

**District 2 Public Health, Hall County Board of Health
Request for Proposal for Employee Time and Attendance System
Posted July 25, 2016**

RESPONSE TO QUESTIONS

FINAL

August 18, 2016

All questions regarding this RFP must be in writing. All questions must be submitted to via e-mail to Tamara.Butterworth@dph.ga.gov . Questions must be received by August 17, 2016.

- Is the Sage Payroll application a cloud or in-house system?

Sage is not cloud based but is housed on our local server.

- Are leave accruals currently being managed within Sage or will the Time & Attendance system be expected to manage/calculate accruals? If they need to be managed within Time & Attendance are you able to provide rules and specific details around accrual management?

The time and attendance system will need to handle leave accruals. We will provide rules and specifics.

- Is it possible to receive rules and specs right away?

Not at this time. However, we generally follow the State leave policies that can be found at <http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/state-personnel-board-rules>.

- If an RFID (Proximity) Card Reader is desired, does the District already have Prox badges? If so, can you provide the Proximity badge Manufacturer name and Part Number?

We do not already have proximity badges, we are currently using barcodes.

- Can you clarify: "Ability to record time against multiple cost pools per timesheet. Number and type of cost pools available for selection or entry to be individualized by employee. List any limitations to the number of cost pools able to be utilized by a single employee."

We have employees who work for multiple programs, counties, or budgets and need to track their time according to each. These can be temporary or long term recording needs.

Some examples: a nurse who has to track the amount of time she/he spends providing family planning services. An environmentalist who works in three different counties. An employee who has to record their time spent on an emergency response as well as on their normal duties. A health educator who is paid by several different programs.

- District 2 Public Health is doing business as Hall County Public Health but in actuality encompasses ALL 13 counties within the district?

Yes.

- Is this RFP to address the employees of all 13 counties?

Yes.

- Is "the Hall County Health Department main site that currently utilizes a separate device, strategically located, for clock in and out purposes" part of the RFP?

Yes.

- Is District 2 considered a state agency?

No.

- Is it an option to provide both payroll and time/attendance solutions?

No. We currently have software for payroll and it is tied directly to accounting.

- Please confirm the total number of employees that will be tracked on the system including full time and part time employees is 370. (Page 1 states there are 370 employees, but page 7 says the system must accommodate 500 employees)

The total number of current employees fluctuates, but currently is close to 370. 500 is an estimate of the number we could potentially expand to.

- How many supervisors/managers/administrators will need access to the system for approvals, edits or to run reports?

Approving supervisors are approximately 70-100

System administrators will be approximately 1-4 Human Resources staff

- Is it desired to have the system installed locally on the County's servers (Customer Hosted), or is a SaaS solution desired installed on our servers (Vendor Hosted)?

Vendor Hosted

- How many time clocks will be needed?

Time punches are requested. A time clock is an option. We currently have one site with a time clock.

- Is it desired to have the time clocks be Biometric? Card Swipe? Or Pin Number?

Bar code on the back of employees' ID cards

- Is it desired to have the time clocks communicate through Standard Ethernet, Power over Ethernet, or wireless?

Standard Ethernet or Power over Ethernet

- Will employees need to punch in/out from a computer or smart phone?

Yes.

- Will employees need to request time off electronically from a computer or smart phone?

Yes.

- We can provide a price discount at a 5 year or 7 year contract term. How many years will this contract term include?

This will be determined during the contracting process with the chosen vendor; however, state rules limit multi-year contracts to 5 years with annual written notification of renewal from the Board to the vendor.

- Will advanced scheduling be needed for any employees? Advanced scheduling is defined as providing employees with the ability to swap shifts online. Providing employees with the ability to dial a phone number to call out sick and having the system find the most qualified/available person to fill that shift automatically without any manager needing to be involved. Suggesting to managers the most qualified and available people to fill a shift when there is an open position that needs to be filled.

The RFP does not request a scheduling function. If one is available, it can be listed as an additional feature if it is a standard/integrated component or under item V. A. 6. c. if it is an option.