



# City of Cambridge

## PURCHASING DEPARTMENT

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Amy L. Witts  
Purchasing Agent

To: All Bidders  
From: City of Cambridge  
Date: March 14, 2016  
Re: **File No. 7167- Time and Attendance Addendum No. 3**

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The following questions were submitted and answered.

**Question**

I see on the RFP an On-Premise solution is needed? We offer a SaaS Web-based application hosted by Workforce Software will that work as well? Data.

**Answer**

Yes, providing the City of Cambridge owns the data.

**Question**

How is the cost going to be evaluated (e.g. the City stated that no more than 15 clocks will be needed; however, bidding any number of clocks between zero and fifteen will make a difference in the cost?)

**Answer**

The cost of the bid will be evaluated by the total cost of implementation. Bidders should include total cost up to 15 time clocks and individual cost per time clock.

**Question**

Purpose Section of the IFB states the City of Cambridge is seeking to purchase and implement an on premise Time and Attendance System. "What does on premise mean (e.g. does the city of Cambridge seek to host the system on its own premise?)

**Answer**

Yes, the city of Cambridge seek to host the system on its own premises.

**Question**

For on-line timesheets entry, can you provide a sample of current sheets used?

**Answer**

The City of Cambridge is unable to provide a standardized time sheet at this time. The city is seeking to standardize timesheets citywide.

**Question**

Is there a single timesheet format used across the entire city? If not, can you provide samples to each of them?

**Answer**

No, there is no standardized timesheet. The City of Cambridge is unable to provide examples of the timesheets.

**Question**

The statement "automated leave accrual information (through PeopleSoft integration) implies that the source of leave accrual information and current leave balances is managed via PeopleSoft, so the expected interface for this particular set of data will flow from PeopleSoft into the proposed Time and Attendance Software System. Is this correct.

**Answer**

Question answered in previous addendum

**Question**

Can you provide details (process steps) for the envisioned process associated with the following?

- a. personal computer based individual timesheet entry
- b. tablet kiosk sign in
- c. time clock in
- d. proximity card scan in
- e. smart service timesheet entry

**Answer**

The city is unable to provide processes for each as we currently do not have a system in place. We are seeking a system that will allow all or some of these components.

**Question**

With what devices are the proximity cards expected to be used (e.g. clocks only, clocks and tablets, kiosk, etc.)?

**Answer**

Clocks only.

**Question**

What devices does the City expect the vendor to provide (e.g. clocks)? How many devices (of each type) will be required (as cost is a decisive factor for the award, the number must be the same for all bidders)?

**Answer**

It is unclear at this time how many of each device are needed or will work for implementation. Bidders should include total cost up to 15 time clocks and individual cost per time clock.

**Question**

Is the bid for an interfaced T&A system only so is staff scheduling also required?

**Answer**

The city is seeking a Time and Attendance system that includes scheduling.

**Question**

What is the system that Public Safety has, what functions cover (e.g. T & A, T & A and scheduling etc.) and who is the vendor? How long has the system been in place?

**Answer**

Public Safety has Jivasoft On Duty and it includes T&A and scheduling. The system has been in place since 2003.

**Question**

Why is this system limited to public Safety only (why isn't this system implemented across organizational entities)?

**Answer**

Public Safety sought a system to meet their needs prior to the City seeking a citywide system. The City is seeking to implement a system and that is why the IFB was posted.

**Question**

II B4. Are independent timesheets submission schedules the schedules a person worked or schedule a person will work? In other words, are these schedules or are these reports of time worked.

**Answer**

Independent timesheets are schedules that a person has worked, time worked.

**Question**

B.6. "Accurate deduction of time used from specific leave types, and accruals recalculation of leave balances based on approved timesheet submissions. Automatic recalculation of balances when time off is corrected. Pro-rata deductions for part-time employees "How often do you envision the interface to happen between PeopleSoft and the solution? Current balances will be passed by PeopleSoft, so is the automatic recalculation of balances required due to some sort of delay of the information being passed by PeopleSoft?"

**Answer**

The frequency of interactions between PeopleSoft and the solution will vary depending upon the features and functionality of the chosen solution. Currently, leave accruals in PeopleSoft are calculated weekly.

**Question**

B9. – are sick time, vacation time, personal time, administrative time and compensatory time the only benefit accounts the City has (e.g. bereavement, jury duty, etc.)

**Answer**

The City of Cambridge included in the Invitation for Bid, Attachment B, Summary of accrual plans.

**Question**

B16 – is the term “unit throughout the document refereeing to Bargaining Unit?

**Answer**

No, unit refers to a subsection within a department.

**Question**

B17 – how are the “employee specified work schedules” provided?

**Answer**

The vendor who is awarded the bid will be provided a list of all schedules of employees.

**Question**

B18 – Is the City looking for a T&A system only? Or is the City looking for a staff scheduling system as well?

**Answer:**

Question already answered

**Question**

C2 – What is custom plug in?

**Answer:**

Examples of web browser plug in’s include Adobe Flash, Microsoft Silverlight, and Java.

**Question**

C15 – What is swipe system does the city have?

**Answer**

The city does not currently have a swipe system for time and attendance.

**Question**

D4 – Is the period 8am – 5pm for Monday through Friday or seven days a week?

**Answer**

Monday through Friday

**Question**

E5 – How long will the PM be required to stay on site during the implementation phase?

**Answer**

The PM should be on site for successful implementation to the City’s satisfaction.

**Question**

IIIa – Is this a mandatory requirement – we have a state reference with 3,000 users, a county reference with 600 users, international references with over 1,000 users?

**Answer**

All qualified bidders must meet the requirements set forth in Section III and addendums.

**Question**

IV3 – Is this a mandatory requirement – we have a variety of clients utilizing T & A and Scheduling but we do not have 10 clients utilizing T & A only.

**Answer**

All qualified bidders must meet the requirements set forth in the bid and addendums.

**Questions**

The Invitation for Bid states the contract will be awarded to the responsive and responsible bidder who offers the lowest price, what is a responsive and responsible bidder?

Section II The contract will be awarded to the lowest qualified bidder. What is a qualified bidder?

What does the statement, The City of Cambridge makes the final determination of qualified bidder mean? Is there a systematic approach to assess a bidder as qualified? If so, can this approach be made available to bidders immediately?

The IFB states that a contract will be awarded within forty five (45) days of the bid opening unless award date is extended by consent of all parties concerned. How is this consent determined? Who are the typical parties concerned and what is their relative weight when it comes to determining consent?

**Answer**

The responsive and responsible bidder offering the lowest price is determined as stated in Massachusetts General Laws Chapter 30B.

A qualified bidder is a responsive and responsible bidder.

If a contract is not awarded within forty-five (45) days, the City would ask all bidders that have not been rejected to agree in writing to hold their submitted price firm for a stated amount of time until a decision for award has been made.

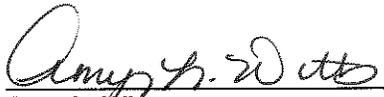
**Question**

What will the tab sheet with the bid result specifically show, (e.g. the cost of the winner?)

**Answer**

The tab sheet will show the name of each bidder and the total bid price submitted. The tab sheet will be updated with "contract award" information as soon as it is determined.

All other particulars remain the same. All questions and answers are closed.



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Addendum No. 3