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RFP NO. 20-033RMS - ADDENDUM #4

Questions and Response

March 31, 2020

Please note the last day for questions is Thursday, April 9, 2020 at 3:00pm Local Time.

1. **RFP Reference:** TI 1.8 All System suites/modules/applications allow for effective-dating for table updates
Question: Can you provide an example of this?
Response: Effective dating allows you to see changes in your data.
2. **RFP Reference:** TI 3.4 System will sequence multiple workflow based on user-defined rules
Question: Can you provide a use case for this?
Response: An employee would enter time and then the workflow would trigger an action for a supervisor to approve and then that may trigger a accountant/budget to approve for funding.
3. **RFP Reference:** TI 3.5 Provides system-wide calendar which can be updated online by the user to schedule processing or control processing parameters
Question: What types of processes would you like to schedule?
Response: A schedule could be a work schedule or APS work calendars.
4. **RFP Reference:** TI 8.1 Nightly extracts for the district's Student Information System (two-way data interface)
Question: What information will be shared between your SIS and the time and attendance solution?
Response: employee name, employee number, employee location, and others as requested.
5. **Question:** Please help explain the difference between the top section of the pricing sheet "up front cost timekeeping module", and the second section "price per user timekeeping module" where should vendors list their software licensing costs?

Response: “Up front cost timekeeping module” are the initial cost for the software. “Price per user timekeeping module” are license fees per user for the timekeeping module.

6. **Question:** Reimbursement module: is the District looking for expense tracking in addition to timekeeping? Please clarify what functionality is desired through the Reimbursement Module?

Response: Please provide information on your software’s functionality that may assist with reimbursing mileage.

7. **RFP Reference:** From revised appendix A, Reporting tab RE11; Reporting #11 ..”Ability to interface with DPS reporting databases such that principals can see an absence report on the web portal which is updated every 3 minutes”

Question: Please provide more details about what data the District is expecting to be sent from the timekeeping system, and if data is being asked to be sent every 3 minutes to a 3rd party system.

8. **Response:** This should read: Ability to interface with APS ERP system (Infor Lawson 10.0.9.0).

9. **Question:** Is the District looking for staff to be able to view absences outside of the timekeeping system?

Response: The District utilizes its ERP – Infor Lawson for absences, not the requested timekeeping system.

10. **Question:** Is the District looking for the system to identify the people who were scheduled to work but never clocked in after X number of minutes past their scheduled start time (same day alert/report)? or is the district looking for a list of people who never showed up throughout the entire day (following day alert/report for yesterday’s activity).

Response: Please provide options for both.

11. **Question:** What is the file import requirements for the Districts reporting database?

Response: Please provide the file options that are available from the vendor.

12. **Question:** Can a sample file be provided to the Vendors?

Response: none is available.

13. **Question:** If this information can be displayed directly in the timekeeping system can the Principles be trained on how to view it inside the timekeeping system? (this would help the district save on what might be unnecessary interface fees).

Response: This would be considered.

14. **Question:** The Albuquerque Public Schools provides a total employee count of 12,000 employees. Is this employee count inclusive of all district employee who will use the system to record time?
Response: No.
15. **Question:** Please identify the number of employees who will use the new time and attendance system to record time by category
Response: There will be an estimate of 5,000 employees using the software.
16. **Question:** How many employees will use the system for Clocking-In/Out in real-time using a PC/WebClock, MobileClock, or fixed-mount time clock device?
Response: This number will vary across the different departments utilizing the time keeping system.
17. **Question:** How many employees who will only use the system for Time-Sheet Entry (recording worked hours, Extra Duty, Tutoring, Prof. Development, Title I, Athletic Events, etc.) or Leave Management (Vacation, Sick, FMLA, etc.)?
Response: It is estimated that 5,000 employees will utilize the time keeping software. Leave management will not be required in the time keeping system.
18. **Question:** Does the district have Temp./Seasonal employees (those working less than 5 months in a school year) who will need to record hours? If so, how many (annual average)?
Response: This may be a feature to use in the future.
19. **Question:** Will Substitute employees Check-In/Out when arriving on campus for safety and security, visibility, or reporting purposes? If so, how many (annual average)?
Response: Substitutes are not included.
20. **Question:** Does the Albuquerque Public Schools have employees who work in multiple positions/departments with multiple pay rates, requiring a “blended” or “weighted” overtime calculation?
Response: Yes.
21. **Question:** Does the district require the capability to track and report on employee Calendar/Contract variances (9, 10, 11-month employees treated as salaried, earning annualized pay spread over 12 months)?
Response: This may be a feature for APS to use in the future.
22. **Question:** Does the District require the ability to only send “exception pay” (Ex: employee hours worked outside of Calendars/Contracts) to your Payroll/ERP system (ex: Extra Duty, Supplemental Pay, etc.)?

