#1 - Question & Answer
On page 4, under Scope of Services, item A1, it mentions recording employee work time at all Rowan locations.
   A. How many locations does the University have (different cities, different campuses, different buildings, etc.)?
   B. As many addresses and exact locations would be helpful for implementation purposes.

Rowan University has 3 central campuses located in the following NJ cities: Glassboro, Camden, and Stratford. There are also medical practice offices that are located throughout the southern NJ region; these offices may/may not utilize the timekeeping system. Current estimates for the number of buildings used by Facilities and Residential Learning and University Housing where a time clock would be needed are estimated as follows:
   - Glassboro – 6 to 8 buildings
   - Camden – 3 buildings
   - Stratford – 2 buildings

These estimates are subject to change.

#2 – Question & Answer
Has the University had any previous vendor demonstrations or presentations on the solution(s) requested, prior to the release of this RFQ? If yes, would you please provide the vendor(s) name(s) and product name(s)?

No.

#3 - Question & Answer
Please provide the software version release of the current Ellucian Banner solution the University is using.
   A. Does the University prefer a seamless, bi-directional integration with the Banner product?
   B. Would a simple file export/import process to Banner be acceptable?

Rowan is currently using Banner version 8.
   A. A bi-directional interface could be considered depending on integration complexity, cost, and the ability to meet the needs of the University.
   B. A simple import/export process is acceptable.

#4 – Question & Answer
Please provide any existing automated time and attendance and scheduling solutions currently being used by departments in the University.

Banner, Kronos.
#5 – Question & Answer

Does the University have an idea of the quantity and preference type of physical clocking terminals they might require for this proposal? The quantity and type of terminal can significantly affect implementation costs, annual maintenance fees, training, etc.

A. Does the University have any POE (Power Over Ethernet) capable network switches or hubs in any of the locations they might need a clocking terminal?

Each Rowan business area may have a different preference on the type of physical clocking terminals used. Decisions about the type of clocking terminals to be used will be partially based on price. Please provide pricing on baseline units, units with some biometric capabilities, and mobile units for our review.

A. The University has POE switches in some of the locations that would be needing a clocking terminal, but not in all locations.

#6 – Question & Answer

Does the University have a preference between a SaaS Cloud Vendor hosted solution and an On Premise customer installed product?

The University does not have a preference between SaaS and On Premise implementations. However, please provide information on the differences in configuration and in maintenance between the two types of solutions, as well as the difference in cost.

#7 – Question & Answer

On page 4, under Scope of Services, A7, it mentions the use of mobile or hand-held devices. How many employee/users would you estimate needing to use a mobile clocking device?

The current group requesting a mobile device envisions a single device being utilized by a supervisor who would oversee the clocking in/out of a group of employees at various locations.

#8 – Question & Answer

On page 8, item J, Pricing, it indicates an estimate of 200-300 users, with potential of additional 200 users will be tracking their time.

A. Please provide an estimate of how many are full-time and how many are part-time.

The overwhelming majority (90 to 95%) would be full-time employees. Some groups do employee temporary part-time workers as well as student workers from time to time, but these are not the majority of the employment base.
#9 – Question & Answer
Does the University have a timetable for proposal evaluations and vendor selection?

The University would like to complete the proposal evaluation and vendor selection processes by the end of November. However, this timetable is subject to change.

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#10 – Question & Answer
Does the University have a timetable for possible implementation of the proposed system?

The University would like to begin the implementation process within the next 12 months. However, this timetable is subject to change.

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#11 – Question & Answer
Is it desired for the system to be installed on your servers (Customer Hosted)? Or is it desired to have a cloud based solution installed on our servers (Vendor Hosted)?

The University does not have a preference between SaaS and On Premise implementations. (Please see answer from question #6 above).

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#12 – Question & Answer
Including Full time, part time, and seasonal staff how many employees will need to be tracked on the system? (we see 200-300 in the RFP... so pricing can be the same for all vendors should we quote 300?)

Vendors may price using tiers (ranges or maximums) at their discretion.

---

#13 – Question & Answer
How many supervisors, managers, administrators will need access to the system to make approvals, edits or run reports?

