

COUNTY of KANE  
PURCHASING DEPARTMENT  
KANE COUNTY GOVERNMENT CENTER

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November 21, 2016

**ADDENDUM 2**

**Request for Proposal: #05-017**

**Title: Time/Attendance/Scheduling System**

The attention of all offerors is called to the following questions received before the deadline of November 29, 2016. The answers follow each question in **bold**.

1. How many supervisors/managers/administrators will need access to the system to make approvals or edits? **Kane County has approximately 32 departments so assume that at least 32 supervisors will need access to the system.**
2. Is it desired for the system to be installed locally on the County's servers (Customer Hosted), or is it desired for the system to be Cloud based installed on the vendors servers (Vendor Hosted)? **There is no preference.**
3. What type of biometric clocks are preferred: biometric finger or biometric hand? **No preference. Currently finger ID is required.**
4. How many time clocks should we quote on? **There are approximately 32 departments so assume at least 32 time clocks are needed.**
5. Is it desired for the time clocks to communicate by Standard Ethernet, Power Over Ethernet or Wireless? **Standard Ethernet or Wi-Fi.**
6. Will employees need to punch in/out, or request time off from a Computer? **Employees may need to punch in/out from a computer.**
7. Will employees need to punch in/out, or request time off from a Smart Phone? **Employees may need to punch in/out from a smart phone.**
8. Will advanced scheduling be needed for Public Safety? Advanced scheduling is defined as the ability for employees to swap shifts online, or for employees to be notified of open shifts based on scheduling rules and certain measures of seniority etc.? If so how many employee make up the Public Safety group? **It is not anticipated that advanced scheduling as described will be done via the system.**
9. Will employees need to be provided with a toll free number that can be used to dial out sick which would then prompt the system to find the most qualified/available employees to fill the shift? **No.**
10. Is tracking FMLA required? Would the County desire employees to open FMLA cases within the employee portal of the time and attendance system? **No to both questions.**
11. Will the term of this contract be five (5) years? **Yes, it is anticipated that the contract will be for five (5) years.**

Please acknowledge receipt of this addendum in the space provided on Page 2 of the Proposal document. Thank you for your interest in the Kane County procurement process.

Sincerely,

*Maria C. Calamia*

Maria C. Calamia, CPPB  
Assistant Director of Purchasing