



HOWARD COUNTY, MARYLAND

OFFICE OF PURCHASING

6751 Columbia Gateway Drive, Suite 501, Columbia, MD 21046

***ADDENDUM NO. 1
ISSUED SEPTEMBER 5, 2017
REQUEST FOR PROPOSALS***

RFP NO. 04-2018

TIME AND ATTENDANCE MANAGEMENT SOLUTION

REVISED OPENING: SEPTEMBER 20, 2017 AT 11:00 A.M.

<https://www.howardcountymd.gov/Departments/County-Administration/Purchasing>

This addendum is hereby made a part of this RFP No. 04-2018. Please note the following information as a result of the pre-proposal conference on August 22, 2017 and submit the proposal accordingly.

Clarifications/Changes

1. Change all references to Bid Opening due by date from September 13, 2017, at 11:00 a.m. to September 20, 2017 at 11:00 a.m.
2. Section D, Paragraph 11, ESTIMATED QUANTITIES: The 200 hours refers to the requirements gathering phase of the project. The County realizes that 200 hours is unrealistic for the product to be entirely implemented.
3. Section D, Paragraph 16.5: Please **REMOVE** in its entirety.
4. Price page has been revised to include hourly rate for Project Manager.

Questions/Answers

1. The solicitation says 3,000 employees, but you mentioned 3,400 and 3,500 employees. Which number should we go with?
Response: 3,500 employees is based on the number of W-2's issued last year. Some of these include seasonal or contingent employees, bi-weekly payroll is about 3,400. The Contractor shall submit a proposal for 3,500.
2. Can companies outside the USA apply for this?
Response: The County will not consider proposals from companies outside of the U.S.
3. Do Contractors need to be there for meetings?
Response: The County prefers that Contractors attend meetings.
4. Can tasks be performed outside of the US?
Response: Tasks cannot be performed outside of the U.S.

5. Can we submit the proposal via email?
Response: No, the RFP states that one original and 10 copies of the proposal must be submitted.
6. How many employee licenses should we include in our proposal?
Response: Based on the scope of work, the Contractor should be able to determine the number of licenses the County will require.
7. How many supervisors/managers/administrators will need access to the system to make approvals or edits?
Response: This number of employees will be determined during the requirements gathering (phase one) of the project.
8. Please confirm the County desires a cloud based, vendor hosted solution.
Response: Yes, that is the County's desire.
9. How many time clocks should be included with the proposal?
Response: The County currently utilizes 19 time clocks in the following Departments: Corrections (1), DPW Highways (3), Recreation & Parks (8), DPW Utilities (3) and Central Fleet (4). DPW Highways would like 3 additional clocks (2 per shop), for a total of 22 new time clocks.
10. Does the County desire Card Swipe or Biometric clocks? If cards swipe, what type of cards will be used HID proximity or barcode? Will the County supply the cards or will the vendor supply the cards?
Response: The County is seeking guidance from the Contractor as to which clock type will best suit the County's needs and which type works best with the Contractor's application. The County prefers biometric clocks to avoid "buddy punching". There are also employees who will need to be able to clock in remotely.
11. Will the Contractor or the County install the time clocks?
Response: The Contractor will install the time clocks.
12. Is it desired for the time clocks to communicate through ethernet, POE or wireless?
Response: Time clocks should communicate in accordance with the Contractor solution.
13. Where should the Contractor list the costs for the time clocks? The software licenses?
Response: These items should be included in Phase I on the Pricing Sheet. They should also be included in the years two and three price proposals if there is cost involved with support and maintenance.
14. Will the County consider committing to a longer initial term for best possible pricing?
Response: No, the one year initial term is standard for Howard County. A change in term would have to go before the County Council for approval. This would cause a lengthy delay in the project timeline.
15. The price proposal page has sections to insert cost for year 2 and year 3. Will the total scoring on price be based off the 3-year total?
Response: Yes, scoring will be based on total proposal price. Years two and three should include price for hosting, maintenance and support.

