

NORTHERN MAINE COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
Time and Attendance Software System  
October 2020

**Questions and Responses**

10/28/2020

**Q1. Could you please provide the total number of employees in the system as well as a breakdown of employee counts by institution?**

R1. One Institution. We have between 100 and 170 active employees per pay period throughout the year. We have a total of 1,227 employees currently in the database (this includes active, terminated, retired, LOA, etc.)

**Q2. Have there been any vendor meetings, product demos, or interactions to date, specific to this initiative? If yes, could you provide some background and detail?**

R2. We have not had any interaction with vendors related to this project.

**Q3. How many supervisors, managers, administrators will need access to the system to make approvals, edits or run reports?**

R3 There are approximately 45 supervisors, managers, and administrators that will need access to the system.

**Q4. How many time clocks should we include in our proposal?**

R4. 0

**Q5. Is it desired for the time clocks to be Biometric (employee using their finger) or HID proximity (card swipe)?**

R5. N/A

**Q6. If proximity is preferred are the current HID cards Indala, iCLASS, or standard Proximity?**

R6. N/A

**Q7. Is it desired for the time clocks to take thermal readings of your employees, prohibiting them from being allowed to punch in if they have a fever?**

R7. N/A

**Q8. Will a flat file import/export be acceptable for the interface to ADP?**

R8. NMCC requests that vendors propose their best solutions. Import/export solutions would not be rejected solely on those grounds.

**Q9. Does the College have an FTP site where new hire/employee demographic information can be sent out of ADP to the FTP site?**

R9. Yes, the college does have an FTP and an SFTP site. NMCC IT would be required to examine related security before implementation.

**Q10. Will Advanced scheduling be included in this scope of work?**

R10. No

**Q11. If advanced scheduling is needed, how many employees will need to be licensed for it?**

R11. N/A

**Q12. Will Phone Entry (IVR) be needed for the scope of this project?**

R12. No

**Q13. If so how many employees will need to be licensed for IVR?**

R13. N/A

**Q14. Is FMLA Case Management required?**

R14. No

**Q15. Does the College desire to lock employees out from punching too early before their scheduled start times?**

R15. N/A

**Q16. Is it desired for employees to punch in/out from a computer or smart phone?**

R16. N/A

**Q17. Will employees be allowed to fill out their own online timesheets from a computer or will editing a timesheet be restricted to the supervisor level?**

R17. Employees will be allowed to fill out their online timesheets from a computer. Editing a timesheet is only restricted to the supervisor level after the supervisor has approved it.

**Q18. Is it desired for employees to request time off electronically at a computer or smart phone?**

R18. Yes

**Q19. Our Standard Contract Term is 5 years. Is the College open to a 5 year contract term for the best possible pricing?**

R19. Our standard policy permits 3 year contracts, with the possibility of extending for 2 additional 1 year terms. Vendors are welcomed to bid 1 year contracts as well as multi-year contracts.

**Q20. Is the College looking for email responses to this RFP? If physical copies are desired please provide the mailing address and how many copies are desired.**

R20. Email responses are preferred. Address: 33 Edgemont Drive, Presque Isle, ME 04769

**Q21. Has the College viewed any demonstrations of timekeeping systems prior to the release of this RFP?**

R21. See R2.

**Q22. If so Which Vendors provided a demonstration?**

R22. N/A

