



**STEPHEN F. AUSTIN STATE UNIVERSITY**  
PROCUREMENT AND PROPERTY SERVICES  
P. O. Box 13030  
NACOGDOCHES, TX 75962

**REQUEST FOR PROPOSAL**

**RFP NUMBER**  
**TIMEKEEPING-09**

**ADDENDUM NO. 2**

**PROPOSAL MUST BE RECEIVED BEFORE:**  
**5:00PM, THURSDAY, NOVEMBER 19, 2009**

**MAIL PROPOSAL TO:**

Stephen F. Austin State University  
Procurement Services  
P. O. Box 13030  
Nacogdoches, TX 75962-3030

**HAND DELIVER AND/OR  
EXPRESS MAIL TO:**

Stephen F. Austin State University  
Procurement Services  
2124 Wilson Drive  
Nacogdoches, TX 75962

Show RFP Number, Due Date and Time on Return Envelope

**NOTE:** PROPOSAL must be time stamped at **Stephen F. Austin State University Procurement Services** before the hour and date specified for receipt of proposal.

**REFER INQUIRIES TO:**

Diana Boubel  
Stephen F. Austin State University  
Procurement Services  
936-468-4037  
email: [dboubel@sfasu.edu](mailto:dboubel@sfasu.edu)

**STEPHEN F. AUSTIN STATE UNIVERSITY  
Request for Proposal #TIMEKEEPING-09**

**ADDENDUM NO. 2**

**THIS ADDENDUM MUST BE ACKNOWLEDGED IN ORDER FOR THE RESPONSE TO RECEIVE CONSIDERATION. FAILURE TO ACKNOWLEDGE THE ADDENDUM WILL RESULT IN DISQUALIFICATION OF THE RESPONSE.**

**The final date to receive questions regarding this RFP is 5:00pm Friday, November 13, 2009.**

**Please note the following responses to questions received by email:**

1. Exhibit D Question 4 "Does your system allow manager override exceptions." Can you please explain this requirement further?

**Answer:** Allow the manager to override employee time entries and make changes/corrections/adjustments if needed.

2. Exhibit D Question 6 "Does your system have the capability of monitoring employment in different areas for a single employee and recording overtime accurately" Can you please provide us with an example of when this would happen?

**Answer:** An employee might be employed in two departments at the same time. At some time, they may work more than 40 hours in a workweek. Would your system be able to accurately record the overtime worked?

3. Exhibit D Question 16 "Set limits and qualifying conditions on the earning and taking of leave time." What are SFASU's leave requirements?

**Answer:** Employee cannot take time that has not yet been accrued. Newly hired employees must wait 6 months before being eligible to take vacation (with some exceptions). We currently allow exempt employees to accrue straight time for any hours worked over 40 in a week. They are limited to taking 80 hours of comp time in a fiscal year.

4. Exhibit D Question 27 "Provide tools to resolve disputes of leave balances and review employee leave events." Can you please provide an example of this requirement?

**Answer:** You should be able to provide reports or some other type of documentation that will help resolve disputes in reported time.

5. Exhibit D Question 35 "Can an employee work in multiple departments with each department approving time for their own department, yet still maintain FLSA rules for overtime, etc. of all time worked for the University." Can you please provide us with an example of this requirement?

**Answer:** Your system should allow for an employee to work in several different departments and still be able to calculate overtime correctly. We have some employees who are employed by different departments and may go over 40 hours in a work week. We want to know how your system will handle this issue.

## ADDENDA NO. 2

### Cont'd

6. Exhibit D Question 71 "Support single sign on; if so, can single sign-on be accessed through SFA's secure portal." Can you please describe SFA's secure portal environment?

**Answer:** SFA is using Sungard's Luminis portal. It is based on UPortal. Single Sign On is usually achieved via a GCF (General Connection Framework) connector.

7. Exhibit D Question 78 "Can security of the system be handled behind SFA's firewall?" Is SFA looking for a hosted or premise based solution?

**Answer:** Firewall should not be an issue. Preference is to have system on-site, but final determination has not yet been made

8. Exhibit D Question 9 "Must be accessible by entire workforce – part-time, full-time, mobile, permanent, contingent, hourly and salaried workers must all have access to self-service applications and be able to participate in timekeeping and other business processes." Please provide a breakdown of where employees will be clock in (e.g. computer, device).

**Answer:** They may clock in on a computer terminal, laptop, or at work on a time-keeping card reader or fingerprint reader.

9. Will salaried employees be stored in the system as well?

**Answer:** Possibly

10. Exhibit D Question 100 "Can use existing badges (barcode, magnetic, or proximity) or offers flexibility of no badges. Can you please provide us with a sample badge for testing purposes?"