16. Will Police or Fire need to do shift swaps or vacation bidding in the time & attendance system or will this functionality remain in their existing scheduling applications?
Response: Shift swaps and vacation bidding will remain in their existing schedulers; however, the solution must accommodate for shift swaps.
17. Will all public safety scheduling needs be accomplished in the existing scheduling systems therefore the only functionality required of the new T&A system is to have the ability to import those schedules?
Response: Yes, scheduling will remain in their existing systems.
18. Is FMLA case management required? Defined as the new T&A system automating the process of requesting FMLA leave, allowing employee to fill out required forms directly in the new T&A system and tracking the open case, automatically alerting employees/managers when an employee is due back or running out of FMLA time?
Response: FMLA case management is not a requirement, however, the solution must have the ability to track FMLA hours.
19. Is it desired for the employees to punch in/out from a computer or smart phone?
Response: Yes, please refer to Section D, Paragraph 2, "Statement of Work".
20. Is it desired for employees to request time off electronically at a computer or smart phone?
Response: Yes, please refer to the Statement of Work.
21. Do employees need to be able to change jobs, add project cost information, etc... directly at the clocking station?
Response: The employee will not have these options at the clocking station, however, their time must be able to be edited within the system to allow for labor allocation.
22. Does the County have a current technical environment for the contractor to use? Is there a preference on programming language or project management infrastructure?
Response: The County requires that the solution be able to import/export with ADP, SAP and public safety scheduling systems. The County desires a cloud based, Contractor hosted solution.
23. Will the County pay for software licensing and other material cost/how does the County expect the cost estimate to be submitted? Time and Material or Fixed Price and Maintenance renewals?
Response: Yes, the County will pay for software licensing and other material cost. These costs should be included in both the initial phase (development and implementation) and in years two and three pricing for hosting, support and maintenance, if applicable. The proposal should be fixed price and maintenance renewals.
24. Share more details about the Police Department's scheduling system technology and source code.
Response: The Police Department's scheduling system is an Access Database developed in house by a civilian employee of the department.
25. Does the County own the source code for the Fire Department's Telestaff scheduling system and what programming language is it written in?
Response: The County does own the source code for Telestaff which is written in SQL, however the database cannot be altered in order to maintain integrity. The Time & Attendance solution must be able to import schedules into the solution from Telestaff.

26. What are the key decision making criteria when choosing a vendor for this Time & Attendance initiative?
Response: Key decision making criteria will be Contractor experience with successful implementations of its product, experience with Public sector implementations and experience in regard to unions. The product's capability to integrate with ADP, SAP, and Telestaff is a must. Ease of product use and price will also be considered.
27. Has a 2017 budget been approved?
Response: Yes, a budget has been approved for this project.
28. How will cost affect your decision?
Response: Cost will be taken into consideration; however, we will rely more heavily on knowledge and experience.
29. Can you provide the number of users to be priced for the T & A system?
Response: The County employs approximately 3,500 employees. The County seeks guidance from the Contractor in regard to the number of licenses required. Police and Fire employees (uniformed) will not record their own time. They will continue to utilize time keepers.
30. Will multi-language capabilities be required?
Response: No, this is not a requirement.
31. When will the County require the T & A initiative to be implemented?
Response: The County desires to have a fully implemented product within two years of contract execution. However, the Contractor should include a more detailed timeline with their proposal.
32. Is there a 3rd party that is assisting in compiling the RFP requirements and evaluation?
Response: No, the compilation and evaluation will be done solely by County employees. The evaluation committee will be comprised of employees representing various departments throughout the County.
33. Is it a requirement of the RFP for the solution to be able to import scheduling information from the Telestaff scheduling system?
Response: Yes, the solution must be able to import schedules from Telestaff as well as the Police department's in house scheduling system which resides in an access database.
34. Section 16 Billing and Payment 16.5 in regard to timesheets: is this based on Time & Materials or Fixed price?
Response: The County is looking for a fixed price.
35. Will the vendor be responsible for County wide employee training or is the County interested more in "train the trainer" type training?
Response: The County prefers a "train the trainer" method, however, some time keepers may be involved in the initial training.
36. 62 timekeepers are in the solicitation, is there anyone else that needs to be trained or will you be using the "train the trainer approach"?
Response: Refer to response on Question #35 above.

