Outside USA can apply for this? (like, from India or Canada)
Yes.
17. Whether we need to come over there for meetings?
It is possible that in-person interviews or training sessions may be needed. Skype or other online conversation tools may be accommodated.
18. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
Possibly. Clear, understandable English language is required for all spoken and written communications.
19. Can we submit the proposals via email?
No, one original printed proposal and four "hard" copies are required as stated in the RFP.
20. In regards to the submission format, is it okay with the City to begin the proposal with a cover sheet and table of contents before including items 1-5?
Yes.
21. Within the Deliverables questions, can you please briefly explain the "When to Work" system?
The website for "When to Work" is <http://whentowork.com/>.
22. In regards to submitting the Deliverables yes/no list, which section should this be included?
Please submit the Yes/No list pages with other City forms.
23. May we include additional comments regarding the Deliverables yes/no answers?
Absolutely. Please use this list as an opportunity to expound on your software product solution.

Visit the City website for bid documents, addendum, project updates at www.ci.wheatridge.co.us

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