



ADA COUNTY PROCUREMENT

200 West Front Street
Boise, Idaho 83702-7300

DATE: July 17, 2019
TO: All Plan Holders
FROM: Ada County Procurement
NO. OF PAGES: 3

RFI 19083 Personnel Scheduling Software for the Ada County Sheriff's Office

PROPOSALS DUE: July 24, 2019 by 4:00 p.m. Local Time
Ada County Procurement 200 W. Front St. Rm. 2210 Boise, ID 83702

ADDENDUM NO. 1

NOTICE TO PROPOSERS:

1. This addendum shall be considered part of the documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original documents, this addendum shall govern and take precedence.
2. Proposers are hereby notified that they shall make any necessary adjustment in their estimates on account of this addendum. It will be construed that each proposal is submitted with full knowledge of all modifications and supplemental data specified herein.
3. **Proposers must acknowledge in their proposals that all addenda has been received or the proposal may be deemed non-responsive.**

Please See Attached:

- Questions received prior to the July 12, 2019, 4:00 p.m. local cut-off

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1. For the estimated cost portion, how many users would your county have in the system?
Answer: 747.
2. Will all 746 employees be required to use the proposed scheduling software?
Answer: Yes, with an updated count of 747.
3. Will the County require time management software to track actual time work versus scheduled time?
Answer: Yes.
4. Will the County require time clocks or time keeping hardware to track employee time as above?
Answer: Currently ACSO does not utilize time clocks or time keeping hardware, but is open to software options (using an app or a mobile option to clock in). In your response please make recommendations if required to work with your proposed solution.
5. How many exempt vs non-exempt employees are there currently?
Answer: 51 exempt, 696 non-exempt.
6. Can the County provide a firm number of Departments that will use the proposed scheduling software?
Answer: ACSO is divided into 5 bureaus: Admin Services Bureau (ASB), Court Services Bureau (CSB), Jail Services Bureau (JSB), Police Services Bureau (PSB), and Emergency Communications Bureau (ECB). Each bureau is further broken up into separate departments or teams. The number of departments/teams in each bureau are: ASB – 11, CSB – 5, JSB – 2, PSB – 5, and ECB – 3.
7. Will the County’s third-party software provider, provide a CSV file for integration purposes?
Answer: Our request is for our Scheduling Solution to be able to integrate into our future HRIS systems sending a file that can be imported into the time and attendance modules. The vendors that we have talked to have stated that they can accept most file formats, however CSV and XML are two common file types mentioned.
8. Is it possible for the county to provide an example or image of the current scheduling system?
Answer: ACSO does not currently have a scheduling system. Schedules are maintained in various ways throughout different departments (Excel spread sheet, paper, Outlook calendar). Our need is to have everyone using the same system for their scheduling.
9. Is there a preference for the County to have on-premise hosting vs cloud based?
Answer: There is preference for cloud based hosting.
10. Can the County provide a firm number of managers that will use the proposed software?

Answer: We have a count of 22 managers, however there are supervisors and additional personnel who have access to approve time cards and change the schedule. That number is 150.

11. Has the County already seen demonstrations from any other vendors and if so from whom?

Answer: We would like to encourage participation in this RFI for a possible invite to future software demos.