

RFP0008-13 TIME AND ATTENDANCE MANAGEMENT SYSTEM

ADENDUM 2

DATED – JULY 23, 2013

Below is a list of Question and Answers from Vendors that have been received up to July 23, 2013 at 11:35 a.m. est.

Vendor One:

1. Question: How many supervisors/managers do you anticipate using the system?

Answer: 55 supervisors

2. Question: In terms of tracking student time, does the college have a vision for the methods by which that time will be accumulated? Is there already a software solution in place to track student time, or will the T&A system need to accumulate that data from another source (i.e., Banner system, common use computer, etc.)? We have recommended methods to perform this function, but would like to know what the college has in mind.

Answer two parts: We wish to use this as a mechanism for tracking both students and faculty/staff. To answer your question regarding students – The College is currently using the palm print method and State Board is using the paper and pencil method for tracking the students: (1) Previous months hours, (2) Current month hours, and (3) Cumulative hours. Regarding Faculty/Staff - We currently utilize a paper/Excel time sheet that is submitted at the end of the month. We would like a “live” system that would track and monitor time that would then feed into Banner Payroll and also allow us to generate reports that would show/calculate employee time worked.

3. Question: Your RFP mentions a biometric or fingerprint verification reader option. Our solutions are software based and can integrate with any hardware system. Does the college have existing hardware, or are you seeking new/additional hardware? If you adopt a software-based solution, do you anticipate still needing hardware? Further, do you need vendors to supply the hardware, or does the college plan to purchase hardware separately?

Answer: We do not have any hardware option and would need a fingerprint/biometric reader.

4. Question: What is your preference for hardware (fingerprint vs. biometric, etc.)?

Answer: We currently use the hand/palm print method for students but have nothing in place for faculty staff. We are open to options so please include in your proposal whatever you feel meets our needs in a collegiate setting.

Vendor Two:

- Q: Please confirm the total number of employees/students to be tracked on the new time and attendance system? Is 300 correct?

A: *Correct*

- Q: How many total supervisors/administrators/managers need access to the system to make approvals, or edits, adding a missing punch etc.?

A: *55*

- Q: Does the College prefer a system that is installed locally on the College's servers... or is the preference for a Vendor Hosted solution (SaaS)?
A: ***Our preference is for a vendor hosted product, but we will consider both options.***
- Q: Will the price comparison be based off the 1st year? or will it be the 5 year cost (1 year & 4 optional renewals)?
A: ***We will base the price on a 5 Year timeframe and please make sure to include any ongoing maintenance or licensing fees.***
- Q: If installed locally, Will the College provide all of the servers that the system will be installed on?
A: ***yes***
- Q: If Vendor Hosted, Will the College prefer to own or lease the time clocks?
A: ***We are not looking for a system that uses traditional time clocks, but rather PC /software log-in for faculty and staff and we will need the finger or palm reader for students.***
- Q: Please confirm the college is interested in 2 Biometric Finger Terminals.
A: ***Yes***
- Q: Should the clocks be Power Over Ethernet Capable?
A: ***Not mandatory, but preferred.***
- Q: Do employees need to be able to request time off from the clock? ***No***
- Q: Should time clocks be touch screen capable? ***Yes***
- Q: How many employees will need access to PC Entry or requesting time off at a computer?
300
- How many employees will need access to Phone Entry? ***300***
- Will the evaluation include vendor presentations from all who submit a response, or will there be a short list? ***We are not able to determine if vendor presentations will be necessary at this time. It will depend on how clearly the vendor's write their proposals.***
- Please confirm this award will not be made on price alone. ***Please refer to page 14 Section VI Award Criteria.***

Vendor Three:

Q: What is the exact name of the Banner program you are using?

A: ***Banner HR***

Q: What version of the program are you using?

A: ***Banner HR 8.9***

What is the file format you use when importing/exporting to the program?

A: ***.csv or.txt***