37. The ranking on various steps, are they generic or weighted?
Response: Weighted.
38. If we have experience at the state level, does that count towards local? If I have all state contracts am I not able to bid on local?
Response: All Contractors are encouraged to bid, evaluations will be done based on experience and knowledge.
39. What type of experience and qualifications are required?
Response: Refer to Section D, Specifications.
40. There are 2 deployment models with the Cloud. Would you evaluate both options in the response? Would you consider alternate bids?
Response: During the pre-proposal meeting it was stated the County would allow alternate bids, after further consideration the County has elected NOT to accept alternate bids. The Contractor should provide their best solution to the County.
41. Will you be striking that language from the solicitation?
Response: During the pre-proposal meeting it was stated the County would strike this from the solicitation, after further consideration the County has elected not to accept alternate bids and will NOT strike this statement from the solicitation.
42. Will the County provide the departmental breakdown of its employees?
Response: Yes, please find attached.
43. Will exempt employees need to submit time or time cards? Or are they on the honor system?
Response: The County is seeking guidance from the Contractor, it would be the County's desire to have exceptions marked down for exempt employees.
44. Do you want exempt employees to have a work schedule?
Response: Yes.
45. In reference to the existing time clocks, what kind are they and do you want them replaced?
Response: The County does not want the existing clocks to be integrated and they should be replaced.
46. Do you have a measurable goal in place, such as reduce the percentage of time spent on payroll?
Response: No, except eliminating the manual processes with the current time keeping method.
47. Your MBE goals are 10%, what procedures or measures are put in place to ensure that contractors are actually looking and trying to meet that goal instead of getting a waiver?
Response: Prior to issuing a waiver, the County's EBO coordinator will partner with the Prime to assist in obtaining minority businesses to meet the goal. The EBO Coordinator's information is listed in the solicitation.
48. Can we communicate with the EBO Coordinator?
Response: Yes.
49. Can the total of 5 years' experience be combined between the Prime and Subcontractor?
Response: No, the 5-year experience requirement must be within the owners of the Prime.

50. In reference to FMLA, are you looking for employees to request from management or be able to check electronically?
Response: The ability to do it electronically would be preferable.
51. What details should be included in the sample invoice and which proposal should it be included with?
Response: The sample invoice provided shall contained the details outlined in Section D, Paragraph 16 and should be included with the technical proposal.
52. In Section 2.3 it mentions PC, mobile applications, time clocks what are included but not limited to. Are there any other interfaces used to capture time?
Response: No. The Contractor may include any other methods as part of their proposal.
53. Do you envision adding integrations in year 2 or 3?
Response: At this time, only year 1.
54. Will you be posting the attendee list from today's pre-proposal conference?
Response: Yes, it will be posted with this addendum.
55. Do we need to go to the Purchasing website and monitor for when an addendum is posted? Should the signed addendum go with the technical or price proposal? Do you really want us to print out all of the pages to the addendum eleven times in order to submit the signed acknowledgement?
Response: Yes, it is the Contractor's responsibility to check the Purchasing website for posted addendums. During the pre-proposal, it was stated that all pages of the addendum must be returned with the proposal submittal. After further review, the County will allow (for this solicitation only) the signed last page of each addendum along with the Technical Proposal Cover Page as part of the required documents to be submitted with the proposal. It will not be required to include every page from the addendums.
56. In reference to Section D, Paragraph 2.9, will system architecture be provided?
Response: The County will provide file layout specifications for interfacing with SAP and ADP in a future addendum.
57. Will there be a change in closing date while waiting on responses to questions?
Response: Refer to Clarifications/Changes, Item #1.
58. When you short list, is there a specific number of vendors you are looking for?
Response: There is no set number, the short-listed Contractors will be determined by the scoring of the evaluation committee.
59. Will you be calling back companies, or is the submitted proposal it?
Response: The County will conduct interviews with the short-listed Contractors.
60. Was there a mock-up done? Market evaluation? RFI for this solicitation?
Response: No.
61. Will the vendor have access to the cyber security system?
Response: The vendor will not have access to the County's security system. The County will provide IT resources to discuss appropriate security protocols.
62. The solicitation states "Exceptions to the terms and/or conditions and/or to the County's standard Agreement may be sufficient cause for rejection of the proposal." Will my proposal be thrown out if I take exceptions?
Response: Contractors exceptions noted at the proposal submission will be reviewed by the County during the evaluation process.

