

ADDENDUM TWO

(please sign and return with the submittal)

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	Answer
1.	How Many supervisors, managers, and administrations oversee the 14000 employees?	Supervisors/Managers - 2,867 Department Payroll Admins - 263 Central Payroll Admins - 11
2.	Do you need wall mounted time clocks listed in the costs? If so, please answer the following questions. How many clocks will be required? Is it desired for the time clocks to be Biometric or HID proximity? If proximity is preferred are the current HID cards Indala, iCLASS, or standard Proximity?	Please refer to section 2.1. Goals and Outcomes of the RFI solicitation. The goal of this RFI is to invite vendors to provide the City information as a means of discovery and information gathering. The City is interested in understanding the trends and best practices for similar large organizations in this industry.
3.	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) If Advanced scheduling is needed.. How many employees will need to be licensed for it?	Please refer to section 2.1. Goals and Outcomes of the RFI solicitation. The goal of this RFI is to invite vendors to provide the City information as a means of discovery and information gathering. The City is interested in understanding the trends and best practices for similar large organizations in this industry.
4.	Is FMLA Case Management desired? 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?	Please refer to section 2.1. Goals and Outcomes of the RFI solicitation. The goal of this RFI is to invite vendors to provide the City information as a means of discovery and information gathering. The City is interested in understanding the trends and best practices for similar large organizations in this industry.
5.	Do employees enter their data directly into PeopleSoft Time & Labor or using some intermediate format e.g. Excel. If Excel can you provide samples of timecards for both hourly and salaried users?	No, we do not use PeopleSoft Time & Labor. We are an exception based payroll. Police sends a file that is loaded into Exception Pay in PeopleSoft. Part-time hours worked

		and any exception pay (over-time, shift diff, etc.) is entered Exception Pay (a custom page in PeopleSoft) by authorized department payroll staff. Employees submit time sheets for their exception pay.
6.	Is the Police Overtime Tracking System a home grown application or a nickname for a third party vendor solution, and if so which vendor?	The Police pay file system was internally developed and is supported by the City (home grown application). It is not from a third party vendor solution.
7.	Can you please describe your schedule bidding process today? Will it stay the same in the future?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
8.	Is the schedule bidding process part of any collective bargaining agreement?	Yes.
9.	Do you track attendance, and if so, can you please provide us with your attendance policies?	Yes, it is tracked manually. We can provide this at implementation.
10.	Concerning the eventual RFP, does the city plan to combine software and implementation services into a single RFP, or will separate RFPs be issued?	The City will issue a single RFP for the implementation of a Time and Labor System Solution.
11.	Is the City interested in vendor managed services post go live for the time and labor project?	Yes.
12.	<p>Question: “What time-capture options has your company supported in previous time and labor implementations for other multi-tenant organizations? Please describe the approach in your example.”</p> <ul style="list-style-type: none"> ○ How do you capture your time today? ○ Do you use a mobile self-service portal clocking system? ○ Can you provide an example of how your employee groups capture time? 	These are captured through manual processes (pen and paper).

13.	<p>Question: “What are your recommendations for functionalities supporting different employee groups?”</p> <ul style="list-style-type: none"> ○ Which groups and functionalities are you referring to? ○ Are we referencing to scheduling or time and attendance? 	<p>Different employee groups based on labor agreements/collective bargaining, including field staff (with and w/out tech), admin staff, supervisors, and sworn/civilian police and fire. Both.</p>
14.	<p>Question: “What would be the best solution for a client who is administering leave in an existing ERP system to integrate with the proposed solution?”</p> <ul style="list-style-type: none"> ○ How are you currently managing this process? ○ Do you have an example of your leave policy? 	<p>Employee and Supervisors enter and approve leave in the current system.</p>
15.	<ul style="list-style-type: none"> ● Employee Pay Types – Labor Groups <ul style="list-style-type: none"> ○ Number and description of unions? 	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
16.	<ul style="list-style-type: none"> ○ Number of Collective Bargaining Agreements? 	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
17.	<ul style="list-style-type: none"> ○ Number of employees paid in whole or part by grants? 	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather</p>

