

Time & Attendance RFP – Vendor Questions

Vendor #1

1. Does the District have a desired project start date or go-live date?
Tentative 7/1/2024.
2. How many supervisors, managers, and administrators will need access to the system to make approvals, edits or run reports?
Approximately 100.
3. Does the District need quotes for Time Clocks? If so, how many?
At this time TCSS is focused on what is the most efficient for staff usage. Cellphones, tablets, and computers are more viable options. If you have a basic pricing sheet for the time clocks, we will review it to make an informed decision, but we will not include it in the financial tally of the RFP. If this is not available, do not include it.
4. Is it desired for the time clocks to be Biometric or HID proximity?
If you have a basic pricing sheet for both time clocks, we will review it. If not, do not include it.
5. Do employees need to be able to view timesheets, view schedules, or request time off from the time clock? Or will the ability to do these functions at a computer /smartphone suffice?
Computer/Smartphone is the goal.
6. If proximity is preferred are the current HID cards Indala, iCLASS, or standard Proximity?
If you have a basic pricing sheet for each proximity, we will review it. If not, do not include it.
7. Will the district allow for iPads as a method of Data Collection? If so, will the District need facial recognition from the iPad devices? Are iPads in addition to time clocks, or in replace of time clocks? How many iPads should be included in the quote?
We do not plan to use iPads.
8. 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, but highly encouraged if available. we would love to automate as many processes as possible with one system.
9. Is it desired for employees to punch in/out from a computer or smartphone?
Yes.
10. Will any employees be allowed to either fill out their timesheets online, or have their timesheets auto-populate based on their schedules? (these groups of employees would not punch in/out)
Yes, this is a possible need.

11. Is it desired for employees to request time off electronically at a computer or smartphone?
Only if the system integrates with Munis to show live accrual amounts.
12. Has the School district viewed any demonstrations of timekeeping systems prior to the release of this RFP? If so Which Vendors provided a demonstration?
No.

Vendor #2

1. Spec #12: Identify and reference the type of calendar attached to an employee in Munis (some employees work through breaks whereas others do not).
Question: Should we explain the calendar type we have within the time and attendance software?
Yes. For reference, two of our calendars are 240-day calendars for year-round employees and 190-day calendars for 10-month employees.
2. Spec #16: Custom Permissions based on site/department.
Question: Can you elaborate on this specification please?
Would permissions be standard across the district (all departments/sites), or can we customize based on department needs?
3. Question: In some of your specification details (#19 and #22) it is stated explicitly that the answer should be within the proposer's response. Should replies appear anywhere else?
Please provide responses to each specification (see item E-2 on page 10 of RFP). You may submit additional material that also includes this information, but it is not required.

Vendor #3

1. What is the school system's bus routing system?
Versatrans and Synovia.
2. It is mentioned that TCSS would like to explore all hardware options: cellphone, tablet, computer, etc. Is there a desire for an actual physical time clock, or time clocks at some locations, and if so, how many and what type? We offer Biometric (Finger), Prox (HID) or MAG Badge Readers (to work with your current badges), or PIN Entry Readers. We would need to know this to accurately price the 1st year cost and renewal years cost.
At this time TCSS is focused on what is the most efficient for staff usage. Cellphones, tablets, and computers are more viable options. If you have a basic pricing sheet for the time clocks, we will review it to make an informed decision, but we will not include it in the financial tally of the RFP. If this is not available, do not include it.
3. As this is a proposal in which hard copies are required, would TCSS consider a one-week extension (January 19 due date) in consideration of having time to review answers to bidder questions prior to mailing in responses to meet the deadline?
There will be a one-week extension, which will be applicable to all dates listed in the Submission Schedule on page 1 of the RFP, and will be posted to the TCSS website by the end of business on Wednesday, January 10.

4. Regarding Page 12, E. Mandatory Use of Terms and Conditions, will bidders have the opportunity to negotiate contract terms, if necessary, upon selection as a finalist?

Contract terms are non-negotiable.

5. Regarding Page 12, E. Mandatory Use of Terms and Conditions, it is indicated to return the complete RFP document. Please clarify if that means bidders should include all pages 1-17 incorporated into their responses.

Please include all pages of RFP.