63. In Section D, Paragraph 2.2 regarding functionality, can each line item be a narrative?
Response: That is the choice of the Contractor.
64. On the price page, there is no spot for time clocks. Will the price page be re-evaluated for time and materials?
Response: No, the price page will remain as fixed cost and maintenance. Costs for timeclocks should be included in the phase they are installed.
65. Implementation is usually all included in one line, do you want us to break it into phases?
Response: Implementation costs shall be included on Line 2 of the price page.
66. Are lines 1-4 the implementation price?
Response: No, only line 2 is for implementation.
67. Is the cost of the software system to be included on line 5?
Response: Yes.
68. Are you looking for partners to propose a solution or are you looking for an implementation partner?
Response: The County is looking for both, a solution and implementation.
69. Are you looking for implementation partner to provide project management, change management, resource management, forecasting and budgeting or a capable T&A Consultant/reseller?
Response: We are looking for a Contractor to supply a T&A solution, provide project management through build, testing and implementation, and ongoing support and maintenance.
70. How many employees are you looking for (Hourly vs. salary)?
Response: We are not looking for employees, we are looking for a Contractor to provide a time and attendance solution. Please refer to Question 1 in this addendum.
71. What HRIS system are you using or is it SAP?
Response: ADP is the HRIS, we use SAP for our financial enterprise system
72. Section 11 – Is there an estimate or desired timeframe for requirements-implementation?
Response: We expect the Contractor to propose a timeline for all phases, requirements, implementation, testing, go live.
73. Section 8 – Are vendors to assume max cost City will incur is up to \$1M for the project?
Response: The cost is the County's estimate. We expect the vendors to propose costs for the design, build, implementation and ongoing maintenance of the solution.
74. 14.2.3 – Does this require the inclusion of resumes of ALL staff working on the project?
Response: No, only key personnel.
75. How does the minority requirement play into the evaluation?
Response: Minority requirement will not be part of the evaluation criteria.
76. Can we submit as a sub consultant on one proposal and prime on another?
Response: No, only one proposal can be submitted per Contractor.
77. Is there a budget for the software purchase?
Response: Software costs should be included in the overall cost proposal. There is no separate budget for software.

78. Will any of the scoring be based on the 10% Subcontracting goal?
Response: No
79. If the prime contractor is a Minority Owned company can we meet the 10% equal business opportunity participation without a subcontractor?
Response: No, as stated in the pre-proposal meeting if you are the prime contractor you must make every effort in obtaining the 10% goal with subcontracting. If needed, our EBO coordinator can assist in this effort.
80. Does the MBE company have to be based in Maryland?
Response: No.
81. How many employees does the County wish for respondents to use in their quotes for employee licenses?
Response: Refer to Questions #6 and #29.
82. Are the police and fire departments open to a contractor offering a unified platform with time and attendance, scheduling, and leave management all through a single provider to replace their existing scheduling systems? If so, how many employees in those departments are utilized in their respective scheduler systems?
Response: The Fire Department will continue to use the Telestaff scheduling system; they utilize Telestaff for 433 uniformed personnel. The Police Department is open to a unified platform with the expectation that the product will have the same functionality as its proprietary system. The Police department utilizes their scheduling system (an Access database) for all staff (667 employees). The solution must allow for night shift cross overs for uniformed personnel.
83. What type of information and how often is it to be shared from TeleStaff and the police department's proprietary scheduling system, back to the time and attendance system?
Response: Employee work schedules will be shared between the systems. The County seeks guidance from the Contractor as to how often this information should be shared.
84. What are the County's expectations between the existing scheduling systems and the selected Time and Attendance provider?
Response: Refer to Question #83.
85. What type of information and how often is it to be shared from the time and attendance system back to TeleStaff and the police department's proprietary scheduling system?
Response: Refer to Question #83.
86. Is it desired for the contractor to host the time and attendance system for the county or is it the desire of the county to host it themselves?
Response: The County desires a vendor hosted solution.
87. Which version of ADP is the county using and what modules?
Response: Enterprise version 5.02.01.2.00. Oracle is the database type.
88. What services does the County use ADP for today? Is this relationship expected to continue?
Response: The County utilizes ADP for HRIS and Payroll processing services as well as tax filing services, wage garnishment services and Affordable Care Act tracking and reporting. This relationship is expected to continue.

89. What information does the county desire to flow to and from the contractor's time and attendance system with ADP?
Response: Employee time captured in the T&A solution should flow through to the ADP system for pay calculation and leave accrual computation.
90. Which version of SAP ERP is the county using and what modules?
Response: SAP ECC 6 enhancement pack 7. The County currently uses the following modules: Financial Accounting (GL, Bank Accounting, AP, AR, Asset Accounting, Travel Management, Inventory Control), Funds Management, Grants Management, Utilities, Plant Maintenance (Equipment Management, Work Order Management, Maintenance Planning, Billing/Settlement), SAP CRM, SAP SRM (Procurement) and SAP Reporting.
91. What does the County use SAP for today? Is this relationship expected to continue?
Response: SAP is the County's Financial ERP system. The relationship is expected to continue.
92. What information does the county desire to flow to and from the contractor's time and attendance system with SAP ERP?
Response: The County desires that labor allocations flow from the T&A system to SAP for accurate charging to our GL.
93. What is currently the system of record for leave accruals for the county?
Response: ADP's Enterprise is the system of record for leave accruals.
94. Will that system remain the system of record for leave accruals? Or does the county desire the contractor's time and attendance system to manage the leave balances?
Response: ADP will remain the system of record, however, the leave balances in the T&A solution should tie to those of ADP.
95. Are there any other systems that the County desires to interface with the time and attendance system outside of ADP, SAP, TeleStaff, and the Police Departments proprietary scheduling system?
Response: No.
96. Since the County is looking for such a wide variety of time collection options, how does the County wish for them to be listed as part of the pricing proposal?
Response: The Contractor should propose its best solution to meet the needs of the County. If the Contractor has additional features, they should be included as part of the proposal.
97. Has the county determined an amount of physical time clocks that need to be quoted on the proposal?
Response: Refer to Question #9.
98. Does the respondent need to provide along with its offering an FMLA management feature or just reporting and calculating leave that is associated with FMLA?
Response: The solution should be able to report and calculate leave associated with FMLA.
99. Is a site evaluation for determining clock counts to be performed once an award is made or is that an expectation of the respondents to perform a site eval to be able to respond?
Response: A site evaluation is not necessary, refer to Question #9 for the total number of time clocks.

