DATE: November 30, 2017

TO: All Prospective Bidders Cc: Procurement File

FROM: Mallela Ralliford

RE: UMBC Time Management Software for Residential Life
RFP # BC-21085-R, ADDENDUM #1

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and submitting it along with the Price Proposal you return to the University.

The due date and time for the Technical & Price Proposals to be submitted to the University is extended to TUESDAY, DECEMBER 12, 2017 by 5:00 p.m.

A. The following questions were submitted for a response:

1. QUESTION: What is the total employee population that will be using the system?
   ANSWER: 150 employees; these are primarily student employees.

2. QUESTION: How many employees there are with UMBC?
   ANSWER: UMBC currently has 3,738 employees.

3. QUESTION: What is the current HRIS and Payroll System to integrate with?
   ANSWER: The current HRIS/Payroll system is PeopleSoft HRMS, 9.0 on Tools 8.55. We developed a custom electronic time sheet bolt-on module within that HRMS. That electronic time sheet module will be populated from (integrated with) the chosen time clock solution.
4. QUESTION: You requested 1 Original, 2 copies plus 1 electronic which can be emailed to the email address specified in the RFP. For the pricing proposal which we assume it separate do you require the same 1 Original and 2 copies and 1 electronic copy emailed to a different email address? Is that correct?

ANSWER: Yes, that is correct.

5. QUESTION: Would you like the technical proposal binders in a separate envelop from the Pricing proposal?

ANSWER: Yes, that is correct.

6. QUESTION: Do you have overtime rules that are beyond or more complex than the Federal and State of Maryland? And if you can you provide examples.

ANSWER: Many of the employees are students who are limited to 20 hours per week of work. Although this is not an overtime rule, we will want the system to flag when these employees work more than 20 hours per week.

7. QUESTION: Are shift differential driven by IN and OUT punches. If day shift runs from 8:00 am to 4:00 pm and evening shift runs from 4:00 pm to 12:00 am and night shift runs 12:00 am to 8:00 am for example are there any unique requirements for minimum hours on a shift, etc. Does an employee have to work minimum number of hours in a week, pay period or month to be eligible for full holiday pay e.g. 8 hours or is holiday hours prorated. Based on past-defined period, or is it based on scheduled hours.

ANSWER: Below is the relevant sections of the Shift Differential policy.

a) All employees who work a regular shift starting at or between 2:00 p.m. and at or before 1:00 a.m. shall receive a shift differential of $1.25 per hour. Shift differential will be included in the regular rate calculation for the computation of overtime.

b) Payment of shift differential is authorized for up to twenty (20) consecutive workdays for an employee who is permanently assigned to a qualifying shift or is scheduled to work a qualifying shift while on an authorized or accrued leave with pay.

c) An employee who is on a permanent schedule of rotating shifts is eligible to claim shift differential only while on a qualifying shift.

d) In an overtime situation where the employee continues working from a non-qualifying shift into a qualifying shift, the employee is eligible for a prorated shift differential provided the employee works at least three (3) hours of the qualifying shift. Additionally, an eligible employee who is scheduled to work overtime from a qualifying shift into another
qualifying shift shall receive the shift differential in addition to any overtime payment or compensatory time for all overtime hours worked.

8. QUESTION: Our Ecotime product includes a complete FMLA and LOA modules. From request, to forms, eligibility, routing of request, approval & denial, and complete workflow plus reports. Should the pricing include this modules?

ANSWER: These modules are not required for our current needs.

9. QUESTION: Would it be possible to receive the Time Management Software Requirements Form in an Excel format.

ANSWER: Yes, it is now available on UMBC’s eBid Board at: https://procurement.umbc.edu/bid-board/

10. QUESTION: Please clarify the due date for the Proposal? Can an extension be granted?

ANSWER: The due date and time for the Technical & Price Proposals to be submitted to the University is extended to Tuesday, December 12, 2017 by 5:00 p.m.

11. QUESTION: Is there any preferred format/content to be included for the price proposal?

ANSWER: The Price Proposal Form is below. It is also available in Word version on UMBC’s eBid Board at: https://procurement.umbc.edu/bid-board/

12. QUESTION: Including Full time, part time, and seasonal staff how many employees/student employees will need to be tracked on the system?

ANSWER: 150 employees.

13. QUESTION: How many supervisors, managers, administrators will need access to the system to make approvals, edits or run reports?

ANSWER: 30 managers.

