



**ADDENDUM/AMENDMENT NUMBER 2
(July 16, 2015)**

RIO RANCHO PUBLIC SCHOOLS

**RFP#2015-006-ADM
TIME KEEPING MANAGEMENT SYSTEM**

DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:

DUE DATE: Monday, July 27, 2015

TIME: 2:00 PM MST

DELIVER TO: Rio Rancho Public Schools
Purchasing Room 120
500 Laser Road NE
Rio Rancho, New Mexico 87124

The purpose of this amendment is to provide Rio Rancho Public Schools written response to the following list of questions that have been timely submitted. Note, all other terms, conditions, specifications, requirements and criteria remain unchanged.

Question #1: "Has a budget been approved for this project? If so, can you share what it is?"

Response: *A Budget has not been established for this project.*

Question #2: "Have you worked with an outside consultant and or time and attendance vendor to gather requirements for this RFP? If yes, are you at liberty to disclose?"

Response: *RRPS has engaged Public Procurement Consulting Services, Inc. to consult on this project.*

Question #3: "Section V pg. 18 paragraph 2 - Can you provide what version of Kronos you are currently on? Are you looking to replace Kronos or integrate with Kronos?"

Response: *We are currently using Workforce Central Version 6.1. The new timekeeping system will replace Kronos.*

Question #4: "Section V pg. 18 paragraph 2 - Can you provide a breakdown of your employee demographic? How many part-time, full-time, substitutes, teachers? Do you have unions?"

Response: *Approximately 300 substitute teachers. Approximately 700 hourly part-time and full-time employees for a total of 1,000 employees using the time keeping system.*

Yes we do have a union, Rio Rancho School Employees Union.

Question #5: "Section V1: Scope of Work - Are you currently using a system for scheduling employees today?"

Response: *We use Aesop to schedule substitute teachers only.*

Question #6: "5.7 Section 5: General Requirements - What type of forms are you referring to? Please provide an example or use case scenario."

Response: *No specific forms are used at this time. This question is for future development of potential forms.*

Question #7: "20.18 Workflow & Approval - How is your shift bidding done today? Is it done on an annual basis?"

Response: *Employees do not bid for shifts.*

Question #8: "5.15 Section 5: General Requirements - Please provide an example of requirement."

Response: *Does not apply.*

Question #9: "8.3 & 8.4 Section 5: General Requirements - Please provide clarification of requirements within timekeeping system. Please provide an example or use case."

Response: *Maintain records for meeting the Affordable Care Act.*

Question #10: "9.4 Section 5: General Requirements - How do you currently communicate overtime offers to employees? Is the expectation the new timekeeping system will calculate overtime worked, or are the employees expected to only work overtime if pre-approved to work?"

Response: *The expectation is that the timekeeping system will calculate overtime worked. Employees are currently expected to receive pre-approval to work overtime.*

Question #11: "Exhibit C Resident Veterans Preferred Certification and Exhibit D New Mexico Applicant Processing Fingerprint - If "Not Applicable" to an Offeror, are the forms mandatory to include with the response?"

Response: *Yes.*

Question #12: "5.10 Section 5: General Requirements - How are you currently tracking/administering FMLA today? Is it manual or automated? How many leave cases do you process a year?"

Response: *I use a web-based subscription program (JJ Keller FMLA Manager by Prospera), that is very encompassing and includes communication with experts when necessary and provides all the legal forms. It is not probable to function without this system. We process on average about 220 cases a year.*

Question #13: "15.1 Section 15: Telephone Time Entry - How is this handled today? What is the overall goal of this requirement?"

Response: *We are currently not utilizing Reporting and Audits but we would like the software to have the ability to customize reports.*

Question #14: "15.22 Section 15: Telephone Time Entry - Please provide an example of expected outcome."

Response: *Management of all levels have the ability to customize reports.*

Question #15: "Page 1, section 1 - The stated bid deadline of July 18th is a Saturday. Is this date correct, and if so what are the School's hours of operation on Saturdays?"

Response: *The bid due date and time has been extended to 2:00 PM (MST), Monday, July 27, 2015.*

Question #16: "Page 18, Para 5, Sec 1 - The number of high schools is state in words as three, but in numbers as (4) – which count is correct?"

Response: *We have four high schools, one of which is a cyber-school.*

Question #17: "Page 19, Para 2 - Regarding the District's current systems, what do Facilities/Maintenance departments use for asset tracking software, if anything? We ask because our system includes a Mobile Crew Sheet application for work crews to track their labor, equipment and materials by work order, and we can optionally interface to the District's current asset tracking software to import equipment/materials/labor and export completed work order charges."

Response: *We currently use AssetTrak for our asset tracking software and for our work order system is School Dude.*

Question #18: "Page 23, Sec 5.2 - How many time clocks does the District want us to include in the quoted price? We estimate that a minimum of 2 clocks per district location would be required for all District hourly employees to clock in and out (assuming multiple buildings at each location), for a total of 38 clocks at 19 locations."

Response: 30 clocks

Question #19: "Page 29, Sec 13.1 - This is an automated scheduling feature, which requires separate licenses in our system. How many employees would be scheduled using automated shift scheduling?"

Response: None

Question #20: "While the RFP requests multiple methods of employee verification available at the clock, is there a method the District prefers (e.g. bar code, magnetic, RFID proximity, PIN-entry, biometric finger or hand scan, etc.)?"

Response: We are currently using biometric finger however we are open to other options.

Question #21: "How many clocking terminals (if any) does the District anticipate needing?"

Response: approximately 30 clocks

Question #22: "Do any or all of the clocking terminals need to support Power-over-Ethernet, Battery backup, or wireless capabilities?"

Response: It may vary and we would like to see the various options that work with your system.

Question #23: "Does the time keeping system need to accommodate dual employees working multiple jobs at different rates of pay?"

Response: Yes (our transportation employees have different hourly rates, depending on the job)

Question #24: "Does the District participate in gap pay for any employees tracked by the time keeping system (i.e. are any employees paid a 12-month salary even though they only work nine or ten months out of the year)?"

Response: Yes, teachers, educational assistants, ancillary and security employees work nine months and get paid throughout the summer.

Question #25: "Does the District require multi-level job or task tracking?"

Response: The system should be able to handle the record keeping of an employee that works multiple jobs.

Question #26: "Does the District need the time keeping system to handle compliance reporting in accordance with Affordable Care Act requirements?"

Response: Yes