100. Because this procurement is a combination of software fees (i.e. license, subscription, annual maintenance, etc.) as well as implementation services cost, can the County please clarify the EBO goal of 10% as it relates to these various components. The challenge is that while services are often able to be subcontracted, software fees are not. For example, if the total 3-year cost of the contract is \$1,000,000 which is made up of \$250,000 of implementation services and \$750,000 of software fees over the 3 years (i.e. \$250,000 per year), is the 10% goal only on the services which can possibly be subcontracted (i.e. 10% of \$250,000 or \$25,000), or on the total 3 year cost (i.e. 10% of \$1,000,000 or \$100,000)? If it is the later, because we cannot subcontract software fees, does the County understand the possible risk of potentially subcontracting 40% of the implementation services (\$100,000 of the \$250,000)?
- Response:** Contractors will have the ability to work with our EBO coordinator for subcontracting opportunities. If a waiver is deemed appropriate, one may be issued.
101. Given the delay in releasing Addendum #1, as discussed at the pre-proposal meeting, which would include the written answers to questions discussed at the pre-proposal meeting as well as the revised payment schedule and, given the need expressed by vendors to have a period of time to ask follow-up questions to the responses outlined in Addendum #1, would the County consider an extension of BOTH the final question period AS WELL AS the final Proposal Due date to accommodate this? This could also allow for better EBO partnering as the list of vendor attendees was to be part of Addendum #1.
- Response:** The County will not be extending the question deadline; however, the County will extend the opening date from September 13, 2017 to September 20, 2017. Refer to Clarifications/Changes above, Item #1.
102. Please confirm that item 16.5 on RFP page 17 is no longer a requirement as discussed at the pre-proposal meeting.
- Response:** Refer to Clarifications/Changes section above, Item #3.
103. In a last attempt to save a tree, would the County consider changing the requirement to include a printed and signed copy of each Addendum in its entirety making the requirement to merely include a signed copy of the signature page of each Addendum on which the County could include a statement indicating that the signature implies acceptance of ALL pages as posted on the Procurement website?
- Response:** Refer to Question #55.
104. What is your current system of record?
- Response:** ADP Enterprise v5 is the County's HRIS and Payroll system of record. SAP is the County's Financial system of record.
105. Is time integration to SAP being utilized to deplete funds within SAP (e.g. budgeting)?
- Response:** Integration with SAP will ensure that salaries, taxes and benefits are charged to the appropriate GL accounts.
106. Which Product and Version of SAP are you using?
- Response:** SAP ECC 6 enhancement pack 7.
107. Which Product and Version of ADP are you using?
- Response:** Enterprise version 5.02.01.2.00.
108. Which Product and Version of Telestaff is the Fire Department using?
- Response:** They are currently using version 2.92 but are upgrading to version 6 within the next month.

109. With Mobility, you can extend the reach of your T&A solution by giving employees and managers the ability to perform workforce-related tasks using their smartphone or other mobile device. Mobility will often negate the need for costly timeclocks. Does the County intend to consider mobility for their workforce, and if so, which depts. and roughly how many employees do you think could benefit from Mobility?

a. **Mobility app for employees**—Employees can use their smartphone to check their work schedule, set shift preferences, and check work and vacation balances.

b. **Mobility app for managers**—Managers can edit time sheets, approve or decline employee requests, view analytics, and respond to workforce issues in real time using their smartphones.

Response: Yes, the County would consider mobility for its workforce. Employees who could potentially report directly to a site for emergencies would benefit from mobile login. Such employees are in the Department of Public Works and are about 275 in number.

110. We have noticed that many terms would need to be adjusted based on the scope of the request proposed services. Would the County be prepared to negotiate its terms and conditions or use another format?

