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**REQUEST FOR PROPOSALS #40-13
Time and Attendance System
University of Maine
ADDENDUM #1**

This addendum reflects responses to vendor inquiries. The University has included all vendor inquiries as they were received. We have not attempted to combine questions. Responses however, were repeated if a later question was identical or similar to an earlier question. Vendors can benefit from taking time to read through the entire list.

The University of Maine

University of Maine
at Augusta

University of Maine
at Farmington

University of Maine
at Fort Kent

University of Maine
at Machias

University of Maine
at Presque Isle

University of
Southern Maine

Q1. Pricing the time and attendance system is contingent on three things:

- The number of employees using the system for clocking in/out
- The number of secure managerial users using the system for time card editing and approval, report generation and other administrative tasks
- The number and configuration of the time clocks in the configuration

The RFP provides the number of employees but does not indicate the number of managerial users or the number of time clock locations that will be required.

Please provide an estimate of the number of managers that will be using the system and the number of time clocks that will be installed at the various locations.

A1.

- 250 fulltime and 500 students
- 50 managerial users
- Total number of time clocks is approx. 8-10

Q2. Please confirm the total number of employees to be tracked on the new time and attendance system will be 750? (250 full time and 500 student employees)?

A2. Yes, that is correct.

Q3. How many total supervisors/administrators/managers need access to the system to make approvals, or edits, adding a missing punch etc.?

A3. 50

- Q4. Does the University prefer a system that is installed locally on the University's servers... or is the preference for a Vendor Hosted solution (SaaS)?
- A4. Both scenarios would be considered. Cost will be the determining factor (knowing that the University already has a lot of the infrastructure in place).
- Q5. Should we show just 1 year costs or would the University like to see 3 year or 5 year pricing?
- A5. 1, 3 and 5 year pricing would be great.
- Q6. If installed locally, will the University provide all of the servers that the system will be installed on?
- A6. Yes, preferably these would be virtual machines.
- Q7. Please confirm the type of time clock preferred is Magnetic Stripe. Are any Biometric clocks desired?
- A7. Magnetic Stripe. Also touch screen PC based time clocks would be of interest.
- Q8. How many clocks should we quote on in our response?
- A8. 8 to 10
- Q9. Should all clocks be Power Over Ethernet Capable?
- A9. Not a requirement but a plus.
- Q10. Do employees need to be able to request time off from the clock?
- A10. Not a requirement but a plus.
- Q11. Should time clocks be touch screen capable?
- A11. Not a requirement but a plus.
- Q12. Should we include Mag Stripe cards in our quote? Or does the University prefer to use the current Mag Stripe cards? If we are to quote on new Mag Stripe cards please confirm the total number of cards to include.
- A12. University provides Mag Stripe cards.
- Q13. How many employees will need access to PC Entry or requesting time off at a computer?
- A13. 50 people to manage time and 24 to use it to punch in.
- Q14. Will the evaluation include vendor presentations from all who submit a response, or will there be a short list?
- A14. Vendor presentations, if required, will follow the procedure shown in paragraph 1.6 of the RFP. Presentations would be at the discretion of the University. The University normally only requests presentations from the top bidder(s). To do otherwise would be an ineffective use of everyone's time.

Q15. Will this award be made of price alone?

A15. The evaluation criteria provided in paragraph 1.4 of the RFP will be used. "Proposals will be evaluated on many criteria deemed to be in the University's best interests, including, but not limited to price; ability to fulfill minimum requirements, experience, warranty and references."

Q16. Are you expecting the winning bidder to provide the time clocks, or does the university already have those in place? Our solution does not require hardware; users can clock in/out using any device with internet access.

A16. Not necessarily, if your solution works on non-proprietary equipment. Parameters need to be set in place to limit employees to clocking in from their work location.

Q17. If the answer to Q16 is yes, we would like a better understanding of your expectations, i.e., are there size limitations, what kind of magnetic stripes do you currently have on your ID cards, how many time clocks do you need, and would you consider biometric instead?

A17. If the Contractor provides clocks, the University uses hiCo 3 track cards. The system would be utilizing a substring on track 2. No biometrics at this point (open to discussion). Total number of clocks would be 8-10.