Response: Yes.

23. **Question:** Do employees earn Comp Time versus Overtime? If so, do employees choose which applies or is there a specific County regulation surrounding this?

Response: No. Comp Time is not earned.

24. **Question:** Does the district require leave management (Ex: request time-off for Vacation, Sick Leave, FMLA, Comp Time, etc) capabilities using the new timekeeping system?

Response: No, the district utilizes a third party system, INFOR Lawson. The timekeeping software MUST integrate with INFOR Lawson.

25. **Question:** Does the district require the ability to track FMLA Cases?

Response: No.

26. **Question:** Does the district require shift scheduling?

Response: Yes.

27. **Question:** Rounding rules (Ex: round up/down to scheduled times)?

Response: Rounding up

28. **Question:** Prevent employees from Clocking-In/Out outside of approved work schedules?

Response: Please include this feature as an option.

29. **Question:** Does the district require Single Sign-On (LDAP, SAML, Shiboleth, etc.)?

Response: yes.

30. **Question:** Does the Albuquerque Public Schools have a preferred method for time collection?

Response: We are looking for different options.

31. **Question:** PC/WebClock?

Response: Please provide a solution for both.

32. **Question:** Fixed-mount time clock devices?

Response: Please provide a solution for all.

33. **Question:** Pin Entry, Magnetic Card Reader, Bar Code Reader, Proximity/RFID Reader, Card Swipe, Biometric Fingerprint/Handscanner recognition?

Response: Please provide a solution for all.

34. **Question:** Does the Albuquerque Public Schools issue employee ID or door entry access badges? a. If so, would the district like to leverage your existing badge(s) to be used with the new timekeeping system? Can the district provide a sample badge for testing?

Response: Yes.

35. **Question:** Does the Albuquerque Public Schools require multiple time collection methods on a single device? If so, please provide examples (Ex: HID Proximity with Biometric Fingerprint, Camera/Photo Capture etc.)?

Response: Not at this time

36. **Question:** How many of each fixed-mount time collection devices are required?

Response: This amount will vary per department.

37. **Question:** What is the preferred connectivity for fixed-mount time collection devices (Ethernet, Power-over-Ethernet, Wireless)?

Response: Present your options

38. **Question:** MobileClock (Geo-fencing, Geo-location, Offline clocking, and IP Address restrictions)?

Response: Present your options.

39. **Question:** IVR Phone-In system?

Response: Present your options.

40. **Question:** Are there additional systems in the District's technology landscape the proposed time and attendance system should consider for integration purposes other than those listed in the RFP (Infor Lawson system)? Common systems of interest include substitute management, transportation routing, access control, etc.

Response: not at this time.

41. **Question:** Does the Albuquerque Public Schools also want vendors to include a bid for a Substitute Management system? a. If so, how many Substitutes?

Response: No. APS has outsourced Substitute Management

42. **Question:** If not, would the district like the selected vendor workforce management system to communicate with the district's current Sub-management system?

Response: No.

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

COMPANY/FIRM NAME

SIGNATURE **Date**