STATE OF ALASKA RFP NUMBER 2008-0200-7480
AMENDMENT NUMBER TWO

RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:

Department of Administration
Division of Admin Services
PO Box 110208
Juneau, Alaska 99811-0208

THIS IS NOT AN ORDER   **DATE AMENDMENT ISSUED: May 23, 2008**

RFP TITLE: Time and Attendance Solution

DEADLINE FOR RECEIPT OF PROPOSALS: 1:30pm, Alaska Time, July 14, 2008

Important Note To Offerors: In order for your proposal to be considered responsive, this amendment, in addition to your original proposal and other required documents, must be signed, dated, and received by the issuing office prior to the time set for receiving proposals.

This Amendment is being issued to answer questions received from potential offerors and clarify elements of the RFP.

All terms and conditions not modified by this amendment remain in full force and effect.

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Summary of Questions and RFP Changes

The following table provides a cross-reference of questions and resulting RFP amendments, if any.

The value for **Question** is "none" if an RFP change was made that was not the result of a direct response to a question.

The value for **RFP amendments** is a dash ("-") if the response to a question is adequate and does not result in a change to the RFP.

Some questions have an associated **Note** for additional detail. Refer to the Questions and Answers section of this amendment for full details.

Question	Abbreviated Question Title	RFP amendments	Note
1	List of attendees	-	
2	Outside Consultant	-	
3	Cutoff for questions	-	
4	Cutoff move if due date moves	-	
5	Renewal terms for 10 yr maintenance	1.02 5.06.2	increments 4, 2, 2, 2 deliverable 27
6	Time collection devices	6.02.3.5	include cost of TCDs in Att. A, not in tech. proposal
7	All hardware included	-	
8	Servers from Vendor	-	
9	On site 3 of 4 weeks	-	
10	Combined Experience	-	
11	Min. experience from Prime	-	
12	Format for Org. min. qualifications	2.08 6.04.2 Att. E	Add Org. Reference form
13	Alaska business license	-	
14	Lead time for AK bus. lic.	-	
15	CPI	-	
16	Withholding and Delay	3.01 3.11 Att. A Att. O (new)	fixed price contract **with incentives** change delay penalty to performance incentive add incentive to summary sheet Performance Incentives (description)
17	Take exception to 3.10 or 3.11	-	
18	Not responsible for connectivity	-	
19	Travel FOB Juneau	-	
20	Interface with future systems	-	
21	Web Services Needed	-	defer to amend. 3
22	Web Services with Interfaces	-	
23	Interface Discovery in Fixed Bid	-	
24	Copies of personnel rules and contracts	-	
25	Some use of other TA systems	-	

Question	Abbreviated Question Title	RFP amendments	Note
26	New payroll system use Y1/Y5	-	
27	Decoupling responsibility	4.04.1 Att. I	Contractor helps with analysis, State does programming
28	Keeping AKPAY how long	-	
29	Decoupling responsibility	4.04.1 Att. I	
30	Accrual functionality requested?	Att. F Att. J	Changes to 9 and 59.
31	Time collection devices	6.02.3.5	Include cost of TCDs in Att. A, not in tech. proposal
32	Hardware to support TCDs	6.02.3.5	
33	Ranges for number of TCDs	6.02.3.5	Describe infrastructure changes. Cost for 108 devices in Att. A.
34	Change control demarcation	-	
35	Roll out schedule	-	
36	Scope change during roll out	-	
37	State manage change management	-	
38	Management methodology	-	
39	Detail level for process maps	-	
40	Number of business processes	-	
41	Number employees, concurrent users	2.08 Att. N	Defined concurrent user
42	Number of managers	4.02	Added "timekeeping managers" paragraph
43	Access to self-service	-	
44	Unit of Work	-	
45	Derive leave pay type for AMHS	-	
46	Decoupling responsibility	4.04.1 Att. I	
47	Derive leave pay rate for AMHS	Att. B Att. F Att. J	Requirement 55 obsolete.
48	What is "ship"	-	
49	AMHS different ships, same day	-	
50	Different ships handled as exception	-	
51	Calculate Leave Accruals	Att. F Att. J	Changes to 9 and 59.
52	Pay rates in TAS	Att. B Att. F Att. J	Change to 53, 58 55 obsolete
53	T&E Hours or Mileage	Att. F Att. J	Change to 57 Change to 57
54	Examples of descriptions of coded values	-	
55	Amended/Multiple timesheets	Att. F Att. J	original and 3 amendments
56	Federal Change in Late Audit	-	