Q18. Do you currently have time clocks that you're looking to replace? If so, what features do you dislike about your current time clocks? This same question applies to your current timesheet software as well – what do you dislike about the current software?

A18. We are looking to replace the entire system, including the clocks. No comment regarding our likes or dislikes for the current system.

Q19. Reference Para 3.1.6.a: Can the University provide a description of the current interfaces implemented and supported by the University?

A19. Interface into Peoplesoft to send classified and student time.

Q20. Based on the information provided in Section One, it seems that you currently have a system in place. What is the name of the system you are currently using? Why are you choosing to replace it?

A20. No comment.

Q21. Do you have a budget for the project? If so, what is your estimated budget?

A21. No comment.

Q22. Of the up to 750 employees who will be utilizing the system, how many of these will have supervisory tasks such as approving time?

A22. 50

Q23. Do you require a mobile solution – for managers, and for employees?

A23. Not a requirement but a plus.

- Q24. Please confirm if you are seeking a premise-based solution (resides on your servers) or a SaaS (vendor hosted) solution.
- A24. Both scenarios would be considered. Cost will be the determining factor (knowing that the University already has a lot of the infrastructure in place).
- Q25. How many unique combinations of business policies? Will you require an Exempt policy? Will you require a salaried non-exempt policy? Will you require a contingent policy? Please list the number of non-exempt (hourly) policies you will require (list Unions, and other non-union policies).
- A25. The University has 3 unions managed through this system requiring different rules. Currently, no contingent policy, maybe in future expansions. No salary non-exempt policy.
- Q26. How many unique pay period cycles do you have? (i.e., weekly, bi-weekly, semi-monthly, monthly)
- A26. One (biweekly).
- Q27. Will you require the ability to make prior period adjustments?
- A27. Yes.
- Q28. Do you wish to track labor elements behind the time, such as cost center, task, project, etc.?
- A28. Yes.
- Q29. Do you desire for the system to complete wage/rate calculations?
- A29. Yes.
- Q30. Can you provide detail on your scheduling requirements?
- A30. Multiple schedules/shifts. Schedules across cost centers.
- Q31. How many levels of approval for time record approval or leave requests?
- A31. Two.
- Q32. Do you require the solution in a language other than English?
- A32. No.
- Q33. What are your expectations for training?
- A33. Complete training for payroll personnel and "train the trainer" for managers and employees.
- Q34. How many sites are in the scope of the initial project?
- A34. 45 cost centers in about 14 sites.
- Q35. Do you know how many data collection devices you will require?
- A35. 8 to 10

- Q36. Do you have a target project start/end date?
- A36. Successful completion of installation, configuration and implementation of the system by January 2014.
- Q37. What is currently driving your need for changing the way you track labor today?
- A37. Replace current system with a system using more up to date technologies.
- Q38. What are the criteria for determining the success of this project?
- A38. Successful completion of installation, configuration and implementation of the system by January 2014.
- Q39. Has budget been approved? If not, what is the budget process?
- A39. Yes.
- Q40. After all responses to the RFP have been received do you have a timeline and process for vendor selection and can you please provide that timeline and process to us?
- A40. Start date early fall so vendor selection will occur over the summer. Go-live by January 2014.
- Q41. What is the goal for go live? What happens if you miss this deadline?
- A41. Go-live by January 2014. Missing deadline is not an option.
- Q42. Once the RFP has been shortlisted will additional discovery be allowed prior to product demonstrations?
- A42. That is not planned.
- Q43. Is the University looking to deploy on premise or access the solution from the cloud?
- A43. Both scenarios would be considered. Cost will be the determining factor (knowing that the University already has a lot of the infrastructure in place).
- Q44. Are there any collective bargaining agreements in scope?
- A44. Yes, there are 3 unions.
- Q45. Is it expected that the solution will calculate pay rules or just simply collect data and pass it to payroll?
- A45. Calculate pay rules.
- Q46. Will the University take responsibility to install the clocks or is it expected that the vendor provides this service?
- A46. The Contractor is expected to train University on basic service to clocks. Clocks would be sent in for repair if more than basic service is required.
- Q47. Will the University take the responsibility to train end users or is it expected that the vendor provides this service?
- A47. Complete training for payroll personnel and "train the trainer" for managers and employees.