**Answer:** A sample can be provided upon specific request sent to [dboubel@sfasu.edu](mailto:dboubel@sfasu.edu)

11. What is the deadline for Stephen F. Austin University (SFUA) to have answers to these questions returned to the vendors?

**Answer:** The deadline to receive questions is 5:00pm Friday, November 13, 2009. SFA will have answers in the form of an addendum, if necessary, emailed and posted no later than end of the day Monday, November 16, 2009.

12. Will all the answers to RFP questions be supplied to all vendors?

**Answer:** Where appropriate, yes

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### Cont'd

13. Will the answers be returned in the form of an addendum to the RFP? If yes, will this addendum be required to be returned with the RFP response.

**Answer:** Where appropriate, yes. Otherwise, the answer will be communicated to the vendor asking the question. Each addendum will indicate whether acknowledgement is required. This is the second of two addenda, and acknowledgement of both is required.

14. Minimum System Requirement Question 1. "Is the system web based?" What features are required to be available via a web browser, and which features should be available via a network client?

**Answer:** SFA has no definite preference on which features are web vs network client. We will entertain options

15. Minimum System Requirement Question 1. "Is the system web based?" Is SFUA looking for a 100% web solution?

**Answer:** 100% is not a requirement. We will entertain options

16. Minimum System Requirement Question 1. "Is the system web based?" Will SFUA entertain a client/server based solution for management functionality along with a web interface for employee self service and clocking functionality?

**Answer:** We will entertain the idea of a client/server based solution along with a web interface for functionality, but there is no definite preference on these items yet

17. Minimum System Requirement Question 3. "Can you perform enterprise integration with SunGard Higher Education's Banner software, version 8?" The standard Banner package does not support a time sheet import without a custom import interface developed by Banner.

Does the SFUA have this import capability already?

**Answer:** No

18. Minimum System Requirement Question 3. "Can you perform enterprise integration with SunGard Higher Education's Banner software, version 8?" The standard Banner package does not support a time sheet import without a custom import interface developed by Banner.

Does the SFUA technical department have the capability of building an import interface into the Banner product?

**Answer:** It all depends on what the vendor application can produce and what Banner will accept. We have not had training on this part of Banner yet because we are still going through our conversion, so we cannot give a definitive yes or not.

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### Cont'd

19. Minimum System Requirement Question 3. "Can you perform enterprise integration with SunGard Higher Education's Banner software, version 8?" The standard Banner package does not support a time sheet import without a custom import interface developed by Banner.

Does this interface clause require that the Time and Attendance vendor provide the complete interface into the Banner database?

**Answer:** We cannot provide an answer to this question at this time. See the answer to question #18 above.

20. Minimum System Requirement Question 5. "Does the solution support various time collection methods (internet, terminal, telephone, mobile, biometrics, etc.)?" Are there certain methods listed above that are required and others that are desired?

**Answer:** We will require internet, terminal and biometrics collection methods

21. Architecture and Technical Requirements Question 100. "Can use existing badges (barcode, magnetic or Proximity) or offers flexibility of no badges." Does SFUA currently have existing badges of all these different types?

If yes, what type of proximity badge does SFUA currently use?

If yes, what type of barcode badge does SFUA currently use?

If yes, does SFUA currently encode on track #2 of their magnetic badges?

**Answer:** We currently use HID. Our normal ID badges have both mag stripes and barcodes. We also have badges with all three available for student who need prox.

24. Architecture and Technical Requirements Question 100. "Can use existing badges (barcode, magnetic or Proximity) or offers flexibility of no badges." Does SFUA currently have existing badges of all these different types?

If yes, will there be a standard clock terminal type used throughout the university or will there be different types of clocking terminal readers required at different locations?

**Answer:** Yes, the 15 with biometrics and 5 with punch only, as requested and specified in this document will be the standard clock terminal type

25. Exhibit B, HUB Subcontracting Plan. In regards to the HSP form, if awarded the bid, we do not anticipate using any HUB businesses to fulfill the contract. Is agreement to the monthly compliance reports applicable when you are not using any HUB organizations to fulfill the contract?

**Answer:** Yes

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### **Cont'd**

26. In regard to question #55, can you define how the shifts are split for your organization. Do all splits happen at the same time (either at a defined time or after a determined # of hours) or can each shift have its own split?

**Answer:** We have a variety of shifts for different departments and different times of the year. For example, some shifts allow ½ hour for lunch and some allow 1 hour. The custodial staff works one shift for administrative buildings and another for the library, and they work earlier hours in the summer.

27. Will the university be open to a custom developed solution that will be web based and will interface with banner?

**Answer:** No, as it is anticipated that custom development would involve a more lengthy process that does not fit our timeline. Plus the RFP calls for product demonstrations which would not be possible with a custom developed solution.