Question	Abbreviated Question Title	RFP amendments	Note
57	Derive cost center from tabled criteria	-	
58	Timesheet indicate billable or not	-	
59	Demo script issue before proposals due	-	
60	Demo script change based on proposals	-	
61	Offerors get section 6 in MS Word	-	
62	Demos after 1st evaluation round	-	
63	Release implementation services	-	
64	Labor rates in A5 info only	-	
65	Amendments automatically mailed	-	
66	First amendment next week	1.01, 1.02	due date extended
67	Request due date extension	1.01, 1.02	
68	Request due date extension	1.01	
69	Exception vs Positive time reporting	-	
70	Business Event, example	-	
71	Business Event, example	-	
72	Offer provide hardware off state contract	-	
73	Format response to repeated questions	-	
74	Workflow description	-	
none	Warranty support clarification	1.03 5.01 6.01 6.02 6.02.7.6	Warranty support included in implementation cross-reference table proposal format Warranty support added
none	Team organization and credentials	6.04.3	Clarify intent and reference to Att. E
none	Offeror Staff Resumes	Att E	Create Experience/Reference pairs instead of E1,E2,R1,R2

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Questions and Answers

1. **Will a list of attendees be part of amendment?**

    Yes.

    Present in person, with information from the sign-in sheet:
    Wostmann & Associates: Karen Morgan
    Stromberg: Scot Fuehrer
    CGI: Kip Levinsky
    Sierra Systems: Craig Holt
    Kronos: David Chetlain
    Resource Data Inc.: Rick Pannell
    Present by phone:
    Noel Alaska: Mike Noel
    Workforce Software: Jeff Roberts
    CMA Consulting: Dan Wall
    Stromberg: Ty Hall
    ADP: Ty Arlint
    Cline Consulting & Training Solutions: Cindy Cline
    Cline Consulting & Training Solutions: Jim Childerston
    Timelink: Loralee Bodo
    Empagio: Stuart Steinke
    Cline Consulting & Training Solutions: Todd Parker**
    **spelling unconfirmed

2. **Does the State expect to use an outside consultant to assist with vendor selection or proposal evaluation?**

    At this time, the State does not plan to use outside consultants in the vendor selection process. However, a separate RFP 2008-0200-7209 has been issued for consulting services for statewide system replacement support (procurement support, project management, and quality assurance). Depending on the timing and outcome of that procurement, the State may engage outside consultants in vendor selection and contract negotiations for the Time and Attendance Solution. The State reserves the right to use outside consultants in any phase of the Time and Attendance Solution procurement and implementation.

3. **Is there a cutoff for when questions can be received?**

    No specific cutoff date, but Section 1.07 states "Comments concerning defects and objectionable material shall be made in writing and received by the procurement officer at least ten days before the proposal opening (submission deadline)."

4. **If the May 22 submission date changes then will the cutoff date for questions be moved accordingly?**

    Yes. See also question 3.

5. **What are the renewal terms for the 10 years of maintenance and support?**

    There are 10 years of maintenance and support at the sole option of the State. It will be structured in the following increments: four years, two years, two years, and two years.

6. **Has the cost of time collection devices intentionally been left out of $7 million budget in section 1.04?**

While the cost of time collection devices was originally included in the RFP, this Amendment Number Two changes that by adding an estimated number of devices into the cost proposal. This estimate is for evaluation purposes only; the actual number and types of devices will be determined during the design of the solution.

See also question 31.

7. **Does the State want offerors to include server hardware in the cost proposal, or does the RFP just ask for server recommendations?**

The RFP asks for more than recommendations for required servers. Costs for all hardware, including server hardware, must be included in the proposal. Refer to Section 5.06.1 - Scope Description, which includes "The contractor shall provide all software, licenses, and hardware including device peripherals required to complete the deliverables and implement the proposed solution."

8. **Does the State want to purchase servers from the selected vendor?**

Yes. The State requires offerors to include all components necessary to successfully implement the Time and Attendance solution. Servers required for implementation must be included in the cost. With the possible exception of time collection devices, the State intends to purchase all necessary hardware, and software from the selected vendor.

9. **Is 3 of 4 weeks for services in Juneau a negotiable item? Typically, considerable time is spent on site for planning and reviewing the statement of work, but much of the configuration can be done offsite.**

No. The State's experience has been that effective collaboration and knowledge transfer requires the project team to work in the same physical location for a majority of the time.

10. **Section 2.08: does experience have to be all within the same company or can it be from other companies?**

Refer to Section 2.08. Key project team member experience is not limited to any specific company.

11. **For purposes of meeting minimum requirements in 2.08, can the collective of the prime and a subcontractor be used, or does it have to be just the prime?**

Refer to Section 2.08. Offerors must meet this requirement through the offeror, subcontractors, or joint venture partners, or any combination of the three.

