



*Accelerate Progress for Students*

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Executive Director

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Superintendent

RFP 18- 035 RA

**ADDENDUM #1**

January 5, 2018

**Due Date Extension to: January 12, 2018 at 3:00 pm (local time)**

RFP Questions and Responses

1. Given the amount of employees in the district, what is the breakdown of the employee population?
  - a. Salaried Exempt = **12,232**
  - b. Salaried Non-Exempt = **535**
  - c. Hourly = **3,279**
  - d. Contractors = **0**
  
2. Out of the total employee population within the district, how many will be utilizing the web time entry functionality for reporting time and/or time off?  
**All of the above**
  
3. How many time approvers will be assigned?  
**Over 200 users setup to approve.**
  
4. Has the formal time approval process already been designed (or is it already in practice for the school district in some capacity)?  
**Yes**
  
5. Is the district considering an automatic approval or denial process if the request is not approved in a specific time frame?  
**Yes, an automatic approval**
  
6. Are there any union restrictions or contract restrictions to be aware of with regards to employee time recording or policies?

**Yes, there are different contracts for classifications of staff; awarded vendor will be able to review and determine if it effects time recording.**

7. Within the current Manager structure, is the district currently using indirect supervisor?  
This could be a potential option for the approval process.  
**No**

Thank you for your interest in doing business with Albuquerque Public Schools.

**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL: Addenda not signed and returned may consider the RFP non-responsive and may be rejected.**

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**COMPANY/FIRM NAME**

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**SIGNATURE**

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**DATE**