Response: If the Contractor has exceptions to the Terms and Condition as it relates to the proposed solution, it should be included in the proposal.

111. Would the County be agreeable to include Contractor's business terms and conditions in the final contract?

Response: This is negotiable. Contractors shall include any additional proposed terms and conditions in their proposal.

112. For clarification purposes, Section C refer to use of the cooperative purchase. Can the County confirm that they would be prepared to use such contracting vehicle if the contract awarded to a Contractor who has already such contract in place?

Response: Other public entities will have the advantage of using the County's awarded contract as a means of cooperative purchasing.

113. What is the Counties expected start date? Anticipated go-live or required go live

Response: Refer to Question #31.

114. Will the pricing Sheet be revised as discussed in the bidder conference?

Response: No. The price page will remain as a fixed cost.

115. License Quantities: Please confirm that all vendors are to use 3,500 employees (outcome of bidder's conference) instead of 3,000 which was listed in the RFP

Response: Refer to Question #1 & Question #29.

116. For pricing data collection devices does the county want to have the option for Bio metrics at the terminal?

Response: Yes, the County would like the option for biometrics at time clock terminals. There is no need for biometric login for employees accessing the system from their computer.

117. Since it is TBD for the number of actual terminals does the County want vendors to include a per price for each time clock or will the county be providing the number of terminal that will be needed.

Response: Refer to Question #9.

The questions below relate to Section B - Purchase Order Terms and Conditions

118. The terms and conditions of sale as stated in this Purchase Order govern in the event of conflict with any terms of the Contractor's bid, and are not subject to change by reason of any written or verbal statements by the Contractor or by any terms stated in the Contractor's acknowledgement without prior written authority from the Office of Purchasing.

- a. Contractor's understanding is in fact the actual negotiated contract will supersede any terms of the both the RFP and the Contractor's bid. Can the County confirm?
- b. Would the County be prepared to remove the Purchase Order Terms and Conditions?

Response:

- a. Yes, the Agreement terms and conditions will prevail.
- b. No, the County will not remove the Purchase Order Terms and Conditions

119. The County reserves the right to cancel this Purchase Order or, any part thereof, without obligation, if delivery is not made or services completed at the time(s) specified. Contractor's proposed services will include mutually agreeable timeline which are dependent on both parties completing their respective task. Would the county consider addressing rights of cancellation in the final contract only?

Response: Termination clauses will be defined in the negotiated Agreement.

120. All deliveries and services furnished under this Purchase Order must be of the quality specified or in the event no quality is specified, must be the best of their respective kinds, and will be subject to inspection and approval of the County within a reasonable time after delivery of goods or completion of services. When manufacturing specifications are referred to in this Purchase Order, such specifications shall be deemed to be an integral part hereof as if duly set out herein. Goods and services shall be replaced at no additional charge to the County if they prove to be defective and/or not in accordance with specifications. Rejected materials shall be returned at the risk and expense of the Contractor. If the County does not desire replacement, the Contractor shall issue a full credit. The Contractor is prepared to discussed acceptance and specific remedies to the different type of deliverables but consider that these terms should be addressed in the specific negotiated contract or are also available through the cooperative purchasing agreements. Would the County be prepared to remove this section?

Response: No.

121. Warranties - Contractor's proposed services include specific warranties which are specific to this offering. Would the county consider addressing the warranties in the final contract only?

Response: Yes, but Contractor shall include any exceptions to the standard terms and conditions in their proposal.

122. Indemnity - Contractor's proposed services include specific indemnities and indemnification which are specific to this offering. Would the county consider addressing the indemnity in the final contract only?

Response: Yes, but Contractor shall include any exceptions to the standard terms and conditions in their proposal.

123. Termination for Convenience - Contractor's proposed services include specific termination which are specific to this offering. Would the county consider addressing the termination in the final contract only?

Response: Termination will be addressed in the final Agreement.

The questions below relate to Section C – General Conditions

124. Delivery - Contractor's proposed services include specific delivery which are specific to this offering. Would the county consider addressing the delivery in the final contract only?

Response: The Contractor's proposed delivery timeline shall be addressed in their proposal which will become part of the Agreement.

125. 3.2 - A Contractor may offer only one price on each item. Submission by a single Contractor of more than one price for a single item shall be sufficient cause for rejection of all prices for that item submitted by the Contractor. Alternate bids are prohibited and will be rejected. Question: Contractor can offer our solution with two different hosted deployment options, we will need to determine what Howard County is looking for.

a. Cloud SaaS: Software is licensed on a per employee per month basis hosted by Contractor.

b. Cloud Hosted: This is a purchase of a perpetual software licenses and hosted by Contractor.