12. **Is there a specific format for responding to the 2.08 organization minimum qualifications?**

The State has changed its position subsequent to the pre-proposal conference. Please refer to the revised Attachment E which now contains an addition form to be used in the proposal.

13. **Are offerors required to have a separate business license for Alaska if they are incorporated in their home state to do business in all states?**

Yes.

14. **How long does it take to obtain an Alaska business license?**

Section 2.13 lists different methods of supplying evidence of a license or an application for a license. It is possible to purchase a business license online.

15. **Can the CPI referenced in section 3.01 be modified to read a fixed 3% cap so vendors will know ahead of time what to expect? The questioner's understanding of 3.01 is that annual maintenance will not increase more than the CPI; can it be changed to specify 3%?**

No, the language will not change to 3%. It will remain the Anchorage CPI.

16. **Are the 20% withholding (section 3.10) and daily $5,000 delay penalty (section 3.11) terms negotiable?**

Withholding on professional services is not negotiable. The delay penalties have been replaced with performance incentives.

Attachment A updated to reflect expected performance incentives for all offerors. New attachment "O" has been added to describe performance incentives.

17. **Can an offeror's proposal take exception to 3.10 or 3.11 and defer them to contract negotiation?**

Offerors are cautioned about taking exception to terms in the RFP. This would likely be considered a counteroffer and therefore nonresponsive. Offerors may say in their proposal they would like to negotiate terms, but are cautioned about taking exception. Refer to Section 1.11.

18. **Is it true that offerors are not responsible for ensuring connectivity as part of their proposal?**

Yes, the State is responsible for ensuring connectivity.

19. **The RFP states the costs of travel from Juneau to other locations will be the State's responsibility. Should offerors assume their costs are limited to getting to Juneau and the State will pay for travel and per diem to other locations?**

Yes, the State will pay for travel and per diem for travel from Juneau to other locations.

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20.   **The State wants a fixed bid contract, but also wants offerors to interface with applications which do not yet exist. Please clarify.**

This is related to the requirement that the Time & Attendance solution be compatible with systems that will replace the existing payroll and accounting systems (Sections 1.03 and 5.01). This contract does not require offerors to interface with a system not yet installed. However, the State does require a solution that interfaces with a variety of COTS systems currently available on the market that are representative of what state governments can use to meet their payroll and accounting requirements. The State wants a Time and Attendance Solution with a breadth of interface methods so minimal changes will be required to interface with new payroll and accounting systems over the next several years.

21.   **What web services will be needed? What systems will they be used to communicate with? What types of transactions?**

The State will respond to this question in amendment three.

22.   **How are web services going to interplay with the file layouts from attachment I - Interfaces? What type of messaging does the State plan on performing?**

Most interfaces will probably be accomplished in a batch mode, with limited use of web services. Specifics must be determined during discovery and design.

23.   **How should offerors include interface discovery/design in a fixed bid? It would be helpful to know which systems the new TAS will be messaging to, what the format of those messages will be, what technology is being used. Offerors are unsure what is required.**

The State feels that interfaces with identified systems is not a major component of the overall solution.

As stated in Section 4.04, "[The RFP may not contain] an exhaustive list of interfaces that will be required; it provides a fair representation of known, or likely, interfaces so offerors can adequately plan for scope in this area. The functionality and design of the TAS will help determine which interfaces are needed and the complexity of those interfaces."

Offerors must allocate sufficient time and resources to enable the interfaces identified. If additional interfaces are identified during discovery, then normal scope change processes shall be followed to identify and approve additional work.

24.   **Is it possible to get copies of the State personnel rules and union contracts?**

The union contracts are referenced in section 4.05 of the RFP.

Personnel rules are available from the Division of Personnel web page at:
   http://dop.state.ak.us/website/
Follow the link titled "Personnel Rules" in the "Quick Links" section.

25.   **Section 4.04.1 implies that some agencies will still report time in their own proprietary system and that time needs to be brought into the new system. Is this understanding correct?**

Yes, it is possible there will be several interfaces with existing time capture systems. It is the State's desire that the proposed system be used by as many as possible, but not everyone may be able to convert due to their unique requirements.

26. **Will a new payroll system comply with existing timesheet file formats?**

It is unlikely that a payroll system which replaces AKPAY will use the same "Y1" and "Y5" record formats currently used by AKPAY for timesheets. When a new payroll system is implemented, analysis and design will determine whether the format required to interface timesheet data from the new TAS to the new payroll system.

