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

October 29, 2020

Q23. Will questions be answered within one business day of receipt, or one business day following Nov 2nd?

R23. It is the College's intent to answer all questions within on business day of receipt. Final responses are planned to be posted November 3rd.

Q24. Does the college find scheduling that automatically creates timekeeping (timesheet/timecard information and payroll export) as important or just looking for timekeeping hours worked, leave hours taken?

R24. Scheduling that automatically generates a timesheet is not as important of a feature. Ideally, requests for leave would automatically show up in the individual's electronic timesheet upon supervisor approval and ready for payroll export.

Q25. Would each department have a person responsible for maintaining, updating the schedule to include approval of work/overtime and leave?

R25. Yes, each department would have a responsible person for approving work, overtime and leave for their staff.

Q26. How often do employees work outside of their regular department?

R26. This does not happen often in situations for employees requiring timesheets. We sometimes have a couple students who work in multiple departments, with a different supervisor, requiring multiple approved timesheets.

Q27. Regarding overtime management and tracking, do you have contractual rules for determining overtime worked beyond what is required for FLSA non-exempt employees?

R27. Yes

Q28. Is overtime ever posted for employees to sign up for and if so, what rules determine who would work the overtime assignment?

R28. No

Q29. Can you provide an estimate of employees who would have a predefined schedule vs employees who work without a schedule?

R29. Approximately 20-25 with a predefined schedule, 125-150 without. Schedules vary across departments, at different times of the year, and sometimes right down to an individual level. We need

the flexibility to manage this process without the limitations of a predefined schedule, but will implement if it is beneficial.

Q30. For employees without a predefined schedule, is there an expectation those employees would complete an electronic work slip/ overtime slip for approval?

R30. Yes, that is a possibility in some cases

Q31. If the system includes built-in time capture (no clock necessary), would the college be interested in that feature now or in the future?

R31. No, we are restricted by union contracts

10/30/2020

Q32. Pg 2 of the RFP requests the following:
Proposals must also include the _pricing structure for the system_, including a breakdown of costs associated with startup/integration, training cost, long term support fees, and maintenance costs.

Does "system" mean the timekeeping system being proposed, or the Maine Comm College system? I was assuming the later. If correct, we'd need to know the total addressable employee population of the system colleges.

R32. "System" refers to the timekeeping system being proposed. The "NORTHERN MAINE COMMUNITY COLLEGE REQUEST FOR PROPOSAL Time and Attendance Software System October 2020" states that "Northern Maine Community College is seeking a time and attendance software system that is a hosted…" – this is intended to describe that NMCC is seeking software through this RFP, not the entire Maine Community College System.

11/2/2020

Q33. What method of submission is required?

R33. Email is preferred, fax, mail, and hand delivered are all accepted.

Q34. How are the accruals currently managed?

R34. Manually; a spreadsheet is maintained for each employee.

Q35. Does the college wish to have the time and attendance system manage the accruals?

R35. Yes

Q36. The College refers to ADP Payroll Software integration. What version of ADP is the College currently using?

R36. PayForce

Q37. Other than ADP Payroll, is there any other systems the College has in place that they wish the time and attendance system to interface?

R37. No

Q38. What ways is the College wanting employees to clock in/out?

R38. See Q4 & R4.

Q39. Can the college please specify what departments would be using the time and attendance system?

R39. All Departments. (Admissions, Business Office, Student Services, Custodial, Maintenance, Continuing Education, Academics, Security, IT, HR, Development, Library, Wellness Center, Academic Success Center, Counseling, Bookstore, Food Services, etc.)

Q40. Does the College wish to be quoted for a multi-year proposal? 1, 3 or 5 years?

R40. See Q19 & R19.

Q41. What departments are involved in the evaluation of the time and attendance project?

R41. Human Resources, Business Office, Technology & Facilities.

Q42. Does the College have an idea of when they would like to be live?

R42. As soon as practicable.

Q43. Does the College have an expected Budget amount for this project?

R43. No.

Q44. Does the College have an expected date to award the selected vendor?

R44. The College tentatively plans to award the selected vendor by December 31, 2020.

Q45. Does the College wish to have demonstrations following the submission? If so, what is the expected date for the demonstration?

R45. As stated in the RFP, "The College may require product demonstrations by some or all bidders prior to final selection." The College tentatively plan to notify vendors of demonstration request by November 13, 2020. The College aims to have all demonstrations completed by December 18, 2020.

Q46. Has the College received a demonstration in the past?

R46. No