Will Howard County allow us to provide both options as they have a much different total cost of ownership model that can be evaluation by Howard County?

Response: No, The Contractor shall propose its best option to meet the needs of the County based on the statement of work.

The questions below relate to Section D – Specifications

126. Price Adjustment, invoicing and payment: Contractor's understanding is that the County is looking to enter into a one year contract whereas this provisions seems to provide for a 3-year term. Can the County Clarify?

Response: By law, the County is only permitted to enter into a one year contract. It is the County's intent to continue the contract through extensions. Years two and three in regard to price refer to the cost to host, support and maintain the product.

127. Is the County prepared to adjust the pricing adjustment, invoicing and payment once the pricing is finalized as the these items will be part of the contract negotiation?

Response: These items are not subject to change in the final negotiated contract.

128. The County employs over 3000 full-time, part-time, and temporary (contingent) employees. The County currently performs time and attendance functions manually, utilizing approximately sixty-two (62) department/office timekeepers. These timekeepers use a variety of methods to capture time and attendance, including but not limited to, Excel spreadsheets, emails, time clocks, and paper forms. The County currently has eight (8) labor unions and payroll responsibilities for the Sheriff's Department which has one (1) labor union. With this, the County has very complex and varied level of payroll.

Will the County detail the breakdown of personnel by department?

Response: Refer to Question #42.

129. The Contractor shall ensure that the time and attendance solution seamlessly integrates with the County's existing ADP HRIS and SAP ERP and includes open API (application programming interface) – either SOAP or REST API – for data exchange with other approved County systems.

Will the County please provide a System Architecture diagram to better understand the interfaces required?

Response: Refer to Question #56.

130. ESTIMATED QUANTITIES: “The County estimates approximately 200 hours for the validation and implementation services but reserves the right to increase or reduce the number of hours as deemed necessary by the County for the project. The County reserves the right to add, change or delete items as deemed necessary.” Normally on Firm Fix Price contracts the vendor would except the risk based on the assumptions for completing the validation and implementation services and not report on hours. Is Howard County allowing vendors to respond with a Time and Materials offering?

Response: No, the price page will remain a firm fixed price.

131. Time Sheets signed by authorized County personnel shall accompany invoice.

Is Howard County allowing vendors to respond with a Time and Materials offering?

Response: Refer to Clarifications/Changes, Item #3.

Attachments

1. Revised Price Page
2. Pre-Proposal Sign-In Sheet
3. Active Employee County by Department.

All other specifications, terms and conditions remain the same.

Please acknowledge addenda by signing below and returning with the proposal. Failure to acknowledge this addendum may be cause for rejection of the proposal.

ADDENDUM RECEIVED BY:

_____	_____
Company Name	Signature
_____	_____
	Title

ACA

SECTION F

REVISED PRICE PROPOSAL PAGE

(Must be submitted separately from the Technical portion of the proposal)

COMPANY NAME: _____

TITLE: Time and Attendance Management Solution

NIGP CODE/PRODUCT CODE: 920-07, Data Processing Services and Software, Applications Software

ITEM NO.	COMMODITY/SERVICE DESCRIPTION	ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only*)	EXTENDED PRICE
1	Software Solution, Time And Attendance Management, Phase I – Blueprint, Project Preparation and Development	1	Each	\$ _____	\$ _____
2	Software Solution, Time And Attendance Management, Phase II – Migration/ Implementation	1	Each	\$ _____	\$ _____
3	Software Solution, Time And Attendance Management, Phase III – Training/Testing/ User Acceptance Testing	1	Each	\$ _____	\$ _____
4	Software Solution, Time and Attendance Management, Phase IV – Cut Over/Go Live And Support	1	Each	\$ _____	\$ _____
5	Software Solution, Time and Attendance Management, Additional Software License Fees for Project Completion	1	Each	\$ _____	\$ _____
6	Software Solution, Time And Attendance Management, System Maintenance Costs for The 2 nd Year of Live Operations	1	Each	\$ _____	\$ _____
7	Software Solution, Time And Attendance Management, System Maintenance Costs for The 3 rd Year of Live Operations	1	Each	\$ _____	\$ _____
TOTAL PROPOSAL PRICE*					\$ _____

INFORMATIONAL PURPOSES ONLY (Not to be included in Total Proposal Price):

Project Manager (fully burdened rate) Hour \$ _____

* Please note that prices shall only have **TWO DECIMAL PLACES**. The County’s financial system will not allow more than two decimal places, adjust responses accordingly.

