

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 2 FOR RFP NO. 13-0063-1

PAYROLL AND SCHEDULING SOFTWARE FOR THE SHERIFF'S DEPARTMENT.

Please note that the Due Date for the Proposals remains the same

Reply to Questions received;

Q.1. Do you have a dispatch system that you want to interface? Will you need a bi-directional interface? What information do you want to interface?

A.1. No we will not be using the integrating with Dispatch.

Q.2. Number of managers/supervisors approving timecards?

A.2. Approximately 30

Q.3. Number of employees punching in/out using browser instead of Clock/ Terminal?

A.3. The Chatham County Sheriff's Office has both exempt and non-exempt staff. Exempt staff includes all Lieutenants and above, and some civilian staff. Exempt staff cannot earn overtime, however, they are charged for annual and sick leave. Accruals of annual leave are based on years of service. A sheet can be provided for these changes. Sick leave remains the same at an accrual of 5 hours per pay period. There are two pay periods during the calendar year that do not accrue. Non-exempt sworn staff can earn overtime and bank comp and holiday time. Overtime has a cap of 32 hours per 80 hour pay period. Non-exempt sworn is calculated at 1 ½ times for all hours over 86 per pay period. Non-exempt civilian overtime is calculated at 1 ½ times for any hours over in a 40 hour work week. Any leave used by either sworn or civilian will offset overtime in an 80 hour sworn or 40 hour civilian pay period. Example: Sworn physically works 80 hours but calls in sick for 8 hours. They will not be charged 8 hours for sick leave and will not be paid 8 hours overtime. All hours are calculated on physically working these hours. Shifts in corrections can be 8 hour, 12 hour, 4 hour short day, and part-time. Corrections is a 24/7 operation. Persons that physically work a full schedule 80 or 40 during a holiday pay period will be paid for the holiday at straight time. Enforcement sworn staff work with variations of start time but are paid as corrections sworn with an 80 hour pay period. Civilian staff are paid also on a 40 hour work week period. Military Leave is also given for those in the military at 18 days and 30 days. I need to be able to track usage.

Q.4. Number of Clock / Terminals needed/anticipated?

A.4. We anticipate 10 but please provide unit pricing since it may be more or less.

Q.5. Will accruals be managed (grants/earnings/taking limits) in timekeeper or payroll?

A.5. Time keeper

Q.6. Attachment H's?

A.6. Please change second Attachment H to I

Q.7. Section 2.2 – Multiple Proposals – Does this relate to one vendor submitting more than one response to the RFP?

A.7. Yes

Q.8. Requirement #73 – Can you clarify the intent of this requirement?

A.8. Please delete requirement #73

Q.9. Requirement #150 - Provide workflow capabilities for common employee/manager communications (such as time approval, time off request or shift bidding); employee/HR communications (such as benefits enrollment); employee/employee communications (such as shift swapping); and manager/HR communications (such as salary/position change approvals). Does the County want to include workflow for HR with an HR module in the proposed solution?

A.9. The County desires to track leave time and accruals in this system. The County will not use for benefit enrollment.

Q.10. Please clarify what the dedicated service population is for the Sheriff's Department.

A.10. Approximately 600 personnel

Q.11. Is performance bond going to be a requirement for this project?

A.11 Yes. Proposer shall submit a bid bond in the amount of 5% of the anticipated first year annual cost. A 100% payment and performance bond will be required of the successful proposer. The bond must be in a form satisfactory to the County Attorney.

Q.12. Will the County be requiring on-site post implementation, or do they just want to know if it's available?

A.12. Yes, the first two weeks, and a 6 months site visit.

Q.13. Can only one copy of the User & Training guides be submitted?

A.13. Yes

Q.14. Are these two separated locations or entities for this project?

A.14. There will be as many as 6 locations.

Q.15. Does the Active Directory/LDAP question topics listed in the "Schedule H" Technology section still apply in a Vendor/Cloud-Hosted environment?

A.15. No

Q.16. The RFP goes from Section IV to Section VI. Is there a Section V that vendors should respond to?

A.16. No that is an error.

Q.17. Does the County want a quote for a client hosted solution, in addition to the cloud hosted solution?

A.17. No


Q.18. Please define the key used in the functionality table.

A.18. Y = Yes
N = No
C = Custom
F = Future

Q.19. Revised Technology Vendor Policy Labeled as Attachment I which requires the proposer's signature.

A.19. See attached

9/23/13
DATE


MARGARET H. JOYNER
PURCHASING AGENT
CHATHAM COUNTY, GEORGIA

ATTACHMENT I

Chatham County Information Technology Vendor Policy

December 8, 2011

All vendors responding to either an RFP or bid package of Chatham County for information technology related services must adhere to the following policies:

1. Applications will authenticate users via the central Active Directory LDAP tree.
2. The vendor will never destroy production data in any way without written permission from the Chatham County Information and Communications Director, the County Manager, or designee.
3. The vendor will only modify production data with written permission from the data owner and ICS. Modifications to any production system files, including logs, will be completed by ICS staff only.
4. Vendors will be accompanied by ICS personnel for all work performed within the datacenter.
5. Vendors will leave a complete set of media and documentation for all applications or hardware installed. The documentation must include, at a minimum and where applicable:
 - a. Database management
 - b. Administration manuals, including performance tuning, user management, backup and recovery, and other common system tasks
 - c. System programming manuals, including the API manual(s)
 - d. User manual
6. Any database technology used must be Microsoft SQL server and the application must always support at least one prior release version of SQL Server than is most current. In addition:
 - a. The SQL server must also authenticate users by querying our LDAP tree. As of this writing, that technology is known as "Windows Authentication."
 - b. The principle of least privilege will be used for all SQL logins/users. The "sa" account will not be used or accessed by the vendor or vendor's application; neither will any logins/users be granted the "sysadmin" fixed server role.
 - c. The application must coexist on database servers with multiple other application databases from other vendors.
7. The licensing or permission to execute may not be bound to a specific processor or hard drive and instead must be licensed to run on any compatible hardware owned or purchased by Chatham County.
8. Provisions must exist for custom systems which provide Chatham County continued use of the software or hardware in the event the vendor or manufacturer should go out of business.
9. A FISMA compliance report should be submitted with this signed policy. (An internal FISMA compliance study is acceptable. More information can be found at <http://csrc.nist.gov/groups/SMA/fisma/index.html>)

**Chatham County Information and Communications Services may choose to selectively ignore any one of these requirements as needed.

By signing below, the vendor or vendor representative is accepting these policies. As well, the vendor agrees to correct any conflicts with these policies or pay for the associated damages or consequential costs to Chatham County to take reasonable corrective action.

Vendor _____ Date _____

ICS Director _____ Date _____