



City of Cambridge

PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts
Purchasing Agent

To: All Bidders
From: City of Cambridge
Date: March 8, 2016
Re: **File No. 7167- Time and Attendance Addendum No. 1**

The following questions were submitted and answered.

Question

Including Full time, Part time and seasonal staff, how many employees will be tracked on the Time & Attendance system?

Answer

The City of Cambridge has approximately 3,000 employees with various employment statuses such as part-time, full time and temporary. Due to the complexities of the varied staffing statuses, the city is planning on implementing the software in a phased in approach. Therefore, it may be necessary to begin a pilot program with a few department or 20% of the workforce to on board the system and get the work plans in place. However due to the number of bargaining agreements, it may be difficult or not feasible to bring on all employees on to the system. As a result, it is unclear at this moment how many employees of the City will be on the system in the first year and subsequent years but the number will not exceed 3,000.

Question

How many supervisors/managers/administrators will need access to the system to make approvals or edits?

Answer

The City of Cambridge is planning on implementing this software in a phase din approach. As a result, there may be an initial 20% of managers on board during the piloting of the software. We do not anticipate that there will be a need greater than 125 managers that would need to access the system

Question

Is it desired for the System to be installed on the City's servers (Client Hosted), or is it desired for a Cloud Based solution (Vendor Hosted)?

Answer

The City of Cambridge is interested in having the system installed, Client Hosted on the City server.



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Question
How many time clocks should we quote on?

Answer

As we continue to implement the software and determine the practical use in all departments, we predicted that there may be a need for timeclocks not to exceed 15.

Question

Is it desired for the time clocks to be Proximity card or Biometric?

Answer

We desire the time clocks to be proximity card.

Question

Is it desired for the time clocks to communicate through standard Ethernet, POE or wireless?

Answer

The City of Cambridge time clocks should be through a standard POE.

Question

Does Public Safety have their own scheduling system? Or will Public Safety Scheduling be a part of this scope of work?

Answer

The Public Safety Departments have their own software system. However, depending on the selected vendor will determine if the public safety departments will be on the same system. They total employee number includes public safety employees.

Question

If Public Safety Scheduling will be included with this project how many total employees work in Public Safety (Police, Fire, EMS, 911)?

Answer

There are approximately 750 public safety employees that work in public safety. They are included in the total number of employees for the City.

Question

How many years will this contract term include? We are able to provide a price discount at 5 year or 7 year term.. is the City interested in receiving pricing for a 5 year or 7 year contract term?

Answer

The contract term will be three years. The City is not interested in receiving pricing for a five or seven year contract.

Question

The RFP references additional documents that may be posted on the Procurement website, however, I am unable to locate the specific website for this RFP? Can you help?

Answer

The City is processing an Invitation for Bid not a RFP (Request for Proposal).
The Invitation for Bid is posted to the Purchasing Department website. Addendums will also be posted to the website. It is the responsibility of the bidder to check the website for Addendums.

www.Cambridgema.gov

Online Services

Purchasing Bid List

Click on Invitation for Bid

File No. 7163-Download the Invitation for Bid- Addendums will be posted here as they are issued.

Question

Reference Bid Submission # 3

Please submit a written description of the vendors approach and timeline for system implementation, including configuration, interface development, functional testing and user training (Section II-F)

This section is not included in the Invitation for Bid?

Answer

The Section II-F was a typographical error and should read as follows:

Please submit a written description of the vendors approach and timeline for system implementation, including configuration, interface development, functional testing and user training (Section II-E)

Question

We would like to request an extension to the due date of the RFP?

Answer

The City is processing an Invitation for Bid not a RFP (Request for Proposal).

No, the City will not consider and does not plan or expect to extend the bid opening date scheduled for March 17, 2016 @ 11:00AM.

All other particulars remain the same.



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Addendum No. 1