

Updated: May 17, 2023

## Invitation to Bid #RFP2024-0003-ACCS Time and Leave

Vendor Questions and ACCS Responses (these will also be posted on the ACCS website <https://www.accs.edu/vendors/> )

05/13/2024

1. Vendor Question: Please confirm the following: Does ACCS plan to use the full time and labor functionality of a time and labor partner and allow It to be the system of record for all things time and labor, leave management, rules, job coding, etc.?

**Answer:** Banner will be the record of all things. The time and labor will be a third-party software that will need to feed into Banner.

2. Vendor Question: License Count: There Is no mention of license count, what is the number of time and labor licenses that ACCS anticipates utilizing?

**Answer:** ACCS is comprised of 24 institutions and the system office with approximately 9,500 employees.

3. Vendor Question: Hardware Options: There is no mention of hardware needed; will ACCS be utilizing clocks to collect punches? If so, what is the anticipated number of clocks, and the type of clock: ex. Biometric, Badge

**Answer:** We would like to have kiosk available or desk tops or computers to use for this function. If these options are not available, we would at least need one clock to collect punches at every campus. A total of approximately 75.

05/14/2024

1. Vendor Question: After thoroughly reviewing the requirements outlined, we are confident that your solution aligns very well with your organization's needs. However, we noticed that you mentioned vendors must be certified partners of Ellucian with a proven track record of integrating with them. While Softworks is not currently an Ellucian partner, I want to assure you that our system is highly interoperable. With hundreds of successful integrations across over 1,000 clients, we offer open APIs and can seamlessly integrate with any third-party vendors, including Ellucian. We wanted to confirm if this approach aligns with your expectations, as we are committed to submitting a bid and are actively preparing our RFP responses.

Additionally, we observed that ACCS comprises 23 community colleges. However, we would appreciate clarification on the number of staff or users required on the system and the corresponding licenses needed for us to prepare a quote.

**Answer:** ACCS is comprised of 24 institutions and the system office with approximately 9,500 employees.

05/16/2024

1. Vendor Question: Can ACCS please clarify if item 5.a. "Vendor must be a certified partner of Ellucian" is a requirement to be a successful bidder for this project or if referenceable integrations with Ellucian Banner will qualify respondents?

Answer: As the RFP states, the vendor must be a certified partner of Ellucian.

2. Vendor Question: ACCS has requested a list of client references (preferably higher education institutions). Would a list of 3 references be sufficient and are you looking for contact information to be provided?

Answer: References as well as contact information should be included to allow verification of references.

3. Vendor Question: Would ACCS consider extending due date for this RFP to June 7<sup>th</sup>?

Answer: Per the RFP---

Responses must be received by May 23, 2024, by 2:00 p.m. (CST) at:

Alabama Community College System

Attention: Robin Head, Fiscal Agent

135 South Union Street, Suite 451 Montgomery, AL 36104

P.O. Box 302130 (36130-2130)

Email: Robin.Head@accs.edu

Late responses will not be accepted

05/15/2024

1. Vendor Question: We are having legal review the requirements outlined in the RFP. We will be submitting our RFP responses, with some redlines to the RFP, with comments, per our legal department. In addition, our legal department is inquiring about the need to complete the Alabama Immigration Law Compliance Documents. Do we have the right one, that needs to be complete, attached?

Answer: Only the successful proposer is required to provide the documents required in the General Terms section of the RFP.