

**City of Oakland, Public Works Agency RFP
for Time Clock Based Time and Attendance System**

**Answers to Questions Raised by Interested Vendors
Before November 2, 2005, 5:00 p.m.**

1. Please Identify all Oracle Modules Installed and used by the city (Oracle Time and Labor [OTL] is referenced in the RFP).
The City of Oakland uses Oracle Financials and Oracle HRMS. Oracle Financials modules used include General Ledger, Accounts Payables, Accounts Receivables, Purchasing, Fixed Assets, Cash Management, and Project Accounting. Oracle HRMS modules used includes Human Resources and Payroll. In addition, the City of Oakland is in the process of implementing Oracle Time and Labor (OTL).
2. Are all of the items regarding the 5 coding blocks (page 4, section 2 [minimum time and attendance requirements] items 3 and 4) currently stored and maintained in Oracle?
Yes.
3. Is the exception processing of employee time currently performed in OTL?
The City of Oakland is in the process of OTL implementation. OTL is scheduled to go live in the first quarter of 2006. The OTL self-service component used will require users to log on and submit weekly time but the coding block and pay code information will have default values. These end users will only change the coding block and pay code information if there is an exception. The City of Oakland will also use time keepers to enter weekly time data for employees that will not be using the self-service component.
4. Is OTL currently accessible by supervisors at their workplaces?
When OTL is implemented, it is intended that supervisors have access at their workplaces.
5. Are time approvals currently setup in OTL?
When OTL is implemented, there will be an approval structure used in OTL.
6. Are all positions, and work tasks currently stored and maintained in OTL and Related modules?
Positions are currently stored and maintained in Oracle HR. There is no intention of storing positions in OTL. We're not using anything by the name of "work tasks."
7. Please explain the relationship of PWA, the Oracle System and the City as a whole.
The City of Oakland is an organization of approximately 4,000 FTE (full-time equivalents) and eleven (11) administrative agencies/departments. The Finance and Management Agency oversees the operations of the Oracle Financials and HRMS systems. The Public Works Agency (PWA) is essentially an end-user and has payroll and financial data entry employees that enter data (or requests for data to be entered) into the systems for processing; or for accessing information.

8. How many time clocks does the city expect/want/need to place at each of the locations?
The Public Works Agency assumes that a single time clock will be able to accommodate up to 50 employees within a 5 – 10 minute time period. Given this assumption, PWA expects anywhere between 1 and 4 time clocks at a single location.
9. How many workers are expected to use each clock?
As stated above, the assumption is that one time clock will be able to accommodate up to 50 employees within a 5 – 10 minute time period. If this assumption is false, additional clocks will be considered.
10. Are the reports provided by OTL sufficient to satisfy the requirements in the RFP?
No.
11. Describe the City's vision for training on the solution (time keeper, end user, and worker)?
We envision that the selected vendor would develop a training program for end users (employees), supervisors and any other body of employees that would be required to effectively use the solution. Depending on cost, a train-the-trainer approach would be considered.
12. Does the city have training facilities that would be used for training?
Yes. There are several options for training facilities. At some sites, we have "ready rooms" that can hold 40-60 employees and other spaces can be used if we want to accommodate more at one time. At the downtown site, we have several rooms that are often used for training purposes.
13. What are the language requirements of the solution (display in English, Spanish, Lao, Chinese...)?
The language requirement of the solution at this time is to display in English. The ability to display in Spanish and Chinese is welcomed.
14. What is the technical infrastructure at and between the various facilities covered in this RFP (T1/T3, TCP/IP, Ethernet/Token Ring, etc)?
Varies. There is a network connection of some kind or other. All locations would be capable of having a static IP address that is internal to the City's network. In the locations where there are the most significant number of employees who would use the solution, these locations have T1, T3, and/or fiber connections.
15. What type of Remote access environment is there (VPN)?
Remote access is currently very limited. VPN is available to few and it is unknown when/if remote access will be expanded. It is not anticipated that the locations will require VPN access (see previous question).
16. In order to reduce costs, is the selected vendor allowed to perform work offsite through a remote (VPN) connection?
The Public Works Agency would have to make this request of the central Information Technology Division housed under the Finance and Management Agency.
17. What type of Technical or other Resources will the City have to assist in the project?