27. **Section 4.04.1 for AKPAY states that "...analysis will be needed to achieve appropriate decoupling." How much of the calculation of time is done in the current payroll system vs. what is expected with the new TAS? Do some of the AKPAY processes to be decoupled need to be moved to the new TAS or will they stay in AKPAY?**

AKPAY includes functionality that supports time and attendance and leave accounting. Depending on the functionality of the Time and Attendance solution, some of this functionality may need to be eliminated, modified, or enhanced. All necessary programming within AKPAY will be the responsibility of the State. (See also question 29.)

28. **How long is current payroll system expected to be in place?**

AKPAY will be in place at least four years.

29. **How much of decoupling is the contractor's responsibility?**

The State expects to work collaboratively with the contractor on analysis which optimizes the functionality of the solution. We require knowledge transfer during the design and development phases because we want State resources to learn the new system and not be utilized only for modifications to the existing system. While it is important that State staff be included in development of the new system, all decoupling programming within AKPAY will be performed by the State. (See also question 27.)

30. **Does the functionality the State is asking for replace accrual functionality currently in AKPAY? Do requirements in attachment F contain functionality the State expects the offeror to decouple from AKPAY?**

No, leave accruals will remain in AKPAY. The TAS will need current balances. With changes made to requirements 9 and 59 as part of this amendment, the State does not believe any requirements in attachment F specify leave accrual capabilities.

See also: question 51.

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31. **The State recognized further analysis is required to determine an accurate number of time collection devices. Can the State provide a rough estimate or range of devices expected, e.g., 100, 500, or 1000?**

The State cannot accurately estimate the number of Time Collection Devices (TCDs) until we understand the capabilities of the selected solution. In Section 5.03.1, we identify potential populations that may use TCDs. The State wants information about the types of devices offerors propose. This will give the PEC some sense of quality and functionality as part of their evaluation of the overall solution. For <u>purposes of evaluation</u>, the State has identified the following institutions which might use TCDs:

Institution	Number	Employees
Alaska Psychiatric Institute	1	240
Pioneer Homes	6	640
Youth Centers	8	320
Correctional Facilities	12	990
Total	27	2,190

For purposes of evaluation, the State will assume four TCDs for each of the 27 institutions. Offerors shall calculate costs for 108 devices (and supporting hardware and software) and include in Attachment A3 of the Cost Proposal.

32. **Offerors must provide the cost of hardware within their response. Not knowing the number of time collection devices impacts the hardware proposal. The number and type of devices (e.g. simple badge swipe vs. interactive) impacts the servers. Time clocks have to communicate to servers somehow. How should offerors estimate the cost of server hardware when the number and type of time devices is not known?**

Offerors should assume 108 devices of a nature that would work in their proposed solution, The cost and description of these devices, and any required hardware or software must be included in the cost proposal.

33. **The State might want to consider three bucket ranges. Not only number of clocks but functionality of each of the clocks. Would it be possible to provide a couple key assumptions and leave open to expansion after award?**

The State is not specifying ranges or assumptions. The number of devices for use in proposals is 108, and offerors must include the cost and description of these devices, and any required hardware or software in their cost proposal. Cost proposals must specify discrete costs for proposed components and not ranges.

34. **Page 47 describes agency communication. Has the State thought through how to define the demarcation between change issues related to TAS and issues outside the scope of TAS?**

The State has discussed the difficulty of defining this line and recognize the State will be responsible for change management issues outside the scope of the TAS. The contractor will be responsible for identifying and addressing risks associated with change management necessary to implement the TAS. State project staff will be engaged in stakeholder communication and change management as described in Section 5.04.2, deliverable 4.

35. **Does the State of Alaska have a roll-out schedule in mind?**

No, offerors must propose a roll-out schedule.

36. If, during solution roll-out, the State identifies additional required functionality that was not included in the RFP, how would the additional deliverables be handled?

As part of the project's change management processes, the State would confirm whether the change is indeed a scope change. If the change in scope is desirable and affordable, the State would authorize work to proceed using the labor rates in A-5 of the cost proposal. Refer to Section 3.16.

37. Will the State be managing the change management for the project?

No, it will be a shared responsibility. Refer to Section 5.04.2, deliverable 4.

38. Is there a change management methodology the State uses?

No, the State does not have an established change management methodology.

39. Can the State provide the level of detail desired for the process maps?

It has been a challenge for the State to document business rules. We require enough detail to ensure we have all the business rules covered. We prefer not to have detail to an unnecessary or unproductive level. The State does not have a preconceived level of detail.