- Q48. Will the University take the responsibility to create end user documentation and training guides or is it expected that the vendor provides this service?
- A48. Generic end user documentation is expected. University will customize for their use.
- Q49. What is the structure required by the University for the Labor Tracking? Is this a cost center and position? Project tracking? Please elaborate on the level of granularity required. Are employees paid differently depending on the labor tracking?
- A49. It is cost center and position. Possible project tracking in later phase. No specific granularity required as long as system can provide us with the needed functionality as listed in the RFP. Unions determine pay rules.
- Q50. Other than the standard pay rules required by the Federal and State Government, what other unique pay rule policies is the system expected to automate?
- A50. Policies following union rules.
- Q51. What solution is being used for the rest of the University employees to record time, absences, etc? Is there a long term plan to have a single centralized solution?
- A51. Self reporting into Peoplesoft.
- Q52. How many of your employees will be using the mobile solution? Can you elaborate on the scope of what is required for mobile? (For example, is this for "on the go" labor tracking or just for employee self-service)?
- A52. No detailed requirements. The University is interested to hear about the different possibilities.
- Q53. Will the proposed solution be used to automate accrual policies?
- A53. Yes.
- Q54. For this RFP, are you looking for a hardware solution for time keeping tool like time clocks, magnetic cards, etc. only to interface with PeopleSoft Time and Labor software? Or, are you looking to purchase both hardware and additional software licenses for Time and Labor?
- A54. This is a separate system (both hardware and software) that will interface with PeopleSoft.
- Q55. Will you need extra PeopleSoft Licenses with your current PeopleSoft installation outside of the RFP?
- A55. No.
- Q56. To fulfill all the requirements if needed, do you allow an Oracle Partner to participate jointly in the RFP?
- A56. We are open to any solution that will fit our needs.
- Q57. Can you be more specific as to what employees and departments fall under Auxiliary Employees?
- A57. Housing, Dining, Bookstore, Printing and Mailing, Ambulance, administrative offices.
- Q58. How many "punch clocks" do you anticipate needing for Auxiliary Employees?
- A58. 8 to 10.

Q59. What magnetic stripe card software are you currently using?

A59. Our OneCard system is Blackboard TransAct and DataCard IDWorks for the creation of cards.

Q60. How many managers are included in Auxiliary Employees?

A60. 50.

Q61. Are the Auxiliary Employees currently using Peoplesoft Time and Attendance?

A61. No.

Q62. Will the solution be Hosted or onsite?

A62. Both scenarios would be considered. Cost will be the determining factor (knowing that the University already has a lot of the infrastructure in place).

Q63. Do you have specific timeframe requirements you would like to see met?

A63. Start date early fall. Go-live by January 2014.

Q64. For Employee Scheduling: Ability to schedule employees with multiple job titles, shift differentials and multiple work shift capabilities across multiple cost centers. Could you provide examples of this type of scenario?

A64. The University feels this does not require further explanation.

Q65. The RFP talks about the importance of the scalability of this project is there any insight you can provide (number of additional employees, timeframes) as this would help in providing best practice solutions.

A65. Beyond the first phase, additional phases have not yet been determined.

Q66. Does the University wish to host the database locally on your servers or do you prefer the vendor to host it for you?

A66. Both scenarios would be considered. Cost will be the determining factor (knowing that the University already has a lot of the infrastructure in place).

Q67. How many magnetic time clocks does the University wish to have for employees to clock in/out from versus employees clocking from computers?

A67. 8-10 time clocks and about 26 employees clocking from computers.

Q68. Are there any employees that will need to clock in/out via smartphone app (e.g. BlackBerry OS, Android, iOS)? If so, how many?

A68. Not currently.

Q69. Are there any employees that will need to clock via telephony by dialing into a phone number? If so, how many?

A69. No.

Q70. How does the University intend to report and track the 30 hour averages required by the ACA for your part time people? Does the University prefer that those averages as well as other proactive indicators for ACA compliance be provided in the time and attendance system?

A70. Not applicable.

Q71. Are there any desired add-ons to the time clocks such as Power over Ethernet or wireless adaptors, etc.?

A71. Not required but a plus.

Q72. Does the University wish to have any employees time tracked against work orders, projects, grants, etc.?

A72. Possibly, in future phases.



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