To be determined. City resources to assist in the project will depend on the need of the solution and PWA's ability to leverage other City of Oakland resources.

18. What are the current time keeping processes and procedures (timesheet, time card, etc)?
Employee completes weekly timesheet (on paper), supervisor reviews and signs it, supervisor submits timesheet to payroll clerk, payroll clerk enters coding block, pay type, and time into the Time and Attendance Management System.
19. Will the city concatenate all of these questions and send a mass response to all proposing vendors or respond individually?
PWA will distribute all questions and responses to vendors who have provided a contact email address to timeclockrfp@oaklandnet.com by November 1, 2005 by 11:00 a.m. (the deadline stated in the RFP).
20. Is the project funded in the 2005-2006 fiscal year?
The project is funded by carry forwards from a prior budget year.
21. What is the timeline for approval / implementation?
Once proposals are received on November 22, 2005, they will be evaluated based on the criteria described in the RFP. Vendors with the highest scoring proposals will be invited to an interview that is targeted to take place in December 2005. Implementation would occur as soon as possible after a vendor is selected, City Administrator approval is received, and a contract is executed.
22. Are there production control / release control procedures for projects?
Yes. We go through a three step process (development, test, and production) with formal signoff at each step. This process is documented and flowcharted.
23. Will the city make available a summary of meeting notes from the pre-proposal meeting held on Nov 1st for the proposers who were unable to attend?
At the pre-proposal meeting, the project manager provided a brief overview of the RFP scope as described starting on page 6 of the PDF file. After the overview, the Contract Compliance Office representative reviewed the City of Oakland's contracting policies and programs.
24. Is the 20% LBE/SLBE requirement 20% of the overall bid amount?
Yes, the 20% LBE/SLBE requirement is 20% of the overall bid. Also, the LBE/SLBE requirement must be allocated at a minimum 10% LBE and 10% SLBE or 20% SLBE.
25. In order to assure the highest level of quality and best possible responses will the city provide a list of certified LBE/SLBE technology firms that have performed satisfactorily on prior projects with the city so that out of state respondents are not at a disadvantage in responding to this RFP.
Yes, the City can provide a list of certified LBE and SLBE technology firms. However, we do not provide recommendations or assessments of the quality of work or previous work history of these firms. Firms looking for LBE or SLBE should request references directly from the certified firms themselves. The web page <http://www.oaklandpw.com/rfp/index.htm> has a list of certified custom computer services and other computer related services firms. There may be some duplication as the City's

database uses Northern Industry Classification Codes and some firms will have more than one code.

26. In a complex bid where there are professional services and equipment to be provided, would procurement of the hardware by a LBE/SLBE that may be 20% of the contract value be sufficient to satisfy the requirement?

Yes, procurement of hardware by a LBE/SLBE that is at least 20% of the contract value would be sufficient to satisfy the requirement. However, the LBE/SLBE requirement must be met with 10% LBE and 10% SLBE or 20% SLBE.

27. Is the LBE/SLBE requirement a general MWBE requirement overall such that a prime contractor from out of state could partner with an out of state certified MWBE firm and at the 20% of contract value to satisfy the requirement or must it specifically by a Local vendor?

No the LBE/SLBE is not a MWBE requirement. Because of the State of California constitutional amendment Proposition 209, the City can not and will not count MWBE participation to satisfy the requirement. The 20% LBE/SLBE requirement must be satisfied by LBE/SLBE firms that are certified by the City of Oakland. Additionally firms that are located in the City of Oakland but are not certified will not receive credit for their participation. The City does not recognize certifications by other entities and firms must be certified at the time of proposal submittal.

28. Is this a "not to exceed" contract with a maximum of \$50,000?

The contract amount will be a lump sum, not-to-exceed amount, to be established based on the tasks listed.

29. Do you really only want time collection devices, such as badge readers or biometric devices that will interface with the Oracle Time and Labor system? Or, are you considering the purchase of a completely stand-alone time and attendance system, including data collection devices?

The solution may have interface capability with Oracle Time and Labor. Respondents are expected to describe the interface options (e.g., flat file export/import; real time) and cost proposals for each option.