JOLIET
JUNIOR COLLEGE
—1901—

DATE: June 12, 2014

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO:	Prospective Bidders
SUBJECT:	Addendum No. 1
PROJECT NAME:	Electronic Time & Attendance Solution
JJC PROJECT NO.:	R14007

Acknowledge receipt of this addendum as instructed on the final page. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Questions submitted:

1. On page 4 the RFP indicates to submit 1 original and 7 copies. However, on page 7 it says to submit 1 original and 4 copies. Could you please clarify?

    Please submit one (1) original and (7) copies of your RFP response.

2. On page 7, your organization asks for our independently audited financial statements. As a privately held company, we do not typically provide these documents within initial RFP response stage. Will it be sufficient to submit a financial overview within the response and then provide the audited financial statements if we are shortlisted, accompanied by a confidentiality agreement?

    If you are unable to provide financial statements with your submission, please provide the financial overview along with a notation that audited financial statement are available if your firm is shortlisted per item #2 on the RFP addendum. Please also include the turnaround time if this information is requested.

3. Although we have not come across any clause for the local company bidding only, we would appreciate if you can confirm that offshore company like ours can bid for this RFP?

    All companies are welcome to submit proposals for consideration regardless of location.

4. If the response for the above query is YES then as per the page number 4 for INSURANCE clause is applicable for an offshore company?

> *The insurance clause on page 4 is applicable to all companies regardless of location.*

5. As per our company policy we have policy of the life insurance for all of our employees. Can this meet your requirements? We can share the necessary documents to substantiate the proof.

> *Please see pages 4 & 5 of the RFP document for specific insurance requirements which include: worker's compensation, motor vehicle, commercial liability, bodily injury and property damage insurance.*

6. If items 3 and 4 are not applicable then is it possible that we can go with the INSURANCE post winning this RFP?

> *Insurance certificates are required to be submitted within ten (10) days after the bid award notification.*

7. As per the page 9 section "scope of work" DO you have the hardware requirement as well and if yes then how much quantity is expected for each type of the hardware?

> *The current clocks are from Accutime Systems Inc from Ellington CT. JJC does not have any other specs on these old clocks. We would probably need 9 clocks.*

8. Do you only prefer the key/swipe pads and proximity readers or would you like to go with another approach like finger print devices with GSM or GPRS connectivity. This shall reduce the cost of the cabling.

> *JJC prefers proximity card clocks. The connectivity is not an issue. The vendor should quote both options.*

9. Would you like to go with which types of devices i.e. devices which supports the LAN networking or wireless networking which can bring down the cost of the implementation

> *Please quote both options.*

10. Are you going to provide the access for the backend for existing application Ellucian Colleague Payroll system? In order to integrate with the Ellucian Colleague Payroll, we feel that there is interface needed. This interface can be web services, database access or import/export facility. We would like to know if this support or interface is provided by Ellucian Colleague Payroll.

> *Colleague imports data into its Payroll system via a sequential text file. The vendor should already have a proven capability of importing data from their system into Colleague Payroll.*

11. Do you have any preference for the technology to be used for the application development or bidder can suggest their own approach?

> ***No new development should be required. Proven import capabilities should already be in place.***

12. Please provide detailed information on the type of cards used today, such as 3 of 9 bar code, magnetic strip with track 2, or HID 26bit proximity card or key fob. Vendors will want to be as specific as we can on the pricing and want to make sure we have good details.

> ***JJC uses HID 36bit proximity cards.***

13. As mentioned in the RFP, does the College want the clock to have card swipe, key pad, and proximity capabilities? Or key pad and proximity, or keypad and card swipe, or all three in the same clock?

> ***JJC prefers proximity card clocks.***

14. Does the College have any part time employees that are not provided health care benefits that need to be tracked by measurement period averages for Affordable Care Act compliance?

> ***Not required as part of this system.***

15. Does the College require ACA reporting and automated alerts as well?

> ***Not required as part of this system.***

16. Are there any employees that would need to clock in/out via an app on a smart phone or tablet because of their mobility around campus?

> ***No.***

17. Are there any employees such as in facility services that would not only need to track their time against their appropriate position or job code but also need to break down their time further by the project or work order their time is being applied to? If so, please provide some details.

> ***Facilities people sometimes do Snow Removal which is tracked separately. The snow removal is at a different rate. The employee would also perform their regular work on the same day as well.***

18. Do the clocks proposed need to be able to work with existing Power over Ethernet connections, Wi-Fi connectivity, or other specific desires?

> ***Power over Ethernet is preferred. The vendor should provide options.***

19. Though mentioned in the RFP that an on-premise solution is preferred, should vendors quote both on-premise and SaaS cloud-based pricing?

     Yes

20. The RFP lists a total of 225 employees that will be using the system. How many Named Users will need to access the system? These would typically be Payroll or HR, Supervisors and System Administrators. Basically anyone that will be logging into the system other than as an employee whose time is being tracked would be a Named User.

     Would need to know the pricing impact of having a certain number of named users. An assumption of 20 additional named users is probably reasonable at this time for quoting purposes.

21. Section C, Scope of Services: There is an option to "use existing time clocks". What are the specifications on those clocks, Brand, Model, Communication Method, etc.?

     See question 7.

22. Section C, Scope of Services: "Provide key/swipe pads and/or proximity readers" is listed as an option for using the time clocks. What are the specifications on the credentials that you want to use?

     Proximity card clocks are preferred.

23. Section C, Scope of Services: you mention the need for the vendor to provide key swipes, pads or proximity readers. We use Tablets (Ipad, Samsung Galaxy) but they are provided by the customer, not [us]. Would that be a problem?

     Yes. JJC wants fixed time clocks not mobile devices.

24. In your RFP it states the requirement to have the data to be able to remain on the network and be accessed from multiple locations. [We are] a cloud vendor and would be housing the data for you. Is that not the preferred functionality?

     It's not preferred but as long as the functionality that JJC needs is satisfied it could be a possibility.

Please acknowledge receipt of this addendum by fax at the number listed below or by emailing back a signed copy of this page to: purchasing@jjc.edu Include your name, title, and company name in your acknowledgement email. Failure to do so could result in disqualification of your bid.

Issued by:

Janice Reedus
Director of Business & Auxiliary Services
Joliet Junior College

Phone: 815.280.6678
Fax: 815.280.6631

I acknowledge receipt of Addendum 1

_____
Signature

_____
Company Name