

STATE OF ALASKA

Department of Administration
Division of Finance



COMPREHENSIVE TIME AND ATTENDANCE SOLUTION

RFI#02-111-26

Amendment One

ISSUE DATE March 16, 2026

This amendment is being issued to *provide questions and answers.*

Important Note to Offerors: You must sign and return this page of the amendment document with your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers from the state:

Question 1: We are seeking clarification on whether payroll processing and the issuance of checks are included in the required scope, or if the requirement is limited to true timekeeping data that integrates with a payroll provider.

Answer: Issuing checks is not in scope for this RFI. The RFI is limited to timekeeping and integration into IRIS (CGI Advantage software)

Question 2: Since there is a request for responses in both Word and PDF formats, can our literature and pricing be provided in PDF only, as a Word copy isn't available?

Answer: Yes

Question 3: How Many supervisors, managers, and administrations oversee the employee population?

Answer: There are approximately 2500 supervisors in the state.

Question 4: How many clocks do you need quoted? Is it desired for the time clocks to be Biometric or Facial Recognition?

Answer: Approximately 35 locations within the Department of Family and Community Services located throughout the state. These would be biometric.

Question 5: Is FMLA Case Management required? Defined as the new time & attendance system automating the process of requesting FMLA leave, allowing employees to fill out required forms directly in the new Time & Attendance system, and tracking the open case, automatically alerting employees/managers when an employee is due back or running out of FMLA time?

Answer: FMLA case management is provided by the Division of Personnel, Employee Relations. There does need to be tracking of FMLA hours and communication with the Division of Personnel.

Question 6: Question 5 of the RFI asks 'How does your solution interface with CGI Advantage ERP application?' In the Introduction it is stated 'A new system could be leveraged to replace existing manual processes or outsource payroll processing if deemed advantageous to the state.' There are however no specific questions regarding gross to net payroll processing/outourcing/managed payroll services. Infor provides all of these services. Do you want us to include a summary of our payroll processing capabilities including outsourcing and managed payroll? OR.... would you prefer we stick to the functional questions only with the expectation that we will interface to IRIS?

Answer: If the intent of the RFI is to replace IRIS-HRM, then I would ask the vendor to provide a summary of their payroll processing capabilities. If the intent of the RFI is to work with IRISHRM to provide a solution that eliminates manual processes not done in the current ERP and/or enhance current process in IRIS-HRM, then just providing answers to the functional questions should be sufficient.

Question 7: We have reviewed all the union contracts listed in the RFI. Question 9. H states ‘Provide comprehensive scheduling tools to frontline managers and supervisors to better manage their workforce and accessibility to the system to ensure there are multi-level roles for timekeepers and supervisors/approval officials for backup and audit trails.’ Would it be possible for the state to be more specific here? The union contracts state requirements for shift and vacation bidding. Is that required? Is there a desire to track employees availability and qualifications to work a given shift? There appear to be standards for how open shifts are filled – should that be addressed as well?

Answer: Time and attendance needs to be tracked which would include shift differentials, leave accrual/usage, etc. How open shifts are filled does not need to be tracked in the system but the shift differential does. We currently use different codes for different types of premium pays/additional pay.

Question 8: Question 8 asks for us to describe our SAAS offering. However, there are no separate questions for cloud security provisions. Did you want to include any requirements for uptime guarantees? Data centers? Security standards such as FedRamp, GovCloud or SOC? We can include those in our response – but we were wondering how important this is to the State of Alaska.

Answer: Additional details will be required should the RFI result in an RFP.

Question 9: Is the State interested in capturing employee time via physical time clocks in addition to browser and mobile functionality?

Answer: Yes

Question 10: If time clocks are of interest: Would there be any need for Battery Back Up or Power over Ethernet capabilities?

Answer: The State is not sure if battery back-up or power over ethernet is necessary.

Question 11: How many clocks would the State be purchasing?

Answer: FMS identified 10 locations where they would place time clocks. However, since this RFI includes all departments I would image that there are other departments that would like timeclocks as well.

Question 12: Does the State employ hourly employees that will be utilizing the system to track their hours via punch in/out? If so, how many and in what departments?

Answer: Yes, the state has hourly employees.

Question 13: Would there be a need/desire to track multiple grants/funding sources/cost codes?

Answer: Yes

Question 14: Will the State issue an RFP in the future for this project? If so, is there an estimated timeline for when this will be released?

Answer: The State has not made any decisions yet.

Question 15: Is there an estimated timeline that the State would like to have a timekeeping solution implemented by?

Answer: The State has not made any decisions yet.

Question 16: How is employee leave currently managed?

Answer: Employees leave is tracked and maintained in IRIS (CGI Advantage).

Question 17: Where are leave accruals currently managed? Would the goal be to manage this within the new Time/Attendance solution?

Answer: IRIS is the state's system of record. Leave accruals should be managed within that system.

Question 18: Can you please provide more background on the most complex union/bargaining unit requirements that will need to be managed in a time/attendance system?

Answer: Please the link to the State's current bargaining agreements: [Collective Bargaining Agreements, Labor Relations - Alaska Department of Law](#)

Question 19: How is the State current managing payroll/paycheck processing?

Answer: Payroll/paycheck processing is managed through interfaces of time, employee direct entry, and direct entry by timekeepers. Time entry is reviewed and approved by department and central admin and payroll staff. Personnel Actions are submitted by department staff to payroll staff for input into the system to maintain employee information (hiring, transfers, termination and pay adjustments).

Question 20: Is the state looking to replace their payroll processing solution or just make the process of getting employee hours to the payroll team easier and more efficient.

Answer: The State is looking for a way to make time entry easier for employees and payroll staff. It would be great to get current bargaining agreement rules for payroll automated based on hours worked.

END OF QUESTIONS AND ANSWERS