40. The RFP states the desire to implement new business processes to take best advantage of a new system. Can the State define a number of processes (e.g. 50 or 100)? Offerors need to define the effort to do this so they can cost it properly. For example, an offeror might propose 100 processes as best practice, but after award find that 80 are already in use. This is a different implementation cost than if only 10 were in use. Can the State use a creative way to bind (limit) the number of processes to be implemented?

Offerors may be able to infer some State processes by researching the Division of Personnel and Labor Relations and the Division of Finance web sites. It is not the number of processes, but the degree to which the State can benefit from adopting changes to existing processes. This determination cannot be made until the discovery and design phase of the project is underway.

41. Page 16, 1b refers to 10,000 employees and 2a refers to 12,000 concurrent users. How many employees at peak usage are expected to be using the system at the same time? Should offerors size the solution for 12,000 users being logged in same time? What is the average ratio of employees to supervisors? What is the State's definition of concurrent user?"

Section 2.08, 1b, uses 10,000 employees as a minimum qualification for similar implementations and is not directly related to the number of Alaska employees. Section 2.08, 2a, is an estimate of peak concurrent users (12,000). Offerors should size the solution for this number. A definition of concurrent has been added to the Attachment N - Glossary.

Offerors should assume 3,500 supervisors in the total employee population of 16,500.

42. Managers are licensed separately in systems so offerors need an estimate of how many "managers" exist in order to price correctly.

Offerors should assume 3,500 managers for pricing purposes in their proposals. Actual licenses needed for the implementation may be different, and the contract cost will be adjusted accordingly.

43.   Will all employees have access to employee self-service?

Yes.

44.   In attachment F, item 33, what defines a unit of work? Can examples be provided?

Unit of work is defined as an update to a record, or entry of an transaction into the TAS.

A logical unit of work can be different depending on the context in which the work is performed. As related to item 33, a unit of work might occur during timesheet data entry when a user clicks "save" or "continue," so final field edits and cross-edits are performed. Cross-edits might include confirming that reported hours equal scheduled hours, or that reported personal leave does not exceed personal leave balance available.

45.   In attachment F, item 54, please clarify how leave pay type for Marine Highways employees might be derived? Can an example or case study be provided? Do they have separate leave types from everyone else? Is it PTO? Is the offeror expected to calculate leave usage?

54	The system shall have the ability to derive Marine Highways leave pay type and leave hours used based on the: • last assignment (job, vessel, region) • years of service • job code worked most (majority of time: rolling 12-month using job code and ship)

Marine Highways business rules are complex and different from other state employees. A full explanation of leave pay type derivation is beyond the scope of this RFP. The data listed in requirement 54 is used to derive both the leave pay type code and expected leave hours. For example, assume an IBU employee is working under the SW system and becomes unfit for duty. If we are required to pay sick leave, we need to continue to follow that last working assignment in the SW system.
   1.   If the employee exhausts the SW sick leave, then the employee should convert to using SE sick leave.
   2.   If the employee exhausts the SE sick leave, then the employee should convert to using SE annual leave.
   3.   If the employee exhausts the SE annual leave, then the employee should convert to using SW A-days.
This is similar to "leave chaining" of leave for non-Marine Highways employees, but subject to additional criteria.

Last assignment is based on the last ship worked. The type of leave being used and the number of hours to use in each pay period is based on the ship, the union, and the employee's years of service (e.g., if a MEBA employee has worked over 5 years on a SW ship they are entitled to A-days instead of Personal Leave. The employee's majority of time for a given ship will be used by AKPAY to derive a pay rate.

Marine Highways leave is paid time off. The number of hours of leave used per day (e.g. 8, 8.4, or 12) depends, in part, on the employee's last assignment. The TAS is expected to calculate hours of leave usage based on the days of reported leave and the business rules that determine hours per day.

46.   What is happening inside AKPAY that needs to be decoupled? Discussion earlier said accruals were happening in AKPAY and offerors were only responsible for the balances.

True, leave accruals happen in AKPAY. Contractors are only responsible for making leave balances available for employee self-service to enable leave request entry and workflow, and accepting reported usage on a timesheet.

47. **Attachment F, item 55 says the system needs the ability to derive leave pay rate and hours based on several factors. Please provide an example of policy so offerors can determine how/if they can meet the requirement. What is delineation between what is happening in AKPAY vs. TAS.**

With changes to requirements to remove the requirement that the TAS accept pay rates and pass this data to AKPAY, item 55 is redundant and has been deleted.

AKPAY will generate leave accruals and apply pay rates to the type of leave reported by TAS.

48. **What does "ship" refer to?**

There are eleven marine vessels (ferries) that Alaska operates as a marine highway. Requirements which refer to "ship" refer to these ferries. Union rules for employees who work on the ferries are very different from other State unions.

