

DATE: June 27, 2011

ADDENDUM NO.2

**JAMES CITY COUNTY
REQUEST FOR PROPOSALS #11-0037
AUTOMATED TIME AND ATTENDANCE SYSTEM**

This Addendum is issued to answer offeror's questions. Please contact Kitty Hall, Senior Buyer, email: khall@james-city.va.us if you have any questions.

Question 1:

III. Statement of Needs

Page 3, Paragraph 4

Reference is made to items the School division will provide. Does this include electrical outlets for each terminal location? **ANSWER: OFFERORS SHOULD PROVIDE PRICING FOR ELECTRICAL AND ANY OTHER SERVICE NEEDED IN ORDER TO INSTALL AND IMPLEMENT PROPOSED AUTOMATED TIME & ATTENDANCE SYSTEM**

Question 2:

Technical Requirements

Page 6, Paragraph 4

Reference is made to the vendor providing network drops. Under statement of needs the indication is the School Division will provide network connectivity. Which is correct? **ANSWER: OFFEROR WILL PROVIDE ESTIMATED COST FOR INSTALLATION OF NETWORKM ACCESS POINTS FOR ANY CLOCK/EQUIPMENT LOCATIONS**

Page 7, Paragraph 7

Reference is made to all endpoints being required to store date for up to one business day. Does this include the software based clocking option? **OFFERORS MAY INCLUDE ANY COMBINATION OF OPTIONS FOR THE EVALUATION COMMITTEE TO CONSIDER**

Question 3:

Services

Page 7, Paragraph 12

Reference is made to updates, upgrades and training for such updates being included in annual maintenance fees. Does the school division wish for a required annual maintenance agreement? If so, for what duration?

ANSWER: WJCC PUBLIC SCHOOLS IS INTERESTED IN RECEIVING COSTS/OPTIONS FROM INTERESTED OFFERORS FOR MAINTENANCE. OFFERORS MAY PROPOSE AN ANNUAL MAINTENANCE AGREEMENT AND DURATION BASED ON PRODUCT/SERVICE OFFERED. WJCC SCHOOLS WILL EVALUATE INFORMATION PROPOSED.

Page 7, Paragraph 13

Reference is made to 24/7 phone tech support and 1 day onsite assistance response. Is this mandatory? **ANSWER: IT IS PREFERRED. CUSTOMER SERVICE PROPOSALS WILL BE EVALUATED ACCORDING TO THE CRITERIA IN THER RFP DOCUMENT, SECTION V.**

Question 4:

X. Special terms and conditions

M. Contractors License. Page 14, Paragraph 1

- (a) Is this requirement applicable to vendors whose sole office is outside the state, and whose personnel will not be in-state for more than 30 days?

ANSWER: THE VIRGINIA PUBLIC PROCUREMENT ACT DICTATES THAT BUSINESSES WISHING TO DO BUSINESS IN THE COMMONWEALTH MUST BE PROPERLY LICENSED TO DO SO.

“§ 2.2-4311.2. Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth. -- A. All public bodies shall include in every written contract a provision that a contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.

B. Pursuant to competitive sealed bidding or competitive negotiation, all public bodies shall include in the solicitation a provision that requires a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 to include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

Question 5:

P. Payment Terms

Quality of Service

Page 14, Paragraph 8

How is the bidder responsible for Quality of Service of the School’s network? Is this clause applicable to this bid?

ANSWER: PER THE CLAUSE IN THE RFP DOCUMENT, IF THE SYSTEM DOES NOT PERFORM WITHIN THE STATED PARAMETERS, WJCC RESERVES THE RIGHT TO DELAY PAYMENT. THIS IS NOT EXISTING SCHOOL SYSTEMS, BUT THE NEW TIME & ATTENDANCE SYSTEM TO BE INSTALLED/IMPLEMENTED.

Question 6:

P. Surety

Is a performance bond required for this RFP? Please confirm that it will be equal to 100 percent of the contract. **ANSWER: YES**

Question 7:

Please clarify the number of copies of the response required. There is conflicting information in the RFP.

ANSWER-FOUR (4) COPIES AND ONE (1) ORIGINAL

Question 8:

Will the school district be conducting demos following the RFP review?

ANSWER: IF DEEMED NECESSARY BY THE EVALUATION COMMITTEE, DEMOS MAY BE REQUESTED FROM THE SHORT-LISTED FIRM(S)

Question 9:

What are the evaluation criteria for the RFP? Are answers weighted?

ANSWER: EVALUATION CRITERIA IS INCLUDED IN THE RFP PACKET, PAGE 9

Question 10:

Is the project budgeted? If so, what is the budget?

ANSWER: BUDGETARY ESTIMATES ARE NOT AVAILABLE

Question 11:

Did the district have any help writing this RFP? If so, from whom?

ANSWER: NO

Question 12:

Has the district been speaking to any time and attendance vendors prior to or during the preparation and release of this RFP? If so, who?

ANSWER: NO

Question 13:

Is it the district's desire to have managers and supervisors using the software to view and approve employee leave requests?

ANSWER: WJCC WOULD CONSIDER THAT AS AN OPTION

Question 14:

What is the total number of employee's licenses to be quoted?

ANSWER: PER THE RFP DOCUMENT, "BACKGROUND"- The school division plans to implement the new system in stages. The first stage needs to be in place by the start of the 2011-2012 school year (September 6, 2011) for all bus drivers and bus aides, approximately 200 people.

Question 15:

Should the solution allow the submission of leave requests by employees from the wall-mounted swipe devices?

ANSWER: OFFERORS MAY PROPOSE ANY COMBINATION OF SOLUTIONS FOR EVALUATION

Question 16:

Should the proposed time clocks communicate all clock operations in "real-time" to the database or will a polling solution that downloads at the end of the day suffice?

ANSWER: OFFERORS MAY PROPOSE ANY COMBINATION OF SOLUTIONS FOR EVALUATION BY THE COMMITTEE.

This Addendum 2 is incorporated into the RFP Documents and will be made part of the resulting contract.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.