



March 20, 2018

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: RFI, Q & A, RFP # WLMS-01-18

The purpose of this RFI (Request for Information) is to transmit “Questions and Answers” regarding the technical components of the RFP Advertising Services. All terms and conditions of the original RFP notice remain unchanged.

**Please send email to [rfp@ocfair.com](mailto:rfp@ocfair.com) for acknowledgement if you’re intended to bid this project.**

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### Questions and Answers

1. Table of Contents: Bid Package

**Question:** Does the formal 5 copies need to be presented in person?

**Answer:** Please US Mail, or other courier (UPS, Fed-X, etc.) to the mail to address provided. It does not have to be presented in person.

2. **Questions:** Also, was unclear regarding a demo, in person or online, is there one required?

**Answer:** A demo may be requested by the District. The bidder has choice of media; online, or on site. Dates will be March 26, 27, 28, if needed.

3. **Question:** It looks like there is an option for Saas / hosted model and onsite / Enterprise model do you want the quote to contain both or one or the other?

**Answer:** You may quote either, or both. The Saas Hosted model is preferred by the District.

4. **Question:** What are the different pay periods?

**Answer:** There are 3.

1. BT - (119 day employee.) Work Period, Bi-weekly from Wednesdays through Tuesday. Paid the following Wednesday. 7 day arrears.
2. SP – (194 day & Permanent Intermittent.) Work period, Semi Monthly from the 24<sup>th</sup> of the previous month through the 8<sup>th</sup> on the month, paid on the 15<sup>th</sup>. Work period 9<sup>th</sup> through the 23<sup>rd</sup> paid at the end of the month payday. 7 days arrears.

3. Civil Service – Work period from the 1<sup>st</sup> to the 15<sup>th</sup>, and 16<sup>th</sup> to the end of month. Paid 15<sup>th</sup>, or last. Paid in advance.

Note – All pay dates are on the specified date, or first business day before.

5. **Questions:** Would employees with different pay periods use the same clock station?

**Answer:** Yes.

If so, does this apply to all or only certain pay periods?

**Answer:** All.

Also, how many clock stations would this effect?

Answer: Up to 30 timeclock stations.

**The following Questions and Answers are numbered per the RFP.**

6. *Ability to track employee information changes by effective date?*

**Question:** Explain.

**Answer:** Describe what and how your system will track data adds and edits. This process is often called 'logging' as it applies to employee data changes. Example – if an employee address is changed, the system would keep a transaction log file - it would know who and when that record was created or changed.

8. *Ability to upload documents, and have employee e-sign (i.e. employee specific, login/ID, personnel file information)?*

**Question:** What is meant by e-sign?

**Answer:** Please describe what and how your system creates and uses e-sign (Electronic signature.) Requirements as outlined by the UETA, below.

Uniform Electronic Transactions Act (UETA).

<http://uniformlaws.org/Act.aspx?title=Electronic%20Transactions%20Act>

E-signing is accepted by most states including California.. Many software companies use a 3<sup>rd</sup> party vendor (such as DocuSign<sup>TM</sup>) or create e-signed documents in their systems, to replace the need for "wet ink" signatures.

- I. **Must have specific, true, date and time.** (No back or future dating allowed). At end, the reader can ascertain date e-signed. That date may be different than an "effective" date, which can be spelled out in the body of the agreement. One can sign today, for an agreement that started effective last

- week, or starts next week. But date signed is that calendar date/time and cannot be changed or altered.
- II. **Have a specific person or entity named** – a verifiable legal party that is identifiable from the e-sign. Generally login and PW controls are used for this.
  - III. **Be permanent and transferable, stored within the document** – the system must know and retain the e-sign, as long as it holds the document. Generally an image of signature or other markings are made on the document. A copy of the e-signed doc, must be transmittable, and the e-sign remain with the new copy, just as wet ink will copy onto a Xerox.
  - IV. **Agreement** – the parties know of, and can readily accept and counter e-sign, without cost or outside software installation. The system will generate a brief agreement statement. User confirms acceptance to use e-sign.

10. *Are there email reminders/alerts? Ability to configure alerts?*

**Question:** what kind of reminders and alerts do you mean?

**Answer:** Describe how your system alerts and /or reminds (i.e.: email, text, etc.) - users to be aware of and/or complete system generated tasks. These could include (but not limited to) Time card approvals, Application, scheduling, training and other system generated tasks and communications.

