

1. For our systems, upgrades and product updates are very different. Updates are improvements or fixes to the products purchased. Upgrades can include additional modules (not originally purchased), expanded licenses etc.. Can you expand on exactly what you would be looking for to meet this requirement?

We are looking for patch and bug fixes, and new version releases, updates to the products purchased. We are not looking for additional modules that were not originally purchased.

2. Will this project start with the Town and then at a later date integrate the Board?

No, the project will include both the Town and the Board from the beginning, please format price quotes to include both the Town and the Board

3. You do not list a quantity of time clocks in the contract proposal, how many would you like us to quote?

At this time we are unsure as to the quantity of time clocks needed, please quote your time clock system per unit or if there is a quantity of scale please include that as well.

4. Will the bid opening be done publicly?

Yes, the date and time is listed in the RFP and will be read aloud, anyone can attend

5. How many secure users (managers, supervisors, payroll administrators, etc.) will be using the system

We estimate at least 60

6. What is the exact address to send the 5 copies

Administration (3rd Floor)
Proposal for Time and Attendance System- Contract #1000-03-16-12
14 Park Place
Vernon, CT
06066

7. The RFP states 320 employees and 850 Full time employees b/w the town and board respectively. Will all of these employees need to be tracked in the system, or how many employees will the system actually be tracking?

Everyone

8. Does the Town/Board want to host the database or are you looking for a "Software as a Service" model?

We will not be looking for external hosting, the system will have a dedicated server located in the town data center

9. About how many administrators will the vendor need to train?

We are looking at around 60 administrators

10. The RFP states “customer service over the life of the system or an agreed upon maintenance duration” Will this duration be agreed upon during the selection process? Is this something we will be able to negotiate later?

We will negotiate a maintenance duration after the vendor is selected.

11. We would like to know of any special time and attendance policies, pay policies, or bargaining unit policies that need to be supported by the system.

There are about 20 union contracts, plus all the non-union personnel. We do not have a compile list of different policies at this time

12. Please confirm the town is seeking a premise based TLM solution where the town handles all of the hardware, software, backup and disaster recovery.

We are looking for a premise based solution, we will handle the backups and licensing for windows and SQL. We will also provide the server to house the software.

13. Will AESOP stay in place for the substitute teachers?

We are looking to have one system for everything,

14. How many physical sites will have time clocks installed?

we are unsure as to what buildings will get time clocks

15. Which modules of MUNIS does the Town use?

-Financials/Accounts Payable

-Human Resource/Payroll

16. Can we assume MUNISs is the only interfacing system? EMD in, payroll out?

Yes

17. *Ability to separate the Town and the Board - both have their own payroll department – does this refer to two instances of payroll, or simply the ability to have more than one payroll group where both payroll groups feed the same MUNIS instance but are managed separately?*

There are two physical payroll departments, one for the town and the other for the board. There is one instance of MUNIS with 3 entity codes one for the town and two for the

board. We need each payroll coordinator to interact with their data and have no access to the others data. They both process payroll at a separate time.

18. What info can you provide on what data is available from MUNIS? EMD, Schedules, Org?

It contains salary tables, job classification codes, scheduled hourly and salaried people, Org and object codes, location, group, pay frequency, pay type

19. How many references are you requiring?

2 or 3 will be enough

20. Do you want general price ranges for hardware and modules or do you want specific quotes?

Since we do not have a concrete number on the amount of time clocks we are going to need, you can just provide general pricing on that. As for the data collection and software pricing please try to be as exact as you can, we understand that the magnitude of the project may require some fluctuation in price as we get more involved in the project. If you could list what you think we need from the contract proposal and then maybe some additional pricing that would help us to identify more clearly what we will require.