49. **Is it possible for marine highways employees to work a single shift on two different ferries? Do they get on one ship and then go to another?**

This scenario is possible, and can happen frequently, especially when two ships are "in the yard" undergoing maintenance at the same time.

50. **For the scenario where a marine highways employee works a single shift on two different ferries, can this be handled as an exception condition and not handled out of the box?**

An offeror's ability to meet requirements is not limited to out of the box. Section 6.03 describes options for meeting the requirements in a variety of ways.

51. **Please be as explicit as possible as to whether the State requires offerors to calculate accruals within the TAS, or if offerors are only responsible for presenting balances generated from AKPAY.**

The State requires the TAS to present leave balance generated from AKPAY, and to validate usage relative to balances when leave usage is entered by users. The TAS is not required to calculate leave accruals; AKPAY will continue to handle this functionality.

See also: question 30.

52. **In general, a TAS doesn't work with rates. Does the State expect the TAS to send a rate of pay to AKPAY?**

The State responded "yes" at the pre-proposal conference, but this answer is being reversed. The TAS will not send rate of pay to AKPAY. The TAS will calculate hours for various pay types and labor cost distribution to send to AKPAY. Requirements 53 and 58 have been changed to refer to pay "types" instead of pay "rates". Requirement 55 has been deleted.

53.   Attachment F, item 57, says the system shall accept equipment code and usage either hours or mileage. Can examples be provided? Is there a preference between hours or mileage? (Hours can be derived from the system; mileage needs to be entered into the system.)

Requirement 57 was unclear and has been amended to specify both "hours **and** mileage." The TAS must include the functionality to accept hours and mileage as entered by users. It is possible that hours entered for equipment usage would be different than hours entered for an operator.

54.   Attachment F, item 83, says the system shall have the ability to translate coded values into description values for display or report use. Can some examples of coded values to be translated be provided?

Some examples of coded values to be translated include:

Field	Code	Value
Department	01	Office of the Governor
	02	Administration
Bargaining Unit	GP	General Government - Personal Lv
	SS	Supervisory
Earnings Code	E100	Regular Pay
	E105	Holiday Pay
Ship	05	Columbia
	07	Aurora

55.   Attachment F, item 94, says the system shall have the ability to enter an amended timesheet and retain multiple timesheets for the same period. Please clarify this requirement. Is this for the purpose of doing retroactive pay for someone (change the hours worked)? How many times can you amend a single timesheet?

Amended timesheets are submitted when the original timesheet, or a previous amended version, needs to be corrected. Unreported leave usage is a common cause. There is no set limit to the number of times a timesheet can be corrected, but the solution must be able to accommodate an original timesheet and at least three corrections. It is possible for this requirement to be met using replacement timesheets which logically amend a prior timesheet, provided it is clear the amended timesheet being replaced is no longer active.

56.   Is the State responsible for reporting federal change in late audit? E.g., if the State has federal projects or grants and we have employees who report "late" or after the 2-week mandate, is it part of the project to be able to report this?

This terminology is not familiar to the Division of Finance. The State of Alaska has hundreds of grants from the federal government and other sources. The offeror is responsible to ensure the TAS complies with all federal reporting requirements, as stated in section 1.24 of the RFP.

57.   Attachment F, items 1 and 2 says the system shall derive default cost centers from tabled criteria, including pay type code. Can the State clarify what item 1 means?

The State requires the system to be able to use a variety of tabled criteria, based on business rules, to derive cost centers. For example, in one department, sick time for an employee may automatically charge to a different cost center than the employee's regular time. In another department, the cost center for time worked may be derived from the location where the employee works, as derived from either their normal location code (stored in AKPAY), or from a location code they enter on their timesheet. In another department, the cost center might be derived, in part, from the ship code the employee entered on their timesheet.

In each case, it must be possible for the system to be configured to allow the derived cost center to be overridden.

Section 6.02.3.3 lists types of cost center variables.

58.   Does the State need to be able to indicate on the timesheet whether time to be billed back to another agency is billable or not billable?

No. This information is captured in AKSAS, the Alaska Statewide Accounting System, based on financial coding applied to the time worked in the TAS.

59.   Does the State plan to issue the demo script before or after proposals are received?

The demonstration script will be issued in Amendment 3, before proposals are received.

60.   Would the demo script change depending on the proposals?

No.

61.   Can offerors get section 6 of the RFP in a Word document?

Yes. The body of the RFP, including section 6, will be posted on the online public notices web site at the same time as this amendment two. All questions related to the RFP document must be directed to Staci Augustus, procurement officer, at staci.augustus@alaska.gov.