		<p>than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately</p>
18.	<ul style="list-style-type: none"> ○ Number of Salaried employees? 	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
19.	<ul style="list-style-type: none"> ○ How many timekeepers are currently managing the manual entry in the Payroll 	<p>Department Payroll Admins - 263</p>
20.	<ul style="list-style-type: none"> ● “Complex Scheduling” <ul style="list-style-type: none"> ○ Which departments need the “Complex Scheduling”, and how many employees per department? <ul style="list-style-type: none"> ▪ Typically used by Fire, Police, 911 Communications, Corrections, Public Works, and possibly public transportation for example. 	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
21.	<ul style="list-style-type: none"> ○ Do you have information on the number/dollar cost of grievances filed per department annually caused by offering working opportunities incorrectly? 	<p>No</p>
22.	<ul style="list-style-type: none"> ○ Do you require certification/skill tracking to place qualified employees in specialized positions? 	<p>This is not in scope.</p>

23.	<ul style="list-style-type: none"> ○ Do departments (PD/FD/Corrections etc) “bid” on annual PTO or new shifts and working locations? 	All of the above.
24.	<ul style="list-style-type: none"> ○ Do current scheduling systems automate union staffing requirements and allow the audit of decisions to choose a backfilled employee? 	No.
25.	<ul style="list-style-type: none"> ○ Do you want the ability to automate pay outcomes such as working out of class, pay increase by working location, or cost center transfers? 	If your product/solution has this capability, please include details with your response.
26.	<ul style="list-style-type: none"> ○ Should scheduling systems be pulling from the accrual system of record when PTO is entered to verify balances? 	This is undetermined at this time.
27.	<ul style="list-style-type: none"> ○ Are your scheduling systems able to automatically contact employees with working opportunities via SMS/Phone/Email, and if not would this help staffers? 	Currently the City does not have a scheduling system. If your product/solution has this capability, please include details with your response.
28.	<ul style="list-style-type: none"> ○ Would the City benefit from API access to the scheduling system to build their own reporting? 	If your product/solution has this capability, please include details with your response.
29.	<ul style="list-style-type: none"> ● Current Pay Practice <ul style="list-style-type: none"> ○ Are all employees paid by Exception Pay currently or only Salaried? 	Full-time employees are systematically paid 80 hours per pay period. Part-time and any other types of pay is Exception based (i.e., overtime, shift differential, out-of-class).
30.	<ul style="list-style-type: none"> ○ Are any employees (employee types) paid with Positive Pay (time calculated from start and end time each day)? 	Full-time employees are systematically paid 80 hours per pay period.
31.	<ul style="list-style-type: none"> ○ Can you describe the current time collection procedure? 	These are captured through manual processes (pen and paper).

32.	<ul style="list-style-type: none"> ○ Will hourly employees all move to Positive Pay (time from punches + PTO) 	This is to be determined.
33.	<ul style="list-style-type: none"> ○ Will salaried employees remain on Exception Pay? 	This is to be determined.
34.	<ul style="list-style-type: none"> • You used the term “decentralized”. Does that mean that there may be multiple methods of scheduling and time collection based on department? <ul style="list-style-type: none"> ○ Is the City interested in creating standards across all departments? 	Yes.
35.	<ul style="list-style-type: none"> ○ Does each department have a payroll team? 	Yes.
36.	<ul style="list-style-type: none"> ○ Is there a central payroll team that analyzes and processes each payroll? 	Yes.
37.	<ul style="list-style-type: none"> • Departments by Fund Type <ul style="list-style-type: none"> ○ Can you supply a list of all departments within the City of Phoenix 	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
38.	<ul style="list-style-type: none"> ▪ Number of employees by department? 	<p>Please refer to section 1.2 of the RFI.</p> <p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>

39.	<ul style="list-style-type: none"> ▪ Which departments operate in the General/Operations fund? 	We consider this question to be outside of the scope of this project.
40.	<ul style="list-style-type: none"> • Will all Enterprise Fund departments be part of the Time/Scheduling implementation? 	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
41.	<ul style="list-style-type: none"> ▪ Which departments operate in whole or in part by Grant(s)? 	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
42.	<ul style="list-style-type: none"> • Do you want the ability of the time collection and scheduling system to enable grant tracking and charging? 	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
43.	What is The City's pay period length and is there only 1 pay period type?	Yes, bi-weekly, 26 pay checks per year. Daily off-cycle paychecks for final wages, missed pay.
44.	What additional department specific solutions exist beyond Telestaff/Kronos (Fire) and Overtime Tracking System (Police)?	None. Please refer to Section 2.2 of the RFI.

