

Notice to Proposers:

BULLETIN #6

REQUEST FOR PROPOSALS (RFP)

**AUTOMATED EMPLOYEE SCHEDULING SYSTEM (AESS)
SOFTWARE AND SERVICES
RFP 321SH**

POSTED QUESTIONS TO-DATE - ANSWERED

1. Appendix A2, page 2, section 2.02 Is the "County's eHR System, the Advantage 3.8 Human Resources Suite, developed by CGI, Inc." an open database system? If so, what database format is used?

County's eHR System will use Oracle RDBMS for the database. Data loading (when required) will be accomplished via periodic XML/ Text-delimited import-export functions as specified in our requirement 2.03.

2. Appendix A2, page 2, section 2.11. Will user logon and IP address tracking suffice for electronic signatures

Yes.

3. Appendix A2, page 8, section 6.11. "The system should have the ability to recognize the transitional period of time when an employee(s) is taken off an alternate work schedule (e.g. 9/80 and 12/80) to determine the appropriate day/date to place that employee(s) on another work schedule." What is a transitional period of time? Example please.

The County of Los Angeles recognizes and utilizes many work schedules including the 9/80 and 12/80 work schedules. While employees on a 9/80 schedule actually work 40 hours in a work week, they will generally work four 9-hour days and one 8-hour day the first week, followed up by four 9-hour days and an additional day off, also known as the alternate day off.

For example, an employee begins a 9/80 work schedule with Saturday, Sunday and alternate Fridays off. The Scheduling Staff will place the employee on the 9/80 beginning on Sunday. The first week the employee works 9 hours on Monday through Thursday, 8-hours on Friday, and is off on Saturday and Sunday. The second week the employee works 9 hours

on Monday through Thursday, and is off on the Friday. Several months has passed, and the employee requests to be taken off the 9/80 schedule and be placed back on a 5/40 work schedule.

The Transitional Period is the appropriate time that an employee may be taken off this type of schedule and placed on another type of schedule without harming the employee (e.g., not enough hours worked).

4. Appendix A2, pages 18-19, section 13. See also Appendix A4, page TEC1, and section TEC 1.00. Is the County currently using a standalone automated telephony system? If so, do those features need to be duplicated in the new scheduling system?

Currently, the County does not utilize a standalone automated telephony system.

5. Various Appendices and sections. Can the "real time" interfaces between the County's various systems be run in batch mode at scheduled intervals or is there some special requirement for "real time" data transfer?

Data transfer must to occur as close to 'real time' as possible, in order to validate candidates' qualifications (i.e., to work overtime) at time of scheduling. This will avoid timekeeping violations.

6. What is [are] the ERP applications the County uses today for Financial and Payroll? Is the vendor expected to interface to these applications?

The County has contracted with CGI Technologies and Solutions Inc. (CGI) for its Financial and Human Resource applications. Financial applications were implemented on July 1, 2005, and are continuing.

Currently, the County utilizes two standalone systems; one for Payroll, and the other for Time and Attendance (CWPAY and CWTAPPS). The County has contracted with the same vendor (CGI) to develop and implement a Human Resources software application to include both Payroll, and Time and Attendance. The Payroll portion will be implemented in 2010; the remainder of the HR Suite (known as Advantage HRM) will be implemented in 2012.

Yes, the successful vendor product would be expected to interface with CGI applications. The ECAPS-TIMEI (web-based timesheet) interface specifications (the only one currently available) are attached to the solicitation packet as Appendix A3.

7. Appendix B – Exhibit B11 – Pricing Sheet – Page 3 Task 10 – Phase II - Full implementation Plan – Does the county seek to gain the cost of full implementation for phase II here? Please clarify the specifics for Task 10.

Yes – Proposers must clearly state their assumptions which support pricing for Phase II (See RFP Subparagraph 2.8.9.C).

8. Appendix A3, Interfaces talks about interfacing data to the eCaps system. How will data be interfaced to the scheduling system and from what data source?

Data interfacing to the eCAPS system is described in the Appendix A3, eCAPS Time Collection document.