

**The Philadelphia Parking Authority
Mellon Independence Center
701 Market Street, Suite 5400
Philadelphia, PA 19106**

**RFI No. 17-16
Time and Attendance Systems
Addendum One**

To: See Email Distribution List

From: Mary Wheeler
Manager of Contract Administration

Date: May 19, 2017

No Pages: 3

This addendum is issued on May 19, 2017 prior to the due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective offerors regarding the work included in the above referenced solicitation.

CLARIFICATIONS, CHANGES AND ADDITIONS TO THE RFP DOCUMENTS

QUESTIONS

- Question:** Whether companies from outside USA can apply for this? (Like, from India or Canada)

Response: Yes, companies from outside the United States can respond to this request for information.
- Question:** Whether we need to come over there for meetings?

Response: No, any meeting requested may be done via conference call during the RFI process.
- Question:** Can we perform tasks (related to RFP) outside of USA? (like, from India or Canada)

Response: This is a request for information only. The Authority cannot comment on what the requirements of the subsequent Request for Proposals will be.
- Question:** Can we submit the proposal via email?

Response: No, please refer to page two of the RFI document.
- Question:** General Requirements: Can you please clarify what “demographic updates” means to you?

Response: This is referring to web portal/applications used by employees to change personal information i.e Name, address, phone number etc.

6. **Question:** The RFI states that the system must accommodate up to 150 users, but also states an employee population of 1,100. How many PPA users will be recording their time using the Time and Attendance System, for licensing purposes?

Response: Approximately 1,100.

7. **Question:** Does the PPA have a preference with regard to the authentication method used by the time clocks (biometric fingerprint scanner, proximity card/badge reader, magnetic card stripe)?

Biometric fingerprint scanner and or proximity card/badge reader, magnetic card stripe.

- a. Will employees need to be able to change jobs, request leave, add project cost information, etc. directly at the clocking station?

Response: No.

8. **Question:** Is it desired for the system to be installed on your servers (Customer Hosted)? Or is it desired to have a cloud based solution installed on our servers (Vendor Hosted)?

Response: Customer hosted.

9. **Question:** Including Full time, part time, and seasonal staff how many employees will need to be tracked on the system? (please consider your busiest month of the year when responding)

Response: Approximately 1,100 active employees.

10. **Question:** How many supervisors, managers, administrators will need access to the system to make approvals, edits or run reports?

Response: 150.

11. **Question:** How many time clocks should we include in our proposal? Is 25 accurate?

Response: Please include 30.

12. **Question:** Is it desired for the time clocks to be HID proximity? Or Biometric?

Response: We currently badge with proximity, and scan biometric.

13. **Question:** If proximity is preferred are the current HID cards Indala, iCLASS, or standard Proximity?

Response: Standard proximity.

14. **Question:** Will Advanced Scheduling be part of this scope of work? Advanced Scheduling is defined as employees performing shift swaps, or the system suggesting to managers who is the most qualified/available staff to fill a shift when a shift opens up.

Response: No.

15. **Question:** Is it desired for employees to request FMLA leave electronically and then the Time & Attendance system tracks the FMLA case notifying employees and managers when FMLA hours are running out, or that the employee is due back?

Response: The Authority currently does not use this process, however, vendors may submit this information for consideration.

16. **Question:** Is it desired for employees to punch in/out from a computer or smart phone?

Response: PC or Tablet.

17. **Question:** Is it desired for employees to request time off electronically at a computer or smart phone?

Response: PC or Tablet.

18. **Question:** If/when the Parking Authority is ready to move forward with this project, our standard contract term is 5 years, will that be acceptable for the Parking Authority?

Response: The Authority cannot comment on requirements of the subsequent RFP until that solicitation is drafted.

19. **Question:** What time and attendance system you are currently using?

Response: EmpowerTime.

20. **Question:** What have been the biggest challenges with the current system?

Response: Having the ability to generate desired reports.

END OF ADDENDUM ONE