

The following questions were submitted about the RFP for Westchester County DEF Time and Attendance:

1. Please explain the need for an employee to indicate when they will return to work? Does this affect the pay of the employee? Are there rules around what the expected time to return is vs. the actual time of return? What is the information used for?

Answer: Having an employee indicate the expected time of return allows us to monitor his movements and ensure he works a full day. It also provides us with the information we need to respond when someone (in person or via telephone) is looking for the person in the field. The destination sheet in itself does affect the pay of an employee, however, when questions arise, it let's us know we need to follow-up with the employee for an explanation. There are no rules regarding the expected return time and the actual return time, however the expected return time should approximate the actual return time. As previously mentioned, it is primarily an informational management tool.

2. How many biometric devices are needed?

- 20

3. How many employees will be using:

- the voice recognition solution? – 30 users on an occasional basis
- the biometric devices? – 100% (approximately 400) if all facilities get devices as planned, but at a minimum 95% (approximately 375)
- employee self service? - None

4. How many managers/supervisors, payroll, and administrative users will there be?

Answer: We anticipate approximately a total 80 supervisors. Included in that group, would be approximately 15 managers with a higher level of access, 10 payroll office staff, and three administrative users.

5. Of the 50-60 people who will need training, how many have "limited computing skills?"

Answer: None

6. Are employee training, licenses, skills, and certifications tracked in an HRIS? If so, are we interfacing this information to Time and Attendance? What is the purpose for having this information in a time and attendance solution?

Answer: Our HR system does not track this info, but DEF needs to track it and we are aware of systems that include this functionality. If your system does not, indicate that.

7. In the directions outlined in Appendix A, it seems Westchester County would only like a text response to the functionalities that may need customization or do not meet the requirements. We are to place "X" in the "yes" box if the system does meet the requirements and not provide a text response. Is this correct? We usually provide a narrative to all functionalities explaining how our system meets that requirement. Would that be too much detail?

Answer: Place an "X" in the "yes" box of Appendix A. You can provide the narrative in a separate document that follows the sequence of the RFP.

8. Do you have a list of local WBE/MBE in the County of Westchester?

Answer: Contact Tracey Mitchell at (914) 995-2934 for this list.

9. Westchester County requests Financials, we will provide them but under the preference they be held confidential. Can we sign an NDA for them, or do we need to mark them confidential with the understanding the County will maintain that?

Answer: Page 38 of the RFP explains how to handle confidential information.

10. Please clarify the following items from Appendix A:

- Will you provide all hardware as bid?

Answer: This is to determine whether you are the sole source for hardware or if it is available from a third party.

- Does your company provide all application software as bid?

Answer: Again, this is to determine whether you are the sole source for all application or if anything is available from a third party.

- Will the operating system be maintained and developed as long as it is in use by us?

Answer: This should read "application software", not "operating system".