

ADDENDUM #1
Workforce Management System
RFP # 14-JLR-003

TO: **ALL BIDDERS**
FROM: **Jeffrey LaPorta, CPPB, Supervisor of Purchasing**
DATE: **October 14, 2013**

This Addendum is issued in response from prospective bidders' inquiries and to clarify verbiage in the bid document.

1. **CLARIFICATION:** Harford County Public Schools (HCPS) is acting as Lead Agency only for this solicitation. The contract resulting from this solicitation will be a national contracting vehicle for Participating Public Agencies through the U.S. Communities Government Purchasing Alliance ("U.S. Communities").

2. **QUESTION:** Do all of the participating schools share a platform (Avaya/Cisco/ShoreTel etc.)?

ANSWER: Not applicable. See item #1.

3. **CORRECTION:** Under Section I, subsection C. Submittal of Questions, the deadline for submittal of questions is 4:00PM, on October 10, 2013.

4. **QUESTION:** If a vendor has solutions to handle a portion of the requirement, can a proposal for that portion be submitted? (I realize that teaming arrangements can be made to provide a proposal that meets all requirements of the RFP.)

ANSWER: Yes

5. **QUESTION:** The RFP mentions that Harford County Public Schools System does not (at this time) intend to use the services awarded. It begs the question, who will use it, and if not Harford, will the winning vendor have to again provide a proposal to a member organization for the same services/products? Or, does winning this RFP competition serve as a means for member organizations to contact the vendor and negotiate contracts based on the winning proposal? How long does that arrangement remain valid?

ANSWER: See Item #1. No, the winning vendor will not have to provide subsequent proposals to Participating Public Agencies. This RFP will serve as the contracting vehicle. The contract term is three (3) years with the option to renew for two additional one (1) year terms. See RFP page 8, section I.

6. **QUESTION:** Should a separate tab be included to specify different scenarios for other agencies and needs they may have, to show what vendor can offer?

ANSWER: No. Please refer to pg. 17 of the RFP. All items vendor offers can be listed on national pricing sheet.

7. **QUESTION:** How in depth should our pricing scenario be?

ANSWER: Price according to scenario but be advised that you can offer additional options your company/product can provide. However, do not factor in to your pricing scenario the specifics of the ancillary items such as cabling and wiring.

8. **QUESTION:** Have any vendors already demonstrated on site for HCPS?

ANSWER: No

9. **QUESTION:** Which vendors?

ANSWER: Not applicable.

10. **QUESTION:** Did HCPS write this RFP?

ANSWER: Yes

11. **QUESTION:** The vendor decision turnaround is significantly quicker than most RFPs of this size and scope, is there a preferred solution?

ANSWER: No

12. **QUESTION:** Does HCPS prefer Software as a Service or an in-house hardware/software solution?

ANSWER: Because Participating Public Agencies will have varied needs that are specific to their jurisdictions, vendors are encouraged to propose their complete offer of solutions.

13. **QUESTION:** Do you anticipate 50 clocks for this quote?

ANSWER: Not applicable. See item #1.

14. **QUESTION:** Does HCPS anticipate 100% clock usage for employees or would online web activity be preferred for the office personnel?

ANSWER: Not applicable. See item #1.

15. **QUESTION:** Does HCPS have union employees (EE)? How many EE are Union and how many different unions are onsite?

ANSWER: Not applicable. See item #1.

I hereby acknowledge receipt of Addendum #1 dated _____, to Bid #14-JLR-003.

Company

Name (Print or Type)

Authorized Signature

Date

Note: Bidder shall sign and submit Addendum with bid submission. The same person signing Addendum shall sign the Bid Form.