11. *Is there Employee, Manager and Admin self-service portal, and what information can each access (W-2's etc.)?*

**Question:** what information do they want the employee to maintain?

**Answer:** Examples are, contact information and applications. Also, policy, training, scheduling information, to gain acceptance, data, confirmation and declinations.

13. *Can compliance reporting be generated for current periods and/or historical periods?*

**Question:** compliance with what?

**Answer:** Describe which compliance reports can be system generated. Various Federal and State regulations such as, Cal/OSHA 300 Log, FLMA, etc.

16. *What type of identification cards are accepted by time clocks (barcode/Magnetic/proxy/other)*

**Question:** do you have existing cards that we would have to be compatible with?

**Answer:** Yes, currently barcode badges are employed. The proposed system/timeclocks need to be able to be swiped / read by the clocks.

24. *Are there comp time or project time tracking capabilities? Explain. (Time tracking without payment for time but allocation of time for the employee)*

**Question:** Elaborate, please.

**Answer:** Does the system have job costing, or other pay codes that allow worked time to be tracked by a specific job or project? This may include tracking non “compensated” time “comp time”. EE’s hours worked, but not on their time card.

30. *How are needed job skills identified, tracked, costed?*

**Question:** qualifications costed?

**Answer:** Explain if/how the scheduler tracks workers/position costs. Explain if the system uses a set \$\$ amount, or does the system calculate the OT, and benefits associated with the budgeted schedule.

66. *Provide a brief overview of your reporting tools and how they integrate with your and other’s systems.*

**Question:** what reporting tool do you currently use?

**Answer:** Microsoft Excel, and Microsoft Access w/SQL server ODBC.

67. *Does your system have point-in-time reporting capabilities?*

**Question:** what do you mean by point-in-time?

**Answer:** Does the system have report criteria and data integrity that can provide an “as of” date? An example might be labor hours worked report, “as of” March 31. It would only report data ‘as of’ that date.

71. *Can custom, statistical and calculated fields be used inside of reporting?*

**Question:** what would be examples?

**Answer:** Examples include - worked hours, worked days, years of service, shifts worked, excused absences, unexcused absences, total absences (a calculation of unexcused, plus excused), etc. Some systems also allow for statistics to be entered as a numeric value, at a specified point in date or time – such as sales \$\$\$. This allows for labor analysis, such as Labor \$\$\$ per \$\$\$ of Revenue.

73. *Does your software support the ability to link into live data via Web Services API or ODBC/OLE or XML?*

**Question:** what external system would you need us to link to?

**Answer:** Future state, ability to link to our own or others web sites, via a web API.

74. *Types of automation that can be set to work on a schedule? Examples include (not limited to): employee data inbound, hours worked and accruals outbound and inbound.*

**Question:** please elaborate.

**Answer:** What automated procedures does your software have. Can jobs be pre-scheduled. (print jobs, reports, etc.).

75. *Ability to track and approve expense reports.*

**Question:** How do expense reports relate to Scheduling and T&A?

**Answer:** Explain if and how your system manage/track/record/report or otherwise facilitate expense reports, with Forms, Approvals, Reports.

113. *Does the proposed application support single sign on for Microsoft Active Directory?*

**Question:** What specific single sign on technology are they using?

**Answer:** Microsoft Windows Integrated Single Sign-On - service enables connection to multiple applications within the network that use a common authentication mechanism. These services request and verify user's credentials after they log into the network, and use those credentials to determine the actions that can be performed based on your user rights.

126. *Describe customer configuration vs. customization for product.*

**Question:** What customization would you anticipate?

**Answer:** A payroll interface file (.csv file) compatible with current payroll engine is required.

A system interface, that "on boards" and creates new hires directly from their application form. A file spec/template to load new employees onto, so staff do not have to manually enter all new hires. Some companies have some standard, and 'custom' reports. What reports are standard and configurable vs. must be custom built.

Configurations are standard setups that are included with the requested scope of work. A customization is at customer's additional expense.

**We ask bidders to be inclusive of all costs.** We ask this open ended question, so typical customizations can be noted, and priced as additional work, outside the scope of bidder's response, or to allow bidders to expressly include/exclude this work within the bid. **The District requires bidders to be inclusive to all configurations and needed customization.**

127. *Can logos and colors in your application be customized, or will there be one look and feel?*

**Question:** Where would you anticipate having colors and logos?

**Answer:** The district desires (but not mandatory) that their logo display on system screens, electronic timeclock displays, and report print jobs. Specify the file type, image size and locations, if any available by screen and report. Explain how and where the system supports the customer's logo be displayed.

*-End RFI #1-*