

REQUEST FOR PROPOSAL (RFP) ADDENDUM

BEE COUNTY IT DEPARTMENT



Addendum No.: 1

Date of Addendum: June 27, 2024

RFP Number: 23/24-001

RFP Name: Time Management Software

Due Date/Time: July 23, 2024@2:00 p.m.

Revised Date/Time: June 27, 2024, 09:30 a.m.

SCOPE OF ADDENDUM

This addendum shall specify any additions and/or revisions to the RFP. Revisions to any pre-existing language in the RFP are indicated by ~~red ink strike through~~ for deletions and **highlighted underlining** for insertions.

This addendum shall specify any questions proposed by any offeror. Responses are indicated in **bolded blue ink and underlined**.

QUESTION 1

How many employees will be using the new system?

We have approximately 185 employees and approximately 170 will use the system. Jaime Castillo, HR Director

QUESTION 2

Do you anticipate some hourly users will punch a time clock?

All employees will use the time clock except for Elected Officials. Jaime Castillo, HR Director

A. If yes how many time clocks would you like proposed?

Depending on the different ways that are available, according to the RFP possibly 10. Jaime Castillo, HR Director

QUESTION 3

Do you anticipate that this system will interface to your HR/Payroll system to import employee data and available leave and then to export time transactions to process payroll, saving the manual data entry.

Not sure, you will need to reach out to them. Jaime Castillo, HR Director

A. If yes, which ERP software do you use?

NetData Corp., DBA: I3Verticles <https://www.netdatacorp.net/>. Jaime Castillo, HR Director

QUESTION 4

How many total employees need to be tracked on the system (full time, part time, and seasonal combined)? (please consider your busiest month of the year when answering)

[Please review Question 1. Jaime Castillo, HR Director](#)

QUESTION 5

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

[Approximately 23 people. Jaime Castillo, HR Director](#)

QUESTION 6

Will a flat file import/export be acceptable for the interface to the NetData payroll system?

[You mentioned that your software will interface with NetData? I assumed that you have already communicated with them on acceptable interfaces. Jaime Castillo, HR Director](#)

QUESTION 7

Is it desired for the time clocks to be Biometric Finger, Biometric Facial Recognition, or HID proximity (Card Swipe)?

[Bee County has not specified a preference, therefore, will consider price options for any of the above. Include. Jaime Castillo, HR Director.](#)

QUESTION 8

If proximity is preferred will the new Vendor provide the HID cards? or will we be asked to work with the County's existing HID cards?

[Bee County has not specified a preference. You may include price options. Jaime Castillo, HR Director.](#)

QUESTION 9

Will Advanced scheduling be included in this scope of work? (Advanced scheduling is defined as employees who need to do Shift swaps, vacation bidding, or having scheduling rules in the system which automatically assign the correct employees to open shifts)

[Yes. Jaime Castillo, HR Director](#)

QUESTION 10

If Advanced scheduling is needed. How many employees will need to be licensed for it?

[All employees earn Sick Time, Vacation Time and Comp Time. Jaime Castillo, HR Director](#)

QUESTION 11

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?

[Yes, you may include as a price option. Jaime Castillo, HR Director](#)

QUESTION 12

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

[Bee County has not specified a preference, therefore will consider price options. Jaime Castillo, HR Director](#)

QUESTION 13

Will any employees be allowed to either fill out their timesheets online, or have their timesheets auto-populated based on their schedules? (these groups of employees would not punch in/out)

[Employees will need to punch in/out. Jaime Castillo, HR Director](#)

QUESTION 14

Is it desired for employees to request time off electronically at a computer or smart phone?
Bee County has not specified a preference, therefore will consider price options. Jaime Castillo, HR Director

QUESTION 15

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?
Employees should have the option to choose which they prefer. Jaime Castillo, HR Director

QUESTION 16

Has the County viewed any demonstrations of timekeeping systems prior to the release of this RFP?
No. Jaime Castillo, HR Director

QUESTION 17

If so, Which Vendors provided a demonstration?
N/A. Jaime Castillo, HR Director

QUESTION 18

What is the total staff count that the time management system is expected to support?
Please review Question 1. Jaime Castillo, HR Director

QUESTION 19

Can you provide a detailed list of the departments that will be included in the scope of this system?
Bee County has approximately 31 Departments. Jaime Castillo, HR Director

QUESTION 20

What are the specific evaluation criteria that will be applied for the selection of the vendor?
N/A. Jaime Castillo, HR Director

QUESTION 21

Is experience with NET Data Online DBA i3 Verticals/HR Software a mandatory requirement for the system's integration?
Yes. Jaime Castillo, HR Director

QUESTION 22

Will vendors with experience in other leading ERP/HR systems such as SAP, Oracle, or Workday be considered for this RFP?
The RFP is open to the public. Jaime Castillo, HR Director

QUESTION 23

What is the proposed timeline for the implementation of the new system?
To be determined upon approval. Jaime Castillo, HR Director

This addendum shall become part of the RFP and **MAY** be returned to the RFP.

RESPONDER: _____

NAME: _____ DATE: _____

SIGNATURE: _____ TITLE: _____