62.   Is the State expecting system demos after the first round of proposal evaluations?

Yes, the first round of proposal evaluations will determine offerors who have submitted proposals that are susceptible for award. Only offerors deemed susceptible for award will be invited to system demonstrations.

63.   In the software industry, it is typical to issue major software releases every three to four years that typically require services to implement. Is the State asking offerors to include those costs into the 10-year cost of ownership? Where in attachment A would offerors include the cost of services for major upgrades?

If services are required to implement upgrades as part of the 10 years of maintenance, the labor rates in A5 would apply.

64. **Are the labor rates in A5 for informational purposes only or part of the evaluation?**

The labor rates in A5 are included as part of the evaluation. Rates must be entered, but hours must not be changed, allowing valid comparison between proposals.

65. **Will amendments automatically be emailed?**

If offerors have registered with Staci Augustus and received a notification that they are registered, then amendments will be emailed. Paper copies are not mailed. Amendments will also be posted on the Online Public Notices web site. Information may be available a little quicker via email.

66. **Will the first amendment be issued next week?**

The State had intended to issue the first amendment the week following the pre-proposal conference, but it has taken time to answer questions. The proposal due date has been extended.

67. **If amendment takes more than one week, then I ask that the proposal due date be extended.**

The proposal due date has been extended to July 14, 2008.

68. **I know that your team is working furiously to provide answers to all of the follow-up questions from the pre-bid meeting, and that this takes considerable time and effort. In light of that plus the amount of work required for us as vendors to conscientiously and accurately respond to this very large RFP, I would respectfully request that you extend the deadline for the responses by at least one week.**

See the question and answer to question 67.

69. **Requirement 86 states: "The system shall have the ability to designate each position and groups of positions for exception or positive time reporting." Please provide an example.**

Exception time reporting (also referred to as "exception pay") describes a process where scheduled time (including holidays) is assumed to have been worked unless timesheet entry indicates otherwise. Employees using exception time reporting only enter personal leave taken.

Positive time reporting (also referred to as "positive pay") describes a process where all time worked (including holidays) must be reported on timesheets.

Positions might be grouped by job class, or by organizational unit such as a department. Requirement 86 describes the need to associate a group of employees with either exception pay or positive pay, but also have the ability to, for example, indicate that an individual employee uses positive pay, even if the employee is part of a group that uses exception pay.

70.   Requirement 115 states: "The system shall, if a submitted electronic document/business event is modified, have the ability to reprocess approvals in accordance with business rules." Define business event, please provide an example.

Attachment F - Requirements uses a phrase similar to "electronic transactions/documents/business events" in requirements 23, 106, 107, 110, 111, 113, 115, and 117. The intent is to inclusively identify information that has been recorded by the system. Business events, as used in this context, are defined as actions of users or the system that cause data changes to groups of records. For example, assume an authorized user causes all timesheets for employees of an organizational unit to be certified. The certification of each timesheet would be considered a business event. If a timesheet is subsequently modified, the certification business event has been modified and the system must have the ability to reprocess an approval/certification.

71.   Requirement 117 states: "The system shall have the ability to track (for example, identify, record, inquire, report) the progress of electronic transactions / documents / business events." Define business event. Please provide an example.

Refer to the answer to the previous question.

This requirement describes the need to determine the current status/location of a "document" within the workflow, including the path of the document through the workflow since the document was initiated (created or inserted). For example, assume a business event of "generate timesheet shell" created pre-seeded timesheets for all employees in a department. An employee of the department changed a transaction for a day of regular pay to a half day of regular pay and created a new transaction for a half day of personal leave. The system needs "awareness" of when the system-generated timesheet was created for the employee, as well as when the employee entered his/her transactions.

72.   The RFP asks offerors to provide associated hardware.   Can offerors provide hardware off the state contract? This would allow offerors to provide the State of Alaska the hardware that best fits the State's current environment.

No, offerors do not have access to State contracts for providing hardware required for their solution. State contracts are only available to State agencies.

73.   We have noticed a few cases where questions repeat themselves. In a situation where a response can be used to answer more than one question, would you like us to repeat the response or reference the original response?

If an offeror's response, or portion of a response, to a question duplicates a response in another part of their proposal, it is acceptable to reference the original response. Offerors are encouraged to clearly identify references to ensure they are properly considered.

74. **Section 6.02.5.2 - Workflow states:**
1) Describe how the current manual workflow process will be converted to an automated workflow process for the proposed TAS.
2) Describe how the proposed solution will supply an identity management infrastructure that will provide the backbone for an automated workflow.