45.	How many labor union contracts exist?	Refer to Section 1.2 Background.
46.	How many active documented pay/work policies are in use by the City employees?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
47.	How many active documented "calculated" accrual policies are in use by the City employees?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
48.	How many active documented leave policies are in use by the City employees?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
49.	How many active documented attendance policies are in use by the City employees?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>

50.	How many pay rules/codes does the City have? E.g., Differential pay, holiday pay	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
51.	Are there additional implementations/work happening or planned to happen that should be considered when creating timeline? E.g., work related to PeopleSoft	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
52.	Do you use any other "advanced" scheduling solutions for the City employees?	No.
53.	How many groups or departments or units of employees will the City need for an advanced scheduling solution? (such as for: shift swaps, self-scheduling, skills, and certifications, etc.)	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
54.	Will the City use Mobile Geo-Fencing for time tracking? If so, how many locations?	This is undetermined at this time. If your product/solution has this capability, please include details with your response.
55.	Does the City want to replace the OTS system with a Time and Labor Management system?	Yes
56.	Please provide a list of the City systems to be integrated with the Time & Labor system.	Please refer to section 2.2 of the RFI.

57.	Can you provide more details on the technical environment and infrastructure currently in place?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
58.	Does the City prefer to do testing, some testing or rely on systems integrator to provide full automated testing?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
59.	Does the City prefer to perform training?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
60.	How would the City describe its ability to perform training?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>

61.	Does the City prefer to perform change management guidance to the City users of the system?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
62.	What should the contractor keep in scope for Organizational Change Management vs. what the City expects to do? What are the City's best practices to administer change management for a project of this size/scope?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
63.	Will leave time away from work be managed and approved through the time and labor system?	This is to be determined.
64.	How many locations will be using Advanced Scheduler in the time and labor system?	This is undetermined at this time.
65.	What documented compliance requirements must the system meet?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
66.	What challenges are you currently facing with time tracking?	Please refer to section 2.3. of the RFI.
67.	What other systems will the Time and Attendance system integrate with for reporting purposes?	We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather

		<p>than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p> <p>If your product/solution has this capability, please include details with your response.</p>
68.	Does The City have a governance structure with key Stakeholders in place to make decisions related to city wide systems?	Yes.
69.	What version of Peoplesoft (eCHRIS) is the City of Phoenix currently using? Is it cloud based, hosted, or on-premise?	Version 9.2. On-premise.
70.	Does the City require an API interface with Peoplesoft for the proposed Time/Attendance solution?	This is to be determined.
71.	Are there employees that physically clock in/out? If so, how many?	Time clocks are not used at this time.
72.	Is the goal to have all employees enter their Time AND Leave into the new proposed system, or will this be managed in Peoplesoft?	This is to be determined. If your product/solution has this capability, please include details with your response.
73.	How many employees are working Extra Duty or Overtime on a monthly basis?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p> <p>If your product/solution has this capability, please include details with your response.</p>
74.	Regarding the complex scheduling needs and schedule bidding; is that only related to your Public Safety staff or are there other groups that require the option for schedule bidding?	This is citywide and affects more than just public safety.
75.	How many employees outside of the Public Safety groups will need to have access to a scheduling solution?	If your product/solution has this capability, please include details with your response.

76.	Are there any unique requirements surrounding skills/certifications that need to be tracked in the proposed scheduling solution?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
77.	Would updates to timesheets and leave be done in the proposed Time/Attendance solution, or in Peoplesoft?	This is to be determined.
78.	Does the City use any physical time clocks to capture employee Time/Attendance?	Not at this time.
79.	Is there a specific type of time clock that the City of Phoenix would be looking to use? For example, would the City use biometric, badge/proximity, camera clocks?	This is undetermined at this time.
80.	How many physical time clocks would the City of Phoenix need?	This is undetermined at this time.
81.	Can you clarify what the City of Phoenix means by “multi-tenant organization?”	Multi-tenancy meaning multiple customers or departments within an organization for example the City of Phoenix has different rules for different departments.
82.	Is there a proposed timeline for a go live for this Time/Attendance project?	This is undetermined at this time.
83.	Are there any other projects that you are working on in conjunction with this Time/Attendance project that need to be completed before starting a project like this?	This is undetermined at this time.
84.	What are some examples of your most complex pay/leave benefits as described in 5.D.7?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
85.	What single sign on solution is the City of Phoenix utilizing?	We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will

