

TOWN OF SALEM, NEW HAMPSHIRE

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ADDENDUM NUMBER 2 TO THE TIME CLOCK MANAGEMENT SYSTEMS RFP

Addendum Date: December 5, 2019

REPOSE TO QUESTIONS - REQUEST FOR PROPOSALS - NUMBER 2019-033

<https://www.townofsalemnh.org/purchasing/pages/current-bids-proposals-and-awards>

- A. This Addendum shall be considered part of the RFP documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence.
- B. Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

The below items are responses to questions and except for an interpretation of the RFP no language changes are necessary in the document other than item 12. The documents are clarified, as follows:

Response to Questions

1. In part 1 page 4 in the list of time clock options. In part 1 page 4 there is mention that the current pay period spans from Sunday at midnight to Saturday at 11:59 PM for hourly employees. Do all employees at the Town follow the same pay period? **YES**
2. On page 9 requirement A3. it mentions active notifications regarding system performance issues. We are in need of more information to answer this question. Are you looking for the system to send notifications about performance issues related to the software solution or related to employee performance? **The answer is "system performance issues" not personnel performance.**
3. On page 10 requirement C2. there is mention of prior 5 fiscal years of data. Is the Town looking to have data converted from current system into the new system? Or is the Town looking for a new system that will keep at least 5 fiscal years' of history? **Keep five years of data.**
4. On page 11 requirement C17. it mentions reporting on absences by association membership. We are in need of more information to answer this question. What does the Town consider an association membership? **Association means unions or not union see table in RFP for unions, or non-union, Library, non-affiliates, and other memberships, and locations.**
<https://www.townofsalemnh.org/human-resources/pages/current-union-contracts>
5. On page 12 requirement D3 it mentions Payroll/Finance to review with budget compliance.
 - a. What information/calculations does the Town need to be tracked in order to determine budget compliance? **Example flag if charging an incorrect GL Account**
6. On page 16 section 4 it details the interview process. Will conference call information be available for selected out of town vendors? **We would anticipate a PowerPoint presentation to provide some form of document that a company would leave. A phone conference is a no, a video connection with materials is possible. We would anticipate the Company would provide information regarding our end setup and coordination with our IT department.**
7. Per the Addendum released on November 26, answer #4 states that we are to provide the cost of 9 time clocks however on the RFP pricing structure on page 20 it states that the pricing should be broken down per department. In order to complete this request, we need more information.
 - a. How many time clocks should be included in each department listed? **There are multiple ways to provide a receiving device, actual physical time clocks are one. For those devices we need nine, if that is what you propose.**
 - b. On page 5 there is a list of employee counts by physical location. Which department includes the Salem High School employees (Town Hall, Senior Center, Municipal Services, Fire Department, Police Department)?
SCTV is at the High School,

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8. Per the Addendum released on November 26, answer 5 mentions HID Proximity and biometric clocks. We are in need of more information:
 - a. Can you give the vendor and make of the Town's proximity cards?
<https://www.hidglobal.com/>
 - b. Does the Town's clocks need to be equipped with Power over Ethernet (PoE), Wi-Fi or battery backup capabilities? **This seems to be a proposal a Company would provide: Can the company's clocks be equipped with....? At this stage the Town is not, or has not, designed the system we would anticipate the Company having experience with municipalities that operate 24/7/365 regardless of conditions would propose a system that accommodates that unique environment. What is the appropriate technology for a municipality?**
9. Per the Addendum released on November 26, answer #12 mentions mobile app usage. How many employees will need access to a mobile app? **Using the table in the RFP of employees by affiliation: all non-affiliates and SPA may be applicable.**
10. Per the Addendum released on November 26, answer #14 mentions interfacing with CrewSense. Can you give more information regarding the information the Town wants shared between the systems? **Regarding Time & Attendance data, including Supervisor Approvals: Police, Fire and Municipal Services Divisions all process Time and Attendance at their locations. The data is then imported by the Finance Department into Munismart.**
11. Do you currently weight overtime based upon the job code used or on the employee job code rate; i.e. do employees clock between job codes that have different base rates? **C18 page 11 Yes, employees will need to clock between job codes.**
12. Item five (5) of the RFP on page 8 under section B Required Submissions reads as follows: 5. *Addenda: Acknowledgement of the addenda, if any were issued to change the original RFP as a result of questions or other reason, must be included. (Use Form)*
This item shall now read:

5. Required Forms: Any and all forms as required herein shall be completed and provided in the proposals as outlined for each form. This shall include acknowledgement of the addenda, if any were issued to change the original RFP as a result of questions or other reason, must be included.