I received information about an RFP for time and attendance. Can you tell me how many employees are included in this RFP? ==400 users==

1. Whether companies from Outside USA can apply for this? ==Yes==
   (like, from India or Canada) -

2. Whether we need to come over there for meetings? ==Yes, vendor would need to come here for installation and training.==

3. Can we perform the tasks (related to RFP) outside USA? ==Vendor would need to come here for installation and training.==
   (like, from India or Canada)

4. Can we submit the proposals via email? ==No==

Could I trouble you for a rough approximation of the **number of employees** that your new Time Attendance System would manage? Approximately 400

1. How many employees will be using the timekeeping system, for licensing purposes? ==All employees will have some type of schedule but our Detention Center, Sheriff's Office and Emergency 911 will have a unique rotating schedule. Approximately 80 employees.==
2. How many employees will need advanced shift scheduling functionality (e.g. shift swaps, 24x7 Public Safety shift scheduling, rules-based hiring, etc.), for licensing purposes? ==15==
3. Does the organization want us to include a specific number of time clocks in our quote, or just include line item pricing?
   a. What type of ID method is desired (biometric, proximity reader, mag-stripe reader)? ==RFID Fob==
   b. Do employees need to be able to change jobs, add project cost information, etc. directly at the clocking station? ==Yes, some (Transit , approximately 12 employees)==

- Including full time, part time, and seasonal staff, how many employee licenses should we include in our proposal? ==400 users==
- How many supervisors/managers/administrators will need access to the system to make approvals or edits?
- Please confirm the County desires a cloud based, Vendor Hosted solution. ==Yes==
- How many time clocks should be included with our response? ==15==
- Does the County desire Card Swipe clocks or Biometric clocks? ==RFID Fob- hopefully to be able to used what we already have.==
- If Card Swipe, what type of cards will be used, HID Proximity? Or Barcode?
- If Card Swipe is desired, will the County supply the cards? Or will the Time & Attendance Vendor supply the cards?
- Is it desired for the time clocks to communicate through ethernet, POE, or wireless? ==POE==
- Is it desired for the Time & Attendance vendor to install all time clocks? Or will the County staff install the time clocks? ==Vendor==
- Can "Attachment A" be released in Excel format so Vendors can easily respond to each item directly in the cells provided? ==Yes, see attached.==

- Will a flat file import/export be acceptable for the interface to New World? **(Import) ok / (Export) prefer more automated**
- Does the County have an FTP site where new hire/employee demographic information can be sent out of New World to the FTP site? (this would allow for scheduling a sync of any employee changes in New World into the new Time & Attendance system) **No**
- Our standard contract term is 5 years… is that acceptable for the County? **3 years**
- 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) **Sheriff - possibly depending on cost**
- Is FMLA Case Management required? **Yes, but not 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?
- Is it desired for employees to punch in/out from a computer or smart phone? **Smart phone - Sheriff**
- Is it desired for employees to request time off electronically at a computer or smart phone? **Yes, both**

1. In order to create an accurate quote, can you please indicate which data needs to be converted from your current Davisco solution to TimeClock Plus? **Not requiring any data be converted… if a vendor wanted to propose something, we would be open to hearing what they have to say, but we are hesitant to attempt to convert or load historical data because of the current state of the system we have. There is just not enough confidence there.**
   a. Which type of data and the amount of data will need to be converted to TimeClock Plus? Please provide specific examples.
2. Is there any other 3rd party data that needs to be converted to TimeClock Plus? **No**
   a. Which type of data and the amount of data will need to be converted to TimeClock Plus? Please provide specific examples.
   On page 15 you list the following question: "Identify any restrictions on Fairfield County's use of all documentation." Can you please clarify this question? **With regard to online documentation, training materials, and other information for the system and any future annual updates that are installed, will there be any limits to what the county has access to… For example, are somethings included, and others being an additional cost, or requiring some additional module that includes the online documentation.**
1. Prior to the release of this RFP, has the County had any previous vendor demonstrations or presentations of the requested solution(s)? If so, which vendors/solutions? **Yes, web/ex style, Executime, Kronos, Novatime, Timeclock Plus**
2. How many employees will be utilizing your time and attendance system? Of this number, how many are exempt and non-exempt employees? Which departments will be utilizing your time and attendance system? **400 users**
3. On page three there is mention of purchasing clocks. In order to put together an accurate cost proposal more information is needed.