		<p>be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
86.	<p>What data warehouse/reporting solution is the City of Phoenix using? Is there specific Time/Leave data that you would be exporting to that solution for manual manipulation?</p>	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
87.	<p>Is the City requesting specific investment/pricing outlined in this RFI response? If so, is there a specific format that the City is looking for?</p>	<p>Please refer to section 5.B.2. of the RFI.</p>
88.	<p>What are the 7 labor groups?</p>	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
89.	<p>What are the 43 specific departments included in the scope? (ex. Police, Fire Department, etc.)</p>	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>

90.	Are all city employees paid from the same Payroll platform? If not, how many separate payroll platforms will need to be integrated with the timekeeping solution?	Yes.
91.	How are job share employees managed? Do they have a single manager to approve time, or is time approved by the manager of the area/department they are working?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
92.	Is the city looking to use any specific clocking technology (RFID, biometric, etc.)?	This is undetermined at this time.
93.	Will City appoint an individual or team responsible for overseeing the Change Management process? E.g., Executive Sponsor role assigned to an employee and/or separate team to work alongside with Implementation Partner to coordinate communication, training, and support efforts.	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
94.	Will City keep the existing Telestaff solution and is expected to integrate with the new Time and Labor application?	This is undetermined at this time.
95.	Will the City assign dedicated employees to specific project Subject Matter Roles from functional areas such as H/R, Payroll, Scheduling, Timekeeping?	This is undetermined at this time.
96.	How many unionized and non-unionized (Salaried/Hourly) employees are at City of Phoenix?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>

97.	Does the solution need to be live by a specific date, or is the go-live date flexible?	This is undetermined at this time.
98.	Pro WFM Scoping Questions: How many employees do you have that will be using Pro WFM?	This is undetermined at this time.
99.	How many employees will be utilizing standard scheduling versus Advanced Scheduler (complex scheduling) functionality (for questions specific to Advanced Scheduler please see section below “Pro WFM Advanced Scheduler”)?	This is undetermined at this time.
100.	How many Unions and / or CBA’s do you have?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
101.	Outside of Unions and / or CBA’s; How many unique groups of employees do you have that have different timesheet calculation rules (ex. groups of employees who have the same rules around overtime, holiday pay, shift premiums, etc.)?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
102.	How many unique entitlements and / or accrual policies do you have (ex. awarded a specific lump sum of PTO hours at the beginning of the year versus accruing a set number of hours per pay period)?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
103.	What is the current system of record for your accruals and entitlement rules, as well as your	We consider this question to be more relevant to the detailed evaluation

	employees leave balances (ex. PTO, Sick, etc.)?	<p>criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
104.	How do you schedule your employees that are not utilizing standard (non-complex) scheduling (are their schedules on repeating patterns, assigned by a supervisor's ad-hoc, a hybrid of the two, etc.)?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
105.	Do you have any 3rd-party providers which must be interfaced with your timekeeping solution (ex. 3rd-party scheduling software, Data Warehouses, etc.)?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
106.	Which Department would have the most complicated pay rules? And for that department, can you provide an overview of the most complicated pay rule?	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>
107.	Pro WFM Advanced Scheduler & Forecasting Questions:	This is undetermined at this time.

	Will you require employee self-service scheduling, allowing your employees to swap shifts with each-other and / or post shifts to a virtual bulletin board for schedule trading?	
108.	Will you have scheduling coordinators responsible for the scheduling of employees within certain physical locations and / or departments?	This is undetermined at this time.
109.	If the answer to the above question is yes, is the scheduling coordinator using any kind of labor data (such as location census information or job / skill requirements) in their scheduling effort? If yes, what labor data is required to drive the scheduling requirements (for answers involving Forecasting please skip and see the next question)?	This is undetermined at this time.
110.	<p>Given your answers to all the questions above, how many unique groups exist within the organization which need to be scheduled in the same way (also called Advanced Scheduler Groups)?</p> <p>Example: If all employees within one business group at the organization have the same rules around schedule self-service (shift swap / posting rules) and will have the same scheduling requirements for the scheduling coordinator (with regards to scheduling drivers and forecasting) – that would be one unique group (or one Advanced Scheduler Group). All employees scheduled in the same fashion as one another can be considered one unique Advanced Scheduler Group.</p>	<p>We consider this question to be more relevant to the detailed evaluation criteria and/or requirements that will be included in the forthcoming Request for Proposal (RFP), rather than the intent of the current Request for Information (RFI).</p> <p>The RFP will provide comprehensive information and address such specifics to ensure all potential vendors can respond appropriately.</p>

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the response to the RFI.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____