

COUNTY of KANE  
PURCHASING DEPARTMENT  
KANE COUNTY GOVERNMENT CENTER

Theresa Dobersztyn, C.P.M., CPPB  
Director of Purchasing



719 S. Batavia Ave., Bldg. A, 2<sup>nd</sup> Floor  
Geneva, Illinois 60134  
Telephone: (630)232-5929  
Fax: (630) 208-5107

November 29, 2016

**ADDENDUM 4**

**Request for Proposal: #05-017**  
**Title: Time/Attendance/Scheduling System**

The attention of all offerors is called to the following questions received before the deadline of November 29, 2016. The answers follow each question in **bold**.

1. In your Addendum 3 you state that the advanced scheduling features would be used by KaneComm, Circuit Court and possibly Court Services. For proper licensing, could you identify how many employees are in each of these groups? **I'm not sure what relevance the number of employees has since whatever system we choose has to have expansion capability up to 1300 employees. Circuit Clerk has 111, KaneComm has 19 and Court Services has 180.**
2. Section 1 – Introduction states that the system of record for accrual balances is decentralized to the departments. Do you envision the solution becoming the system of record for accruals? **No.**
3. Section 1 – Introduction states that there are only 300 Stromberg licenses for 3 departments/offices. How are the remaining departments tracking time for the 851 employees not in Stromberg? **Manually or via Excel spreadsheets.**
4. Section 1 – Introduction states that time entry into Stromberg is occurring with biometric clocks. Does the County want to replace these clocks, or would the County prefer integrating the existing clocks to a new time system? **No preference.**
5. Section II – Types of Proposals Sought offer proposers to present a County-hosted option. Is the current Stromberg environment hosted by the County? **Yes.** Are there dedicated County resources supporting the Stromberg environment(s)? **Staff in Payroll and Information Technologies support the environment.**
6. Section II – Types of Proposals Sought states that this will be a phased approach with the 3 Stromberg departments being implemented first with other departments considered; should pricing assume that the remaining departments will be implemented equally across the remaining years of the contract? **Implementation will depend upon time and staff availability and department readiness. Or does the County have a different phased approach in mind? The County does not have a specific phased in approach in mind.**
7. Section V – HRIS Requirements and Desires #1.13 states that employees will be active in the proposed system to approve their time. Do part-time and seasonal employees have access to desktop PCs, or should mobile functionality (IVR, mobile apps or different mobile access) be considered? **Both options.**

8. Are there any other possible system integrations that will need to occur to import or export data on a regular basis besides sending payroll data to Logos? **No.**
9. Please confirm that besides an import of accrual information from Stromberg (Technical Requirements #4.01) that there will be no historical data conversions and migration of time and attendance data from Stromberg into the new system? **Correct.**
10. Section B.13.1 States as follows: B.13 Payments: B13.1 The payment terms for this contract will be made on a monthly basis by the County of Kane. Does the language mean Kane County will decide payment terms on a monthly basis or that the Contractor is to invoice monthly and Kane County will pay monthly? **The Contractor is to invoice monthly and the County will pay monthly.**

Please acknowledge receipt of this addendum in the space provided on Page 2 of the Proposal document. Thank you for your interest in the Kane County procurement process.

Sincerely,

*Maria C. Calamia*

Maria C. Calamia, CPPB  
Assistant Director of Purchasing