



**Beaufort County School District**

**Addendum 1**

Solicitation Number: 19-004  
Date Printed: October 8, 2018  
Date Issued: October 8, 2018  
Procurement Officer: Sandi Amsler, CPPB  
Phone: 843-322-2349  
Email: [Sandi.Amsler@beaufort.k12.sc.us](mailto:Sandi.Amsler@beaufort.k12.sc.us)

**Request for Proposal (RFP)**

DESCRIPTION: **Time Clock System**  
SUBMIT OFFER BY (Opening Date & Time): **October 31, 2018; 11:00 AM EST**  
QUESTIONS MUST BE RECEIVED BY: **October 24, 2018**  
NUMBER OF COPIES TO BE SUBMITTED: **Seven (7) Original Signed Copies and One (1) Redacted Version on CD**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:  
Beaufort County School District  
Procurement Office  
P.O. Drawer 309  
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:  
Beaufort County School District  
Procurement Office  
2900 Mink Point Blvd  
Beaufort, SC 29902

**AWARDS & AMENDMENTS:**

Award will be posted at the Physical Address stated above on or after November 28, 2018. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: \_\_\_\_\_ (Full legal name of business submitting the offer) ENTITY TYPE: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

\_\_\_\_\_  
PRINTED NAME TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

## AMENDMENT:

### QUESTIONS & ANSWERS:

- 1) Including full time, part time, and seasonal staff, how many employee licenses should we include in our proposal? (please consider the busiest month of the year when answering)  
**1500 - 2000 employees**
- 2) How many supervisors/managers/administrators will need access to the system to make approvals or edits?  
**Estimate one (1) editor and one (1) approver for each location/department, approximately 80 total.**
- 3) Please confirm the District desires a cloud based, Vendor Hosted solution.  
**Propose both.**
- 4) How many time clocks should be included with our response?  
**Up to 100 (will need multiple clocks at some locations such as high schools and District Office)**
- 5) Does the District desire Card Swipe clocks or Biometric clocks?  
**Please include quote for both.**
- 6) If Card Swipe, what type of cards will be used, HID Proximity? Or Barcode?  
**HID**
- 7) If Card Swipe is desired, will the District supply the cards? Or will the Time & Attendance Vendor supply the cards?  
**Include quote for card stock.**
- 8) Is it desired for the time clocks to communicate through ethernet, POE, or wireless?  
**Ethernet & POE**
- 9) Is it desired for the Time & Attendance vendor to install all time clocks? Or will the District staff install the time clocks?  
**Vendor will be installing.**
- 10) Will a flat file import/export be acceptable for the interface to Munis?  
**Real-time integration with MUNIS (no flat file import)**
- 11) Does the District have an FTP site where new hire/employee demographic information can be sent out of Munis to the FTP site? (this would allow for scheduling a sync of any employee changes in Munis into the new Time & Attendance system)  
**The District has SFTP.**

- 12) Will Advanced scheduling be included in this scope of work? (Advanced scheduling is defined as employees who need to do Shift swaps, vacation bidding, or having scheduling rules in the system which automatically assign the correct employees to open shifts)  
**Please include**
- 13) If Advanced Scheduling is already handled in a sub tracking system, will the new time and attendance system need to interface with the sub tracking system?  
**No**
- 14) If so what is the current sub tracking system?  
**SAMS**
- 15) Is FMLA Case Management required? Defined as the new time & attendance system automating the process of requesting FMLA leave, allowing employees to fill out required forms directly in the new Time & Attendance system, and tracking the open case, automatically alerting employees/managers when an employee is due back or running out of FMLA time  
**Please include**
- 16) Is it desired for employees to punch in/out from a computer or smart phone?  
**Computer**
- 17) Is it desired for employees to request time off electronically at a computer or smart phone?  
**Please include**
- 18) Is Single Sign on Desired?  
**SSO is desired**
- 19) Is it desired to have the Districts logo present on the log in screen?  
**Yes**
- 20) Our standard contract term is 5 years... is that acceptable for the District?  
**Yes**
- 21) Has the District viewed Time & Attendance demonstrations prior to the release of this RFP?  
**Information not available.**
- 22) If so what Vendors provided a demo?  
**Information not available.**
- 23) On page 1 it asks for 7 original copies and 1 redacted copy on CD. However, on page 4 its asks for 1 original 6 copies and 2 electronic copies, one being redacted. Please confirm how many electronic copies we need and should all 7 copies have original signatures?  
**An original and six copies. One (1) redacted version electronically.**

- 24) Financial Stability – We are a privately held firm thus we do not make our financials public information. If we provide a balance sheet for the last 3 years with this information redacted in the electronic copy will that meet the requirement?  
**You can submit “unaudited” financials however, your scoring will reflect this infraction in the evaluation process.**
- 25) We understood the contract term as a 5-year term, however on page 5 it states the contract term will be from Jan 2019 through Dec 2024 which is actually 6 years. Please clarify if the contract term will be 5 years or 6?  
**The term of this contract will be for five (5) years.**
- 26) On Page 31 In the Qualifications section of the Technical Proposal....it asks for Vendors to submit the “Statement of Work Questionnaire”. We assumed this is referencing the Exhibit A “Response Form”. However, on page 32 it states the Proposal Response Form should be in its own section. Please let us know where Exhibit A should be included in our response. And what is being asked of Vendors in the Statement of Work sub section, under the Qualifications section.  
**The Statement of Work Questionnaire is located within Exhibit A - Response Form beginning on page 3. Exhibit A – Response Form should be its on section.**