



Beaufort County School District

Addendum 1

Solicitation Number: 25-001
Date Printed: May 14, 2024
Date Issued: May 31, 2024
Procurement Officer: Kaylee Yinger, NIGP-CPP, CPPB
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Time Clock System**
SUBMIT OFFER BY (Opening Date & Time): July 15, 2024 @ 4:00 PM EST
QUESTIONS MUST BE RECEIVED BY: July 3, 2024 @ 4:00 PM EST
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 July 15, 2024. 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.

PAGE TWO
(Return Page Two with Your Offer)

<p>HOME OFFICE ADDRESS (Address for Offeror's home office/ procurement Principal place of business):</p>	<p>NOTICE ADDRESS (Address to which all and contract related notices should be sent):</p>
<p>PHONE NUMBER:</p>	
<p>EMAIL ADDRESS:</p>	

<p>PAYMENT ADDRESS (Address to which payments will be sent): purchase orders</p>	<p>ORDER ADDRESS (Address to which all will be sent):</p>
<p><input type="checkbox"/> Payment Address Same as Home Office Address</p> <p style="padding-left: 40px;"><input type="checkbox"/> Payment Address Same as Home Office Address</p> <p><input type="checkbox"/> Payment Address Same as Home Notice Address</p> <p style="padding-left: 40px;"><input type="checkbox"/> Payment Address Same as Notice Address</p> <p>(check one only)</p>	<p>(check one only)</p>

<p>ACKNOWLEDGEMENT OF AMENDMENTS:</p>	<p style="text-align: center;"><u>Amendment Number</u></p>	<p style="text-align: center;"><u>Amendment Issue Date</u></p>
<p>Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.</p>		

<p>MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.</p>
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Questions and Answers:

1. Page 1 of the RFP asks for 7 original versions of our response and 1 redacted CD. Page 4 asks for 1 original and 5 copies and 2 CD copies one of which is redacted.... Please clarify how many physical and CD copies you desire.
7 originals and 1 redacted version on CD or USB.
2. We are asked to submit a redacted copy on the CD. Can we redact our pricing? **The only information that should be redacted is sensitive or proprietary information i.e. company financials, resumes, patent information etc.**
3. The statement of work questionnaire only provides a Yes/No option on the form, but each section asks the vendor to respond how we meet the requirement. Is a “yes” response enough for each requirement or is the District looking for a description on how we meet each response?
The response form is a word document allowing proposers to respond in length on how they meet the requirements for each section. Please provide a narrative for each section in the space provided.
4. Page 33 asks for the statement of work questionnaire in the Qualifications section of our response. Page 34 asks for the proposal response form to be its own section which includes the statement of work questionnaire. Please clarify where we should insert the answers to the Statement of work questionnaire. (in the Qualifications section or by itself in the Proposal response form section?). There are two parts to the response form.
The response form can be included in the qualifications as stated on page 33.
5. How many total employees need to be tracked on the system? (please consider your busiest month of the year when answering)
Approximately 3000
6. How many supervisors, managers, administrators will need access to the system to make approvals, edits or run reports? **205 supervisors, managers or administrators that approve, edit, and run reports.**
7. Please confirm what is the current payroll version of Tyler is being used today? Is it Munis? **2021.10**
8. Will a flat file import/export be acceptable for the interface to the payroll system? **Yes, but would prefer auto connection through FTP.**
9. How many time clocks should we include in our proposal? **~ 65**
10. Is it desired for the time clocks to be Biometric Finger, Biometric Facial Recognition, or HID proximity (Card Swipe)? **Biometric Finger**
11. If proximity is preferred will the new Vendor provide the HID cards? or will we be asked to work with the District’s existing HID cards? **N/A**
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) **No shift work applications required.**
13. If Advanced scheduling is needed. how many employees will need to be licensed for it?
N/A
14. 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? **Not at this time.**

15. Is it desired for employees to punch in/out from a computer or smart phone? **Computer – Yes. Smart Phones – NO. Computer punching is restricted to certain personnel.**
16. Will any employees be allowed to either fill out their timesheets online, or have their timesheets auto-populate based on their schedules? (these groups of employees would not punch in/out) **NO auto fill. Employees that are required to utilize the system will be required to punch in and out of a time clock or computer.**
17. Is it desired for employees to request time off electronically at a computer or smart phone? **NO**
18. Do employees need to be able to view timesheets, view schedules, or request time off from the time clock? or will the ability to do these functions at a computer /smartphone suffice? **If they can see their timesheet on the timeclock – great. Otherwise, being able to view with limited capabilities for computer access.**
19. Has the District viewed any demonstrations of timekeeping systems prior to the release of this RFP? **Only at Professional Development Conferences.**
20. If so, which Vendors provided a demonstration? **N/A**