

City of Cambridge

Purchasing Department

Cynthia H. Griffin
Purchasing Agent

To: All bidders

From: City of Cambridge

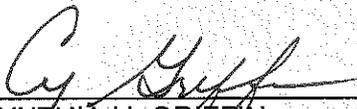
Date: November 29, 2012

Re: File No. 5963-Time and Attendance System for Cambridge Public Schools
Addendum No. 2

Please disregard the price proposal included in the bid document and replace with the attached revised price proposal..

Please reference attached questions and answers discussed during the pre-bid conference call.

All other details remain the same.



CYNTHIA H. GRIFFIN
PURCHASING AGENT

ADDENDUM NO. 2



V. REVISED PRICE PROPOSAL- ADDENDUM NO. 2 – TIME AND ATTENDANCE

The total bid price must include all cost associated with implementation, vendor hosting, hardware purchase, hardware maintenance, software upgrades, travel and expenses.

		Per Unit Cost	Units	TOTAL ANNUAL COST
YEAR I	Implementation Costs		1	\$
	Monthly Hosting Costs*	\$_____ Per employee per month	1,500 Emp.	*\$
	OR Annual License Fee			\$
Year 1 Three days of onsite support during implementation \$_____ cost per day X 3 days				\$_____
TOTAL YEAR ONE				\$_____
YEAR II	Monthly Hosting Costs*	\$_____ Per employee per month	1,500 Emp.	*\$
	OR Annual License Fee			\$
TOTAL YEAR II:				\$
YEAR III	Monthly Hosting Costs*	\$_____ Per employee per month	1,500 Emp.	*\$
	OR Annual License Fee			\$
TOTAL YEAR III:				\$
GRAND TOTAL COSTS FOR YEAR I, II AND III				\$
"Total Bid Price"				

* monthly employee hosting charge X 1,500 employees X 12 months = Annual Cost

Total Bid Price in words: _____

Name of Bidder: _____

Signature: _____

Software License- Do not submit a Software License document with your bid.

Time and Attendance Pre-Bid Conference Call

2012 Nov 28

Participants:

Bob Sarley, Connex Int'l

Jason Blundell, QQest Software

Ty Hall, NovaTime

Angela Gendron, Kronos

Mike Bowman and James Baker, Timeclock Plus

Colleen Salley and Donna Taylor, Timelink

Phil Winter, ADP

Call began 2012 Nov 28 @ 10:01am

1. Ty Hall

Q: Will clock devices be purchased separately on another bid?

A: No. We don't expect to deploy many clocks.

2. James Baker

Q: Do we currently employ proximity badges now?

A: Yes, for door access. If we standardize on iPads for entry, we would not need proximity cards.

3. James Bakers

Q: What type of proximity cards are in use?

A: HID 26-bit format cards.

4. Jason Blundell

Q: Can the bid document be provided in Word format?

A: No.

Q: Can we type on all forms of the bid document?

A: Yes, you should submit all pages of the bid document with your responses to each question.

5. Jason Blundell

Q: What happened to the bid 1 year ago?

A: The bid was awarded, but the vendor did not meet all the requirements during implementation.

6. Jason Blundell

Q: Does Cambridge really require an onsite person in this era of video conferencing?

A: The successful bidder should be prepared to provide up to three (3) days of onsite support during implementation at its expense. Additional days of onsite support, if required, will be reimbursed by CPS at cost.

[NB: This response differs from that given during the conference call.]

7. Ty Hall

Q: Should onsite project manager's travel cost be included in the bid? Should we expect this as a mandate that a person will be needed for 3 months to one year, and we should build in travel costs?

A: See answer to #6.

[NB: This response differs from that given during the conference call.]

8. Ty Hall

Q: Should we break out costs of onsite project manager?

A: No, assume the cost in the total price.

9. Jason Blundell

Q: Is it true that terms and conditions cannot be submitted with the bid?

A: Yes.

[See Addendum #1.]

10. Jason Blundell

Q: Can a Statement of Work be submitted with the bid?

A: This is helpful to submit as long as it is not stated as a condition of the bid.

11. Jason Blundell

Q: Is the City not accepting vendor terms and conditions?

A: The City is willing to review vendor terms and conditions after awarding the bid, but if submitted with the bid, terms and conditions will disqualify a vendor's bid.

[See Addendum #1.]

12. Bob Sarley

Q: Should we anticipate the need for a physical body onsite?

A: See answer to #6.

[NB: This response differs from that given during the conference call.]

13. Bob Sarley

Q: Will the district provide a project manager?

A: Yes.

14. Jason Blundell

Q: How many managers and supervisors will be running reports?

A: Some reports will be run by all supervisors (approx. 70). Full access to all reports will be needed by approx. 20 staff members in payroll and HR. Fewer than 20 people will need to have editing access.

15. Jason Blundell

Q: Does the district require a vendor-hosted solution?

A: Yes

16. Donna Taylor

Q: Do we expect all pages of the RFB to be returned?

A: Yes. Responses should conform to the stated bid requirements. Typically all pages of the bid are submitted.

17. Donna Taylor

Q: When tracking time, are we expecting to capture tasks, jobs, etc?

A: Yes. We expect to capture tasks, job ID, employee groups, depts, employee ID.

18. Donna Taylor

Q: What is the target start and end date?

A: We expect to start planning and implementation within 45 days of contract signing. Our goal is to finish implementation as soon as feasible.

19. Ty Hall

Q: Does the district distinguish between a true multi-tenant architecture and Software as a Service (SaaS)?

A: No. We expect the system to be hosted by the vendor without regard to architecture. Vendor is responsible for all maintenance of the system.

20. Ty Hall

Q: If vendor hosted, should upgrade services be included?

A: Yes, all costs to maintain the servers should be included in the annual license amounts submitted.

21. Jason Blundell

Q: Will the bid be awarded by price alone?

A: Yes, to the lowest bidder who meets all requirements.

22. Jason Blundell

Q: For vendors that meet the requirements, is the decision based on price alone?

A: Yes. Bidders are first qualified on their written responses. The lowest qualified bidder will then be invited to present a qualification demo. If the demo is satisfactory, that vendor is awarded the contract. If not, the next lowest qualified bidder is invited to present a qualification demo, and so on.

23. James Baker

Q: If clock devices will be implemented, is vendor responsible for mounting and installation?

A: CPS will be responsible for mounting and installation.

24. Bob Sarley

Q: Does clock installation include the network connection?

A: CPS will provide network to the clocks.

25. James Baker

Q: Can you provide an example of Shift Differential?

A: The district uses 2 different shift differentials:

Low: 11am - 7:30pm 0.60/hr

High: 2pm-10:30pm 1.25/hr

26. James Baker

Q: Does the district use a report writer such as Crystal Reports?

A: We prefer that the report writer to be part of the application.

27. Bob Sarley

Q: Are we looking for customized ad-hoc report building, or just access to SQL data?

A: We are interested in accessing all data elements with ad-hoc reports.

28. Bob Sarley

Q: Is it sufficient if data is provided via SQL access?

A: We prefer a higher level embedded solution, but SQL access is fine.

29. James Baker

Q: Can vendor questions be emailed or must they be faxed?

A: They can only be faxed.

30. James Baker

Q: Will today's conference call questions be included in the addendum?

A: Yes.

31. James Baker

Q: Must all deliveries, such as clocks, be shipped pre-paid?

A: Yes. We will not accept COD shipments. No clocks are part of this bid.

32. Jason Blundell

Q: Will there be a list of vendors who participated in today's conference call in the addendum?

A: Yes

Call ended at 10:29am.