Date: August 29, 2018

To: All Proposers

From: Carolyn A. Clow, Lead Purchasing Agent

Subject: Addendum #2 to RFP #118067: Staff Scheduling Software for Badger Prairie Health Care Center

**The following questions were received and responses are provided:**

1. **How many total employees at the Badger Prairie Health Care Center do you expect will be managerial level users of the software? i.e., Approximately how many individuals will be using the system to create and manage nursing staff schedules for the Health Care Center?**

The response to this question depends upon the vendor’s definition of a managerial level user. At BPHCC, approximately 5 staff will be managers. The number of individuals managing the schedules can vary. A team of four individuals, who are not managers, will be creating schedules. Additionally, some charge nurses/supervising nurses will address staffing/scheduling issues if scheduling clerks are absent.

1. **The RFP mentions “Flex” as an employee group (from a pay rule perspective). Could you tell us more about this employee group / pay rule?**

Flex refers to employees that have a set FTE, but the hours could fluctuate some within the pay period. The employees start/end time could vary by a few of hours. There are only a couple of employees under this type of schedule.

1. **Could you provide a few examples of current rules and workflows for offering OT for different employee groups (CNA vs Nurses)?**

The current rules and workflows are more complex than can be easily shared here. The specific details will be shared with vendors selected for interviews/demonstrations. BPHCC will provide demo scripts that highlight these rules and workflows.

1. **Does the Badger Prairie Health Care Center currently have any system in place to maintain a record of census and patient acuity levels, and to adjust future staffing levels to match expected census and/or acuity? If so, what system is currently being used to capture this information?**

BPHCC has a fixed staffing pattern than does not fluctuate based on census or acuity.

1. **Is there a desired/preferred or maximum timeframe for solution implementation, starting from the time that a contract is awarded to the Go-Live point for all users at the Health Care Center?**

An implementation timeline has not been established.

1. **Has any budget yet been set in connection with the contract resulting from this RFP?**

No.

1. **Has the Badger Prairie Health Care Center received presentations/demonstrations from vendors prior to the announcement of this RFP, in connection to Staff Scheduling, and if so, can you specify which vendors?**

Badger Prairie viewed demonstrations of scheduling products by Kronos and Aladtec in 2016.

Please acknowledge receipt of this addendum by checking the “Addendum #2” box in Section 6 – Required Forms – Attachment A - Vendor Information of your proposal submission. If you have any questions regarding this addendum, please contact me.

Sincerely,

Carolyn A. Clow, CPPB

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