SECTION F

REVISED PRICE PROPOSAL PAGE NO. 2

(Must be submitted separately from the Technical portion of the proposal)

INVOICE PROCEDURE FOR SUCCESSFUL CONTRACTORS:

In order to facilitate prompt payment, invoices must contain the above commodity and/or service descriptions and pricing. Invoices failing to contain the required line item detail, including contract line number and unit pricing, may be returned for correction. Please submit a sample invoice with the response.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

Pre-bid Conference

RFP-04-2018 Time and Attendance Management
August 22, 2017 at 10:00 A.M.

IT IS IMPORTANT TO COMPLETE THE GRAY AREAS OF THIS FORM AS IT WILL ASSIST HOWARD COUNTY'S ONGOING EFFORTS TO OBTAIN MBE/DBE/WBE PARTICIPATION.

PRINTED NAME OF REPRESENTATIVE	COMPANY NAME	IS YOUR COMPANY EBO/MBE CERTIFIED?	TELEPHONE & FAX NUMBER	E-MAIL ADDRESS	INTERESTED IN BEING A SUB-CONTRACTOR? CHECK HERE
Wesley Withington	Knowj	NO	973-865-6209	Wesley.Withington@knowj.com	
Mono Fakeye	Precision Management Solutions	Yes	410 501 7679	MOYO@myprecision solutions.com	✓
Mary Donaldson	Time Clock Plus	Yes	(305) 223-7588	TimeClockPlus@att.net.com	✓
Daryl Emerson	Infor	NO	517-875-1201	daryl.emerson@infor.com	
Jamie Blundell	Novative	Yes	516-592-0285	Jamie.Blundell@Novative.com	
Mark Anderson	ISSI	Yes	301 886 8888	manderson@issi-software.com	
Roger Smith	Planmatics	Yes	603-908-6858	rogersmith@gmail.com	✓
Rick Wheeler	Oakland Consulting	Yes	410-340-9703	RWheeler@OCG-INC.com	✓
Anjali Kumar	PowerSolv.	Yes	703-589-0774	anjali@powersolv.com	
JEFF VENICK	MJM Innovations	Attended Conference		Attended Conference via telephone	

Pre-bid Conference

RFP-04-2018 Time and Attendance Management

August 22, 2017 at 10:00 A.M.

IT IS IMPORTANT TO COMPLETE THE GRAY AREAS OF THIS FORM AS IT WILL ASSIST HOWARD COUNTY'S ONGOING EFFORTS TO OBTAIN MBE/DBE/WBE PARTICIPATION.

PRINTED NAME OF REPRESENTATIVE	COMPANY NAME	IS YOUR COMPANY EBO/MBE CERTIFIED?	TELEPHONE & FAX NUMBER	E-MAIL ADDRESS	INTERESTED IN BEING A SUB-CONTRACTOR? CHECK HERE
Amy Doughten	EPI-USE		704-910-9093	amy.doughten@us.epi-use.com	
LINDA MISFADIS	Kranas	No	303-956-4189	linda.misfadis@Kranas.com	
John Weathersby	NTT Data	No	717-364-0155	John.Weathersby@NTTdata.com	
ROBERT MOSEK	WORDGATE	YES	203-565-4317	RMOSEK@WORDGATE.COM	
Robert Smith	Infor	NO	443-987-7986	robert.smith@infor.com	
BETH WONG	POWERSOLU	YES	301-395 1039	BETH@POWERSOLU.COM	YES
TOM WOLF	ISSI	YES	443 286 7482	TWOLF@ISSI-30.FUNCTION.COM	YES
Amy Bailey	SAP Successfactor	No	703.307.2194	amb Bailey@sap.com	
A DESILVA	Case Syst	NO	240.404.0355	adesilva@cstaf.com	Yes
Joe Palladino	Novatime	Attended via	conference call		
Alex Bank	NOVATIME	"	"		
Randy Stevens	NTT Data	"	"		
Nich McCormick	NTT Data	"	"		

Active Employee Count by Department

Department of County Administration	177
County Council	34
Circuit Court	48
Office of the County Executive	13
Department of Community Resources and Services	153
Coop Extension Services	2
Department of Corrections	158
Department of Public Works	457
Department of Finance	58
Department of Fire & Rescue Services	493
Department of Housing and Community Development	10
Department of Inspections, Licenses & Permits	61
Office of Law	24
Department of Planning & Zoning	57
Police Department	725
Department of Recreation & Parks	1329
State's Attorney Office	74
Sheriff's Department	68
Department of Technology & Communications	87
Department of Transportation	10