



City of Rochester, New Hampshire

31 Wakefield St. Rochester, NH 03867

<http://www.rochesternh.net/>

## BID-16-34

### Questions and Answers

For the Purchasing Agent, I'd like to ask the following questions:

1. Is a confirmation that training and procedure documentation, and guides/manuals will be supplied by vendor once selected or awarded acceptable? Referencing IV. *Proposal Specifics, c) Installation and Training section for this question.*

Answer: **YES**

2. Can you please clarify the City's expectation as to what is to be completed by this date? VI. *PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS, B, 4, d. Schedule for completion on or before July 1<sup>st</sup>, 2016. An agreed upon extended completion date can be discussed.*

Answer: **The RFP indicates a targeted implementation completion date of July 1<sup>st</sup> 2016. However, we recognize timing challenges meeting this target and an extended completion date can be discussed.**

3. For Advanced Scheduling pricing, it looks like Fire has 37 employees and Police has 50 employees, is that correct?

Answer: **YES**

4. Does the City currently use Munis Payroll to store individual employee pay rates for regular time, OT and specific to position?

Answer: **YES**

5. Is it possible to receive a Word version of RFP and/or the XX. TECHNICAL REQUIREMENTS FORM?

Answer: **Yes, if sought.**

6. For the XX. TECHNICAL REQUIREMENTS FORM, can comments be associated with the response? If so, where should those comments be added?

Answer: **Yes, additional supplemental information can be included in Section XXI for XX Technical Requirements Form, including comments to section XX. Please reference number.**

7. #14 of the Technical Requirements form refers to processing multiple checks for an employee. Are pay checks currently being processed through Munis Payroll or a different application?

Answer: **MUNIS payroll**

8. #20 of the Technical Requirements form refers to the ability to interface with automated timesheet software. Is there another specific time software application the City is currently using or planning to implement?

Answer: **NO**

9. #23 of the Technical Requirements form, can you please offer more specific details or an example for this requirement?

Answer:

Answer: **Ability to navigate and access various employ payroll records from primary input page.**

10. For the 11 biometric time clocks requested in the optional pricing, does the City need employees to have the ability to change jobs and add cost accounting information (grant codes, activity codes, etc) directly at the clock?

Answer: **Yes, as part of the optional pricing, the city prefers the ability to distribute payroll wages/benefits from and to multiple funds, including grants or projects and the potential of using clocks, if financially feasible, as part of that process.**

11. For the optional time clock pricing, is the total number of clocks including the 1 back-up clock equal to 11 clocks (i.e. 10 purchased clocks plus 1 back-up)?

Answer: **Yes, total number of clocks includes one (1) back up/shelf clock.**