

TOWN OF SOUTHAMPTON
CONTRACT FOR TIME KEEPING SOFTWARE

ADDENDUM # 1

The following corrections, additions, and deletions are added to the Bid package.
Please review these materials and adjust your bid accordingly.

Please complete the Acknowledgement form below and email to the Central Purchasing and Contracts Compliance at amancuso@southamptontownny.gov; No cover sheet is necessary.

ACKNOWLEDGEMENT OF RECEIPT

This is to acknowledge that I received Addendum # 1 to the package,

“CONTRACT FOR TIME KEEPING SOFTWARE”.

Name: _____

Name of Company: _____

Date: _____

TOWN OF SOUTHAMPTON

ADDENDUM # 1

Dated: June 15, 2018

For Clarification: the “entire package” means that the required forms indicated at “vendors information required”, together with four (4) original proposals of what products you will offer the Town, including but not limited to types of software, examples and costs associated , in an outline of your preference.

Question 1: How many supervisors, managers, administrators will need access to the system to make approvals, edits or run reports?

Answer 1: Supervisors / Managers = 100 – 120
Administrators = 4

Question 2: How many employees will need access to the IVR system (punching in/out via a toll free provided phone number)?

Answer 2: Winter Months = 100 - 150
Summer Months = 300-400

Note: This number could be significantly lower if the solution has an included Mobile Application.

Question 3: Are the current HID cards Indala, iCLASS, or standard Proximity?

Answer 3: Standard Proximity, 26 bit Format

Question 4: Will Advanced Scheduling be part of this scope of work? Advanced Scheduling is defined as employees performing shift swaps, or the system suggesting to managers who is the most qualified/available staff to fill a shift when a shift opens up. Typically used for Public Safety Scheduling... if so how many employees will need to be licensed for Advanced Scheduling?

Answer 4: Tentative yes. The Police Department may decide to use the same timekeeping solution and if they do then the

answer is yes. # of Employees who would need Advanced Scheduling = 130

Question 5: Is it desired for employees to punch in/out from a computer or smart phone?

Answer 5: Some employees will use the computer, some will use electronic time clocks, some will use mobile phone and if mobile phone the preference would be for the Mobile application over IVR but we would likely need both options.

Question 6: Is it desired for employees to request time off electronically at a computer or smart phone?

Answer 6: Both.

Question 7: Is there a desired go live date for the new time and attendance system? is there a desired implementation start date?

Answer 7: Desired Go Live date = January 2019

Question 8: The Table of Contents (pg 2) states "All proposal pages (PF), GML and Bidders Qualifications which are indicated by being green in color or containing a watermark on the side of the page require The Vendor's information."

Answer 8: The pages that are marked in grey on the side, that say "vendor's information required" pages 23-35, are required. Other than that we expect a comprehensive proposal of what you are offering with pricing and examples.

Question 9: The Table of Contents (pg 9) Lists a "Section 7: Vendor Qualifications/Detail". There are no other sections in the document after Section 6.

Answer 9: Bidders Qualifications which is the same as Vendor's qualifications begin page 32.

Question 10: Question 2 under Instructions states (pg 4): "Proposers should return the entire package, with the information requested on the watermarked pages completed. Proposers must provide ALL INFORMATION requested on the

watermarked pages. INCOMPLETE SUBMISSIONS MAY BE REJECTED!!"

Section 6 Scope of Work/Functionality is where the watermarked pages begin - Where do we put the text responses required from page 23 below? There is not enough room for a complete text response under this question, and adding a page in the PDF document will lose the required "watermark".

"For each module, include a detailed description of the functionality of your software in this area, including any addressed by the specification outline. Highlight features and capabilities of your product that are particularly noteworthy, and how they may be unique and/or creative in the industry, how they contribute to the robustness of your product, or how they elevate your product to a level beyond industry standards

- Answer 10: These questions were answered in answers 8 and 9.
- Question 11: Whether companies from Outside USA can apply for this? (like,from India or Canada)
- Answer 11: While there is no legal prevention of this, the Town prefers to have a company within the United States provide this proposal.
- Question 12: Whether we need to come over there for meetings?
- Answer 12: Yes, you will be required at your sole cost and expense for travel, lodging, meals etc., to meet to demo your product with Town staff.
- Question 13: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
- Answer 13: No
- Question 14: Can we submit the proposals via email?
- Answer 14: No, original documents must be provided as submission to this RFP.