



## ADDENDUM NO. 1

September 4, 2019

**Reference: City of Billings Request for Proposal for Time and Attendance System**  
*Closing 09/27/2019, 5:00pm Local Time*

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Prospective bidders have submitted the following questions. A response to each question is provided for informational purposes only. Addendum changes to the Contract Documents follow in the next section.

### **Section 1**

#### **1.1**

Questions and responses:

<b>Question and Reference Section if Applicable</b>	<b>Response</b>
How many supervisors, managers and administrators will need access to the system to make approvals or edits?	Approximately 50 at this time.
Will the City or the Vendor be installing the hardware?	The Vendor.
Do they Time Clocks need to communicate through Ethernet, POE or wireless?	All options should be available.
Does the City have an FTP site for data sharing?	Yes, however the City would prefer to push data to the Vendor's secure FTP site.
Will advanced scheduling be part of this scope of work? If yes, how many employees would use this feature?	Yes, approximately 75% of staff would use this feature at this time.
Will a flat file be acceptable for the interface with existing software solutions?	Yes.
Is FMLA case management required?	Yes.
Is the full SOC document required to be included in the RFP response? (Page 9, 3.1.5.8)	Yes, however it may be provided as a digital file using a link or thumb drive for delivery in lieu of submitting hard copy due to the general size of the document.



What improvements is the City seeking over their current time entry solution?	Flexibility with entry access types (mobile, time clock), additional features and enhanced functionality (such as greater automation of processes, like FMLA tracking, increased reporting options, dynamic scheduling options, shift sharing, system messaging capability, employee profile management).
Has the City viewed time and attendance product presentations prior to the release of the RFP? If yes, what vendor provided the demonstration?	Yes, within the past year the City has viewed one presentation from Attendance on Demand. No additional presentations have occurred within the past 5 years.
Does the City have one or more than one solution currently in place for time tracking and payroll processing?	No, currently the City is only using a single solution from Innoprise.
Is there a preferred go-live date the City would like to meet?	The City understands that a minimum of 90 days may be required to deliver a live system. It would be ideal not exceed a maximum of 180 days for delivery.
Can the City share a sample of their current paper time keeping template?	Yes, this will be posted on the City website under the specific RFP listing.

## **1.2**

General Notes:

The City is seeking a robust Time and Attendance solution. To evidence the suitability of their proposed solution, Vendors should provide full detail regarding all available functionality and features, and should distinguish if options are available ala cart or are built-in features.

## **Section 2**

Addendum changes to City of Billings Request for Proposals for Time and Attendance System:

<b>Reference Section</b>	<b>Change or Clarification</b>
Full RFP Document	All terms and conditions remain unchanged and in full effect.

## **Section 3**

**EACH BIDDER SHALL INDICATE ON THE PROPOSAL FORM HIS ACKNOWLEDGEMENT OF THIS ADDENDUM.**