

COUNTY of KANE  
PURCHASING DEPARTMENT  
KANE COUNTY GOVERNMENT CENTER

Theresa Dobersztyn, C.P.M., CPPB  
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November 28, 2016

**ADDENDUM 3**

**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. Would it be possible to get the RFP document you released in a Word or Excel format? **The table portion of the RFP is available in a word document upon request.**
2. The first page of the RFP document guidelines states that a Certificate of Insurance is required with the response submission. On Page 10, Item B. 16, the verbiage states "Contractor to furnish and deliver prior to commencement of work, a completed Certificate of Insurance satisfactory to the requirements of the County of Kane containing...". The Page 10 verbiage leads me to believe that the insurance certificated naming Kane County as a certificate holder and additional insured would be required once a vendor has been selected as the chosen contractor. With this as background, I would appreciate if you could clarify if the Certificate of Insurance naming Kane County is required with the RFP response or upon selection of a contractor, prior to work commencing. **We would like a COI indicating proof of insurance with the RFP. The COI indicating Kane County as additionally insured will be requested upon selection.**
3. In Addendum 2 response to vendor questions, you answered that Advanced Scheduling (including swapping shifts, notifying of open shifts, etc.) will not be needed for public safety. However, there are several requirements in the RFP that appear to be related to "Advanced Scheduling" needs. Could you please look at the attached spreadsheet with scheduling related requirements and further clarify what departments needs the functionality and add any clarifications that might explain the intent of the requirement further? **It is anticipated that Advanced Scheduling would be used by KaneComm and the Circuit Clerk's Office and possibly Court Services. It is undecided whether law enforcement will use this function.**

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