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|  | **COUNTY OF DANE**  DEPARTMENT OF ADMINISTRATION  **PURCHASING DIVISION**  Room 425 City-County Building  210 Martin Luther King Jr. Blvd.  Madison, WI 53703-3345  608/266-4131  FAX 608/266-4425 TDD 608/266-4941 |  |
| GREG BROCKMEYER  Director of Administration |  | CHARLES HICKLIN  Controller |

DATE: July 26, 2018

TO: All Proposers RFP #118067: Staff Scheduling Software for the Badger Prairie Health Care Center

FROM: Carolyn Clow, Purchasing Agent

SUBJECT: ADDENDUM #1

**The following responses are provided to questions received:**

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| *Question #1* | *How many employees would be accessing the scheduling solution?* |
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| Answer #1 | All nursing staff (RNs, LPNs, and CNAs) for the Badger Prairie Health Care Center would use the software. This is approximately 180 total employees. |
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| *Question #2* | *Does the County have any preference on how the proposed solution is to be implemented e.g. will all employees go live at the same time or are you looking to roll out the system to different departments , groups etc.?* |
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| Answer #2 | The selected software would not be deployed countywide. Only the Badger Prairie Health Care Center would be implementing the software. At this time, the County expects that the whole Health Care center would go live at the same time. However, this item could be discussed with the selected vendor if there is a better way of rolling out the software. |
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| *Question #3* | *Is the County interested in integrating the time capture capabilities of a proposed solution to create timecards for import  into their payroll system to increase efficiencies? If so what Payroll system does the County use?* |
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| Answer #3 | This RFP is not considering a replacement to either the payroll system or the time keeping system employed by Badger Prairie or Dane County as a whole.  Badger Prairie currently uses Kronos Timekeeper with a proximity card timeclock that is designed to interface with the County’s Highline payroll system.  However, if the proposed solution creates efficiencies between the electronic schedule and the timekeeping system, Badger Prairie would be interested in learning about this. (See Answer #5). |
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| *Question #4* | *Are there any barriers to prevent a Canadian Company from bidding?* |
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| Answer #4 | Canadian companies must meet all of the requirements in the RFP as stated in the document. |
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| *Question #5* | *Will the new system require timekeeping functionality, potentially with an interface to payroll/HR?* |
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| Answer #5 | Dane County intends for the software purchased from this RFP to complement the existing systems. It is not necessary for the new system to have timekeeping functionality. The new system will need to have some way of interfacing the existing timekeeping and payroll software.  For timekeeping functionality, Badger Prairie uses Kronos Timekeeper with a proximity card timeclock. The information from Timekeeper interfaces with the County’s central payroll system (Highline) on a bi-weekly process. All accruals are maintained in the County’s central payroll system and then imported back to Kronos.  Badger Prairie would be interested in learning about inter-connectivity between the schedule software and the Kronos Timekeeping system, particularly as it relates to creating efficiencies between each system. |
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Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your bid. If you have any questions regarding this addendum, please contact me at 608-266-4966.

Sincerely,

Carolyn A. Clow, CPPB

Purchasing Agent