14. QUESTION: How many time clocks should we include in our proposal?

ANSWER: Each proposer shall propose a single time management solution. No alternates.
15. QUESTION: Is it desired for the time clocks to be HID proximity? Or Biometric?

   ANSWER: No.

16. QUESTION: If proximity is preferred are the current HID cards Indala, iCLASS, or standard Proximity?

   ANSWER: Proximity card time clocks are not desired.

17. QUESTION: Will Advanced Scheduling be part of this scope of work? Advanced Scheduling is defined as employees performing shift swaps, or the system suggesting to managers who is the most qualified/available staff to fill a shift when a shift opens up.

   ANSWER: Yes, advanced scheduling is preferred.

18. QUESTION: Is it desired for employees to request FMLA leave electronically and then the Time & Attendance system tracks the FMLA case notifying employees and managers when FMLA hours are running out, or that the employee is due back?

   ANSWER: FMLA tracking is not required.

19. QUESTION: Is it desired for employees to punch in/out form a computer or smart phone?

   ANSWER: Yes, employees must be able to punch in/out from a computer.

20. QUESTION: Our standard contract term is 5 years, will that be acceptable for the University?

   ANSWER: No. The term of the resulting contract shall be two (2) years, with four (4) additional two (2) year renewal terms at the sole discretion of the University.

Enclosures: Acknowledgement of Receipt of Addenda Form
Price Proposal Form

END OF ADDENDUM #1, DATED 11/30/17
(sent via email)
BID NO.: BC-21076-R

BID DUE DATE: TUESDAY, DECEMBER 12, 2017 AT 5:00 P.M. EST.

BID FOR: UMBC TIME MANAGEMENT SOFTWARE FOR RESIDENTIAL LIFE

NAME OF BIDDER: ___________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. ___ dated ______
Addendum No. ___ dated ______
Addendum No. ___ dated ______
Addendum No. ___ dated ______
Addendum No. ___ dated ______

As stated in this Addendum, this form is to be returned with your Price Proposal.

________________________________________
Signature

________________________________________
Printed Name

________________________________________
Title

________________________________________
Date

END OF FORM
Dear Ms. Ralliford:

The undersigned, hereby submits a Price Proposal to provide an Online Event Ticketing System for UMBC as set forth in RFP #BC-21085-R, dated 11/30/17 and Addenda as follows:

Addendum No. 1 dated 11/30/17
Addendum No. ___ dated _________
Addendum No. ___ dated _________

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to perform the services as described in the solicitation documents. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of the RFP documents.

We will perform the on call work as described in the RFP documents inclusive of technical specifications and issued addenda for the guaranteed pricing defined on the following pages.

We understand that the University reserves the right to make the award of for all items, or any parts thereof, as set forth in detail under the information furnished in the specified documents. We understand it is the University's intent to make a single award.

We understand that the University is requesting pricing per this Price Proposal Form.
**NAME OF PROPOSER:**

ALL BLANKS ARE TO BE COMPLETED. THERE ARE TO BE NO ALTERATIONS, ADDITIONS, OR DELETIONS MADE ON THE PRICE FORM:

1. Please complete by providing detailed pricing. This shall include: cost sharing, fees, licensing & any other relevant details in regards to cost to the University. Include a narrative describing your price structure.

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<th>ITEM</th>
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<td>Implementation (One-Time Charges)</td>
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GRAND TOTAL

*Provide additional details about Hardware Lease vs Purchase:

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2. Please describe the pricing associated with development of items marked as “Customization” in your response to the Requirements Form.

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<th>Description of Customization</th>
<th>Pricing</th>
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We further understand that this Price Proposal includes all costs associated with the provision of the scope of work per the RFP documents.

We understand that if we are the successful Firm we will be required to provide the university with proof of meeting all insurance requirements as set forth in the RFP documents. By signing this Price Proposal form, we are agreeing to comply with the insurance requirements, and if necessary, will purchase, at our expense, all necessary riders to comply. Such insurance policies inclusive of all riders will remain in force for the contract and warranty periods.

As well, we agree to all terms and conditions as set forth in the RFP documents, including those of the documents issued to solicit Technical Proposals, all addenda since that issuance, our Technical Proposal submitted in response to the original solicitation, and our Price Proposal are a part of any resulting contract.

_____________________________________  ____________________________________
Signature                                      Date

______________________________________  ____________________________________
Print Name                                    Proposing Firm’s Name

______________________________________  ____________________________________
Street Address                                Phone Number

______________________________________
City, State, Zip Code

END OF FORM