

CATOOSA COUNTY – Request for Proposals

TIME & ATTENDANCE SYSTEM

Receive Bids: April 2, 2020 - 2:00 PM EST

**NO ADDENDUM IS ISSUED FOR THIS ITB AT THIS TIME
(3/11/20)**

Q &A

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)
Any company that can show satisfactory evidence that it holds any and all necessary or required federal, state and/or local licenses and/or permits and also has all required insurance is welcome to submit a proposal.
2. Whether we need to come over there for meetings?
Being on-site meetings may be required based on the vendor's process for initial discovery, system documentation, mapping, implementation, and training.
3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
This depends on your processes as noted above.
4. Can we submit the proposals via email?
NO. As noted on page 11 of the RFP, "Sealed proposals must be delivered in person, by mail or overnight delivery service to the office of the Catoosa County Board of Commissioners".
5. Hoping to confirm the total number of ALL employees who will be entering time into the system regardless of method of capture/department, etc.? We estimate 600 employees entering time.
6. List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.
All of this information is provided in the RFP document.
7. Soft Copy of the Tender Document through email.
You can download the documents from the County website at www.catoosa.com/bids.
8. Names of countries that will be eligible to participate in this tender.

There is no restriction related to geographic location. Any company that can show satisfactory evidence that it holds any and all necessary or required federal, state and/or local licenses and/or permits and also has all required insurance is welcome to apply.

9. Information about the Tendering Procedure and Guidelines

All of this information is provided in the RFP document.

10. Estimated Budget for this Purchase

\$125,000 including timekeeping devices and maintenance contracts.

11. Any Extension of Bidding Deadline? No

12. Any Addendum or Pre-Bid meeting Minutes?

Any addenda will be posted to the County website. No pre-bid is required.

13. Is it desired for the time clocks to be Biometric or HID proximity (card swipe)? **We are leaning toward biometric, not card swipe.** I believe the preference is for biometric but we may need an alternate for those employees who we can not get fingerprints to work, such as shop employees, those going through chemo, etc.... so we want the options available to address whatever needs we come across. Ideally a timeclock that does both would be best but if we are limited to one technology per clock, we'll need access to different types of clocks.

14. If proximity is preferred, are the current HID cards Indala, iCLASS, or standard Proximity?

Those employees that have proximity keys are usually using the HID Proxykey key fob.

15. Will a flat file import/export be acceptable for the interface to Munis? **I will need to get that answer from Munis, extra time will be required to get that information.**

16. Does the County have an FTP site where new hire/employee demographic information can be sent out of Munis to the FTP site? (this would allow for scheduling a sync of any employee changes in Munis into the new Time & Attendance system) **Catoosa currently does not have an FTP site set-up on our side, but we do utilize an FTP site on Munis to get access to certain files that live on the Munis Cloud Server. If Munis can provide a report to provide that info, we should be able to pull it down.**

17. Will Phone Entry (IVR) be needed for the scope of this project? **No.**

18. If so, how many employees will need to be licensed for IVR? **N/A**

19. 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? **We definitely want the ability to track FMLA on the new system, however, did not think about completing the forms online but it would be a nice feature.**

20. Does the County desire to lock employees out from punching too early before their scheduled start times? **Possibly. This has not been determined yet.**

21. Is it desired for employees to punch in/out from a computer or smart phone? **Yes, this will need to be an option for some employees.**

22. Is it desired for employees to request time off electronically at a computer or smart phone? **Possibly. This has not been determined yet.**

23. Has the County viewed any demonstrations of timekeeping systems prior to the release of this RFP? **Yes.**

24. If so, Which Vendors provided a demonstration? **Executive and Novatime.**

25. Our standard contract term is 5 years is that acceptable for the County? **The RFP requests a 3-year term. You can add options for years 4 and 5.**

26. Can you please tell me who had this contract previously, and what was the dollar amount awarded? **All time is currently handled manually so there is no system or previous pricing to go from.**