

Notice to Proposers:

BULLETIN #8

REQUEST FOR PROPOSALS (RFP)

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

**POSTED QUESTIONS – as recorded and paraphrased from the AESS
PROPOSER’S CONFERENCE**

**JANUARY 8, 2009, 9:00 a.m.
SHERIFF’S HEADQUARTERS MEDIA CONFERENCE ROOM**

1. Q. How do multiple home addresses come into play? (Appendix A2, Item 3.04)

A. *Some employees move around a lot, or have moved recently, so we ask for a previous address as a back up.*

2. Q. Ownership Source Code, Escrow – Do you want ownership of the custom code, or to the COTS version of the product?

A. *An escrow account is sufficient – County’s expectation is that there would be little or no customization to the selected COTS product. Any and all customizations or configured components will be part of the escrow account.*

3. Q. How are staffing requirements determined?

A. *Based on contracts and/or various memoranda of understanding (MOUs). Staffing levels may also be set by court orders and labor unions.*

4. Q. How are employees paid? (bi-weekly, monthly, etc) (Appendix 3, Interface File Requirements).

A. *The County pays employees once a month on the 15th but offers employees a direct deposit feature which provides for a salary advance on the 30th.*

- 4a. Q. How often is the interface with the timekeeping system run? Is it done frequently with updates and downloads?

A. *Updates to the timekeeping system [via interface] are usually done at the end of each pay period. More frequently is also possible.*

5. Q. Do you have examples of when you can find opportunities to actually reduce overtime with the use of an automated system?

- A. *For one, it would free up the scheduling employees. The overall system would enable our scheduling process to become more efficient because many of our vacancies are last minute.*
- 5a. Q. Can stations or units share resources?
- A. *We have done that in the past but it is not a normal practice.*
6. Q. When employees are loaned among stations or units, which unit pays the employee?
- A. *The home unit. Short-term loans are paid for by the home unit; when a long-term loan occurs, the employee is transferred to the new unit.*
- 6a. Q. When interfacing with the timekeeping system for 'on-loans', how do you handle who pays?
- A. *Currently a manual fix is used because salary comes from the home unit. This is a big problem that hopefully an automated system can resolve.*
7. Q. Where does the precedence with the contract stand; is it with the sample agreement or the final negotiated contract?
- A. *The final negotiated version, although many portions are non-negotiable.*
8. Q. How much of the system should be web-based?
- A. *Any AESS solution must be a web-based solution. The County is seeking a solution that is web-based to the greatest degree possible.*
9. Q. Where [how] is leave and attendance being tracked?
- A. *The County currently utilizes 2 systems: CWPAY – used to pay all County employees. It will be replaced in 2010 with Advantage. The time and attendance component utilizes CWTAPPS, which feeds CWPAY. CWTAPPS will be replaced by Advantage HRM in 2012. Advantage HRM is comprised of several modules including Payroll, and Time and Attendance. Time and Attendance will not be part of this Pilot implementation. For future implementation, the successful vendor's scheduling application would be required to interface with Advantage HRM for time and attendance.*
10. Q. There are 3 pilot programs – will there be 3 data centers?
- A. *See RFP page 13, 2.8.6.2. Each department has an expectation to host its own server configuration at its own data center. We are nonetheless, asking Proposers to discuss the pros & cons of a single, centralized server environment vs. a decentralized installation for the three Departments (one server environment for each department) for the Pilot installation. In like manner, Proposers should also discuss pros & cons for a possible full deployment given the information provided in the RFP.*
11. Q. Regarding Exhibit B3 (Appendix Required Forms) - the request for public service customers list. That could be over 500 customers and confidentiality could be an issue. Can we stamp our list "Confidential"?
- A. *You only need to list 'work' numbers, not personal information, so confidentiality should not be an issue. As the form only contains 10 lines, please limit your detailed*

response to 10 sources. A summary listing of other references can also be provided.

12. Q. Time and Attendance is not a part of this program?
- A. *The selected COTS solution will interface to time and attendance via the TIMEI interface (Appendix A3), but will not be a part of the Pilot project.*
- 12a. Q. Regarding lifeguards – can there be a time-clock system or automated log-in to verify attendance?
- A. *If a Proposer's COTS product is capable of 'bolting onto', or 'interfacing with' any primary or 3rd party component which provides automated time-clock or log-in-to-work capability (i.e., palm print reader, fingerprint reader, voice recognition, iris-scan, telephony components, etc.), Proposers should clearly outline those features in the proposal. We do not currently use telephony, or any other such technologies for scheduling.*
13. Q. The word "Post". What is that?
1. A. *A position within a unit such as a "jailer". A spot that needs to be filled.*