**PATTONVILLE SCHOOL DISTRICT January 26, 2017**

**Time and Attendance System RFP – Addendum #1**

**RFP Questions and District Responses**

**Due Date: February 1, 2017, 2:00 p.m. CST**

The following is a list of questions that were received from vendors via email. Answers are being sent to all vendors who have received or requested information regarding this RFP. District responses are bold and in italics. Some questions are repetitive; we have responded to all questions asked.

1.       Does the district have a preference if the software is to be hosted in the cloud by the vendor (SaaS) or hosted locally by the district on their own servers? ***District will host on own server.***

2.       In the general information section, you mention the district has 863 employees.  On page  eight, it states that the system needs to be capable of supporting up to 1,500 or more.  Would you please clarify the difference between these two numbers.  If more employees need to be added later, what type of employees could be added that are not currently in the original count?  ***The difference in count will be as we add substitute staff to the timekeeping system. You may only sub a few times a year or you may sub three days a week but we still need to maintain gather time. Would like the option to expand staff if needed in future.***

3.       Are there any District employees which receive shift differential pay (a premium added to their hourly rate) for working certain times of day or certain days per week where they? ***Not currently****.*

4.       Are there any employees, such as maintenance who are on call, and receive a guaranteed amount of time if they are called in during this time or during an emergency? ***No.***

5.       Do your bus drivers receive a route guarantee of a certain amount of hours for their route if they complete the route early? ***We currently do this but plan to go to actual hours with a timekeeping system.***

6.       If the employees’ timesheet is short of required hours to complete their week, do you want the time and attendance system to recognize this and fill in the rest of their week with a leave type? ***No. Missed punches will need to be addressed by supervisor. Staff or supervisor will have to select a leave type.***

7.       On page 19, you state that you need 25 badge readers (I’m assuming these are clocking terminals).  What kind of badge readers are you referring to…barcode badge, magnetic badge, proximity badge?  ***No preference****.*

8.       On page 19, you say you need 150 Biometric Scanners (I’m assuming you are referring to clocking terminals).  Are you referring to fingerprint biometrics or hand scanner biometrics)?  ***After additional review the District will need approximately 25 self contained time clocks/ card reader and/or biometric scanners for first year.***

9.       On page 19, you mention you need 100 computer terminals.  Is there a specific brand of computer terminal you are looking for HP, IBM, Dell, etc.?  Are there certain specifications required for processors, RAM, etc. that these computer terminals should have?  Any other clarifications would be helpful**.  *We need the capability for 100 users to punch in using their desktop computer. We do not need the hardware (computer terminals).***

10.   On page 19, you ask for 50 Telephone-Based devices.  Could you please clarify what type of telephone device you are referring to?  How many employees will be using these telephone devices? ***We need the capability for 50 users to punch in using district phones or their own smartphone on district wifi. We do not need the hardware (phones).***

11.    Sometimes vendor questions can’t be answered by the District without further explanations.  Is there a possibility of a conference call for all parties to clarify any interpretations that might be needed? ***At this time we are not planning a prebid conference call.***

12. On page 19 under the list of Input devices, could you briefly describe how the biometric scanners will be setup throughout the buildings? Are these to be setup as individual scanners or internally within the computer terminals? I would like to get an idea on you initial ideas of how the system would be set up in the buildings. ***These would be a self contained time clock with biometric and or card reader .***

13.       Under Scope of service, Page 12 section 2-b: You ask that the system support 100 employees and that the initial group will be 500. With our software solution we price based on usage, so I need to know the number of staff members that will be clocking in/out with the system and the number of substitutes that will be clocking in/out. ***We will have 500 employees staring the system in July and then the sub number will vary as we add during the year. We anticipate 750 unique users.***

14. Does Pattonville School District prefer a hosted/cloud solution (Saas) or a solution that the district will host (on-premise)? ***District will host on own server*.**

15. How many users will need access to a telephone time entry solution? ***50 users.***

16 ***.***      Based on the contents of the RFP, is appears that PSD is open to both a Cloud-Based as well as an On-Premise solution? Would we be correct in this assumption? And if so, are we permitted to include two separate versions of Attachment 4 to indicate price variations between the two delivery methods? ***The district will host on our own servers****.*

*17.*      Page 1 indicated that PSD desires to have a pilot group consisting of 3 locations implemented within 30 days and set up to run for 3 months. Is this the same 500 employee group referred to as the “initial rollout” on page 8, or is this a smaller group of employees who’s total count is included in the 500 employee “initial rollout” group*?* ***The pilot locations have not yet been determined. Pricing should be based on 500.***

*18****.***      Assuming that the group to implemented within 30 days is to be seen as somewhat of a “trial period,” would PSD like us to provide pricing totals for both the 500 employee initial rollout group and the entire District?  Or should all totals be based on the implementation for the entire District*?* ***See above.***

*19*.      Does the line item “Computer Terminal” in Attachment 4 refer to costs associated with permitting access to the system via existing computer terminals or is PSD requesting that the actual computer terminals themselves be provided? ***This is access for 100 users on District owned equipment***