

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL
THE TOWN OF TRUMBULL & THE TRUMBULL BOARD OF EDUCATION

PURCHASE & INSTALL TIME AND
ATTENDANCE SYSTEM

RFP: 6148

DUE: ~~October 20, 2015~~ @ 2:00PM

DUE: October 27, 2015 @ 2 pm

ADDENDUM #2
Amended 10/16/15

This addendum is issued for clarification Questions that were asked and to Extend the due date:

I.5- System shall be capable of identifying and applying multiple account numbers, jobs and projects as established

Could you please elaborate on the meaning of “multiple account numbers” in this context? Please also define the various jobs that need to be identified and applied within the system. Please provide a sample work flow for multiple account numbers, jobs, and projects.

Employee time may be split across various account codes or job codes depending of tasks.

I.8- System shall have the capability to poll clocks and update data base on multiple prescheduled times and also on demand.

Our clocks update data in real time, therefore there should not be a need to poll the clocks on demand? Is this a correct position? Why do you need to poll clocks on multiple prescheduled times? What does “on demand” mean in terms of data flow? **Real time is what is anticipated.**

note that both section III (Technical Requirements and Systems Versions and Upgrades) and III.8 are repeated, for the purposes of these questions we did not alter the numbering at all
Would you like to correct the numbering to eliminate the repeated numbers?

III.1- What methodologies do you offer for time capture? (Time clock, Web clocks, **telephone**, etc.)

In what context does **telephone** mean in this case? We realize it is an old approach to recording time – do you wish to maintain it? **We envision that in some areas, time collection may be permitted via smart phone or call in.**

III.6- Does the system allow a configurable multi-level manager and payroll administrator approval process?

What does the “multi-level manager and payroll administrator approval process” mean in this context? **We expect in some departments one individual will approve payroll for the department or division and in other departments there may be multiple levels of approvals.** Can your system accommodate that structure?

III.7- Does the approval process support level to level locking of the time card further changes? Please describe the level to level locking workflow in the Board of Education and Town of Trumbull. What does “level to level locking of time cards” mean in this context? **I believe the question envisions an understanding of the approvals process and locking access once the batch has been approved at various levels.**

III.17- Can the system provide configurable consecutive days worked, worked hours and day of week triggers for overtime and premiums?

This appears to be a scheduling function? Is it a scheduling function or is it a time recording function? **Overtime is paid in various ways depending on union contracts, policy and federal and state laws. The system would need to permit configuring these scenarios based of various group identifiers.**

III.27- How does your system archive data to meet needs based on legal requirements Please elaborate on what data needs to be archived and provide the complete list of legal requirements. **(No response)**

V.3- Does your system allow for interfacing to other third party applications (ex. Scheduling)? What third party scheduling application will we be expected to interface with?

We know it will have to integrate with MUNIS which is the Town’s current payroll/hr/finance software package. Depending on the software we may be looking to intergrate with scheduling software for different department, that has not yet been determined.

VIII- How many administrators/managers need to be trained? **It needs to be determined once we have selected a vendor and determined the most effective manner to approve time. However, a ballpark estimate would be 50-60.**

Proposal documents & Addendums can be accessed from the Town of Trumbull website (www.trumbull-ct.gov) in the Purchasing Department Section - link to “Bid Invitations”.

Inquiries of a technical nature may be directed to Jim Haselkamp 203-452-50031 or Jhaselkamp@trumbull-ct.gov.