    a. Which type(s) and how many clocking devices do you anticipate the County needs? Options include biometric fingerprint clock, biometric hand scanner clock, clock with barcode reader (for badges), clock with magnetic strip reader (for badges), basic touch screen clock (pin entry only). **15, RFID Fob – hopefully to be able to use what we already have.**

    b. If the County desires clocking terminals, do the clocks need to be equipped with Power over the Ethernet, Wi-Fi or battery backup capabilities? If so, which items do you need and how many of each? **Yes, Power over the Ethernet**

    c. How many employees will utilize a mobile device for timekeeping purposes? **Sheriff and Transit**

4. Is there interest to utilize the time and attendance solution for tracking of Family Medical Leave Act (FLMA) eligibility and cases? If so, how many employees would need this capability? **Yes**

5. Page three of Attachment A includes details regarding scheduling. How many employees will be utilizing the system to drag, drop and/or swap shifts? **Up to 75**

6. Do you have employees that work different shifts throughout the day and receive a rate increase for working a specific shift? **No**

7. Do you have any police or fire employees who will be using your time and attendance system? If so, can you describe how you track overtime for each department? **Yes**

8. Do you currently weight the overtime based upon the job code used or on the employee job code rate; i.e. do employees clock between job codes that have different base rates? **No**

9. Do your employee's have an LDAP authentication system currently in place that could be utilized rather than having employees remember another set of logon credentials? **No**

10. Do you have any non-exempt, salaried employees? If so, what is your process to assure the employees have worked the required hours per pay period? If they are short hours or over on required hours, how do you currently handle that? **Yes, would like the time for these employees to automatically populate; if they are out, leave will be entered.**

    a. Question to response for 3a: You mentioned that you'd like to utilize the RFID fobs you already have. Please provide the make, model, and specifications of the type of RFID fobs you are using. **We use a RFID-HID Prox Keyfob, unprogrammed. Davisco programs the FOBS for use by Fairfield.**

    b. Question to response for 3c: You mentioned that the Sheriff and Transit departments will need access to a mobile app.
        i. How many total employees from these departments will need access to the mobile app? **Sheriff: 50; Transit:15**
        ii. What brand of smartphones, tablets, etc. will be used for these mobile applications? **Apple is currently used**

c. Question to response for 4: You mentioned that you are interested in utilizing FMLA capabilities.

   i. How many employees will need the FMLA capability? **Up to 5 would need access to update/view FMLA information**

d. Question to response for 7: You confirmed that police and fire employees will be using the system.

   i. Can you describe or give an example of how you track overtime for each department? **Fire: greater than 40; Police: greater than 86 in the two (2) week pay period and if they not work   or take leave for a total of 86, we give them "scheduled" hours.**

For example:
Regular hours worked= 72
Vacation hours used=   8
Total hours   =   80
Scheduled hours   =   86

In accordance with the FLSA regulations for law enforcement.

e. On page 3 of Attachment-A a requirement is …"One Button Move to Payroll option to send transactions from ExecuTime to payroll."

   i. Based on this information, one could conclude that the Tyler Technologies/ExecuTime   time and attendance solution has already been selected as the vendor of choice. Please clarify and explain this RFP requirement. **Executime has not been selected. We would like a one button move from Time and Attendance to the New World payroll system.**

Please confirm the following:

- Total number of employees? **Approximately 400**
- Total number of benefit eligible associates? **Approximately 300**
- Are you interested in any other solutions besides Time and Attendance? **No**
  - Payroll
  - HR
  - Benefits Administration
  - ACA Reporting
  - Recruitment/Performance
  - Benefits
  - Worker's Comp
  - Background Screening
  - 401K Management
- If there are any specifics I need to know in regards to my proposal, please let me know. **No**

Will an addendum be issued that includes all vendor questions and answers pertaining to the RFP? **No addendum will be issued. All questions/answers will posted on the County website and sent to each responding vendor.**

I have submitted an RFP request to our team. Since we have just learned of this opportunity is it possible to get an extension so that we can have the same opportunity as the other vendors to put our best foot forward? The timeline is very tight for us, especially given you are a public sector which means the RFP will need to go through a legal review which may take up to 4-5 days. **Unfortunately, due to the time frame of review, selections, approval process, and negotiation/contract…, we want to make sure we stay within our schedule. Also taking into consideration the holidays and vacations.**