

- Question on the implementation timeline. Is this time line for the whole project or HR?

The timeline presented in the RFP is for the entire project.

- What do you mean by this statement? “The ability to integrate workforce planning with responses provided by Erie’s Public Schools’ workflow assessments.” Pg.8 under Workforce Management.

This statement pertains to the ability for the financial software to integrate “talk” with the HR software for workforce planning.

- Is a Time and Attendance upgrade a part of this project or phase 2? It’s not mentioned at the beginning, but is towards the end of requirements.

Time and attendance is a requirement of the system.

- Can companies from Outside USA apply for this? (like, from India or Canada)

The potential vendor must have a presence or be able to provide a presence in Erie PA, USA.

- Whether we need to come over there for meetings?

Yes.

- Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

The District does not wish to have the vendor perform these tasks from outside the USA.

- Can we submit the proposals via email?

Yes, all specifics to submission of the RFP can be found on page 10 or the RFP.

- Under scope of work (pg. 6) it says that the organization size is 1,100 employees. What is the pay frequency for these employees? Meaning are they paid on a weekly, bi-weekly, semi-monthly, or monthly basis? Also, if different employees are paid in different frequencies, can you provide the number of employees that are paid in each frequency?

The District currently has two different pay cycles. The Instructional Staff gets paid every two weeks, which is comprised of approximately 900 employees. The Non-Instructional staff gets paid every two weeks, on the alternating Friday from the Instructional Staff. The Non-Instructional Staff makes up the balance of the total employees.

- Under the time and attendance section on page 8 it mentions “use of app software for time entry (as opposed to punches at fixed stations)”. At ADP we have multiple options for time and attendance collection that includes our mobile app, computers, tablet/kiosk, biometric machines, integrations and more. Is it the vision of Erie Schools to only have employees clock in

and out via mobile app or is there another form of time collection that Erie Schools would like to explore as well?

The District is looking to have multiple/different methods for punching time entry. We would like to see both fixed stations as well as the ability to “punch-in” using an online system. The answer to this question varies based upon what type of employee is punching in. As explained in the question below, our hourly employees should be punching in via a fixed station, however our salaried teachers performing additional duties should have the option to punch via an online system.

- In reference to the time and attendance section on page 8, of the 1,100 employees, how many are hourly and how many are salaried employees? Will daily time entry (clocking in and out) be required for both hourly and salary employees or just for hourly employees?

In total there are approximately 250 hourly employees with the remaining being salaries employees. Daily time entry will only be required for the hourly employees. However, we have a number of salaried teachers who perform extra-duties and receive additional compensation as determined by the collective bargaining agreement. Those additional duties would be included in the automated time entry system.