The estimated numbers are as follows.
- Glassboro – 8 to 10
- Camden – 3
- Stratford – 5 to 6
<table>
<thead>
<tr>
<th>#14 – Question &amp; Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many time clocks should we include in our proposal?</td>
</tr>
<tr>
<td>Thirteen is an estimate based on the number of buildings estimated (see question #1 above). However, please include information on how using a greater or fewer number time clocks will affect price.</td>
</tr>
</tbody>
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<tr>
<th>#15 – Question &amp; Answer</th>
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</thead>
<tbody>
<tr>
<td>Is it desired for the time clocks to be HID proximity? Or Biometric?</td>
</tr>
<tr>
<td>HID proximity would likely be the standard for the majority of business areas using the new system, but that is subject to change. Selected areas may select biometric devices. The use of biometrics will require that the software be HIPAA certified. These preferences are subject to change.</td>
</tr>
</tbody>
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<tr>
<th>#16 – Question &amp; Answer</th>
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</thead>
<tbody>
<tr>
<td>If proximity is preferred are the current HID cards Indala, iCLASS, or standard Proximity?</td>
</tr>
<tr>
<td>We are not aware of any preference at this time. This may be determined as we move forward with implementation.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>#17 – Question &amp; Answer</th>
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</thead>
<tbody>
<tr>
<td>Will Advanced Scheduling be part of this scope of work? Advanced Scheduling is defined as employees performing shift swaps, or the system suggesting to managers who is the most qualified/available staff to fill a shift when a shift opens up.</td>
</tr>
<tr>
<td>Not to our knowledge, however please include the necessary pricing line items for this component.</td>
</tr>
</tbody>
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<tr>
<th>#18 – Question &amp; Answer</th>
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</thead>
<tbody>
<tr>
<td>Is it desired for employees to request FMLA leave electronically and then the Time &amp; Attendance system tracks the FMLA case notifying employees and managers when FMLA hours are running out, or that the employee is due back?</td>
</tr>
<tr>
<td>Not to our knowledge, however please include the necessary pricing line items for this component.</td>
</tr>
</tbody>
</table>

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<tr>
<th>#19 – Question &amp; Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is it desired for employees to punch in/out form a computer or smart phone?</td>
</tr>
<tr>
<td>One department has requested the ability for employees to clock in/out from a mobile device, e.g. smartphone, iPad etc.</td>
</tr>
</tbody>
</table>
#20 – Question & Answer

Is it desired for employees to request time off electronically at a computer or smart phone?

Some groups expressed an interest in employees being able to request time off electronically, however this is not a requirement. If this feature is offered as a part of a solution, it will be evaluated as a part of the scoring. This would include the access method used by the employee (computer, smart phone, other) to request the time off.

#21 – Question & Answer

Our standard contract term is 5 years, will that be acceptable for the University?

The University will determine a contractual term with the awarded vendor.

#22 – Question & Answer

Do you have devices (biometric, Access Card Systems) already available with Rowen (Please let us know the Brand)

We have an Access Card System, RS2.

#23 – Question & Answer

How many Locations does the Solution need to be accessed from?

The number of locations is subject to change. The awarded vendor must offer solutions that address the current estimated number of locations and how an expansion and subsequent increase in the number of locations would impact implementation considerations and costs.

#24 – Question & Answer

What are the Earning Codes – do you add new ones and update this codes if Yes frequency how would the same be made available to vendors

Earning codes are payroll codes used in Banner, our ERP system. They identify the type of work time, e.g. vacation time, sick leave, regular pay etc. Duplication of earning codes in the timekeeping system facilitates interfacing attendance information to Banner for payroll purposes. Maintenance of payroll earning codes should be an easy function in the timekeeping system.

Earning codes would be made available to vendors based on approval by the Division of Finance.
#25 – Question & Answer
Mobile App – Native or responsive?

The University’s Information Security Office may prefer one or the other based on the security of each platform. From a usage perspective, either is fine as long as the interface is user friendly and provides all features that are necessary for the University’s purposes.

#26 – Question & Answer
Does Rowen have LDAP / ActiveX ( Do you use Sibret) / Does your ERP provide Authentication End Point

Rowan uses LDP, but all authentications must go through CAS or SAML2. Banner, our ERP, uses Active Directory.

#27 – Question & Answer
How Many Years of Data Needs to be Stored?

This information is not currently available, however it will be detailed in the implementation process.

#28 – Question & Answer
Is there any set aside for MBEs to bid on this project?

No.

#29 – Question & Answer
Can we partner with a larger company and submit a bid?

Yes. However all required documentation must be provided by the primary company, and if awarded, this vendor shall take on all responsibilities and obligations of the project. For instance, if the University requires troubleshooting services, the primary vendor shall not direct the University to contact the “larger” company for assistance.

If you submitted questions to bids@rowan.edu by the due date indicated in the bid document, but they were not received and answered here, please contact:

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