**Addendum #1**

**Date: January 12, 2018**

**Rockwood School District – RFP No. RFP1217FINTKS**

**District Employee Timekeeping System**

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of questions and Rockwood School District’s responses.

1. We see “over 3,000 people” mentioned on page 3… How many licenses should we include in our proposal? (including full time, part time, and seasonal staff) Per page 7 in the RFP, we currently have 1,850 employees using the timekeeping system.
2. How many supervisors/managers/administrators will need access to the system to make approvals or edits? Per page 7 in the RFP, we currently have 190 supervisors.
3. Please confirm the District desires a cloud based, Vendor Hosted solution. How many time clocks should be included with our response? The District is interested in the best solution. Per page 7 in the RFP, we currently have 46 clocks that we would start with and the proposal should include cost for additional clocks.
4. Does the District desire Card Swipe clocks or Biometric clocks? The District’s preference are Biometric clocks. There are certain locations that the Biometrics’ clock does not work due to the nature of the location (i.e. facilities/maintenance, etc.)
5. If Card Swipe, what type of cards will be used, HID Proximity? Or Barcode? District employees currently receive barcode badges.
6. If Card Swipe is desired, will the District supply the cards? Or will the Time & Attendance Vendor supply the cards? The District currently supplies the cards.
7. Is it desired for the time clocks to communicate through ethernet, POE, or wireless? POE
8. Is it desired for the Time & Attendance vendor to install all time clocks? Or will the District staff install the time clocks? The District will install the time clocks after receiving proper training on configuration and installation.
9. Will a flat file import/export be acceptable for the interface to Business Plus? Yes, this is how it currently functions.
10. Does the District have an FTP site where new hire/employee demographic information can be sent out of Business Plus to the FTP site? (this would allow for scheduling a sync of any employee changes in Business Plus into the new Time & Attendance system) We do not currently have an FTP site, however, we can meet that need if required.
11. Our standard contract term is 5 years… is that acceptable for the District? The contract terms will be negotiated at the time of the award.
12. Will the Time & Attendance system need to interface with a substitute scheduling system? It is not required but the District is always looking for ways to improve our processes. We currently use Aesop for our sub system.
13. 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? FMLA Case Management is not required. Refer to question 42 on page 10 for additional information requested.
14. Is it desired for employees to punch in/out from a computer or smart phone? On a limited basis, we offer a mobile app to a select work group, currently 180 employees use that solution.
15. Is it desired for employees to request time off electronically at a computer or smart phone? Desired but not required
16. Has the District viewed Time & Attendance demonstrations prior to the release of this RFP? Yes
17. If so what Vendors provided a demo? Time Clocks Plus and Kronos
18. Whether companies from Outside USA can apply for this? The District will consider all proposals that meet the required specifications.
19. Whether we need to come over there for meetings? Face to face meetings are not necessary; however, the coordination of services and product delivery will be part of our consideration of proposals.
20. Can we perform the tasks (related to RFP) outside US? Yes
21. Can we submit the proposals via email? Two hard copies must be provided he RFP states the vendor must provide two (2) hard copies of their proposals.