Question:
Please define which areas of workflow are being considered in this question. (Examples: Timesheet Submission and Approval, Leave Request and Approval, Creation of Schedules). Also advise if the State of Alaska requires the TAS to provide its own identity management infrastructure, or if it will inherit Employee identifications from the State's HRMS system. (Typically Time and Attendance Systems rely on HRMS systems to provide Employee identification, and record uniqueness, in the employee records provided via interfaces).

Section 6.02.5.2, question 1 refers to workflow for both timesheet submission and approval and leave request and approval.

The current AKPAY system is the "master" for employee identifications, and interfaces with the enterprise directory so LDAP authentication is possible. Occasionally, when authentication to the enterprise directory is necessary before employee data has been entered into AKPAY, temporary overrides are entered into the enterprise directory. The enterprise directory does not maintain employee-supervisor relationships. The TAS is expected to use the enterprise directory for user authentication, but must use it's own roles and reporting relationships to support workflow functionality. Refer to Section 4.04.1 - Systems with Highly Probable Interfaces; Enterprise Directory.

STATE OF ALASKA RFP NUMBER 2008-0200-7480
AMENDMENT NUMBER TWO

RFP Changes

Note: Added text is indicated in <u>red underlined</u> text, deleted text is indicated by ~~blue strikethrough~~. Changes to the table of context are a total replacement and not indicated as a change.

1.   **Section 1.01 on page 6 is amended by changing the receipt of proposals deadline, as follows:**

Proposals must be received no later than 1:30 P.M., Alaska Time on ~~Thursday~~Monday, ~~May 22~~July 14, **2008**. Fax, oral, or emailed proposals are not acceptable. An offeror's failure to submit a proposal prior to the deadline will cause the proposal to be disqualified. Please note that overnight delivery to Alaska rarely occurs. **Late proposals or amendments will not be opened or accepted for evaluation.**

2.   **Section 1.02 on page 7 is amended by changing the contract renewal terms, as follows:**

1.02   Contract Term and Work Schedule

The contract term and work schedule set out herein represent the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule may be shifted as appropriate.

The length of the contract will be from the date of award, with work to begin approximately ~~November 3, 2008~~January 5, 2009 for the timeframe identified in offeror's proposal. The implementation of the Time and Attendance Solution (TAS) is required to take no more than 24 months. The contract may be renewed, at the sole discretion of the State of Alaska, for up to ten additional years for maintenance and support of the implemented solution. <u>The maintenance and support contract renewals will be structured in the following increments: four years, two years, two years, and two years.</u> The offeror must ensure that licensing and maintenance are available to the State per the Cost Proposal Form in Attachment A.

3.   **Section 1.02 on page 7 is amended by changing the solicitation schedule, as follows:**

Time and Attendance Solution Procurement Timetable	Date	Time (Alaska Time)
Issue RFP	Thursday, April 10, 2008	
Pre-proposal Conference	Tuesday, April 22, 2008	9:00 am
Deadline for Receipt of Proposals	~~Thursday~~Monday, ~~May 22~~July 14, 2008	1:30 pm
Begin Invitations for Scripted Demonstrations	~~Tuesday~~Thursday, ~~June 24~~August 14, 2008	
Offeror Scripted Demonstrations Begin	~~Tuesday~~Thursday, ~~July 15~~September 4, 2008	
Best and Final Offers Complete	~~Friday~~Monday, ~~August 29~~October 20, 2008	
Contract Negotiations Complete	Friday, ~~October 3~~November 21, 2008	
Issue Notice of Intent to Award a Contract	Monday, ~~October 6~~November 24, 2008	
Award Contract (sign contract)	~~Thursday~~Monday, ~~October 16~~December 1, 2008	
Contract Start Date	Monday, ~~November 3, 2008~~January 5, 2009	

4. **Section 1.03 on page 8 is amended by adding warranty period to the list for clarification, as follows:**

Development and Implementation Stage

1) Project management
2) Business rule discovery for time reporting and workflow
3) Licensing of necessary software
4) Installation of necessary hardware
5) Configuration and services necessary for statewide implementation of the TAS
6) Interface development with existing line of business systems
7) Migration from identified legacy systems
8) Solution testing support
9) End-user training
10) Warranty period of twelve months

5. **Section 2.08 on page 16 is amended to clarify minimum experience requirements for offerors' organizations, and add requirement to use a form in Attachment E to provide references, as follows:**

Minimum Experience Requirements for Offeror's Organization

To be responsive, offeror must **demonstrate within its proposal** that its organization meets the following minimum experience requirements:

1. Offeror must have successfully designed, developed, and implemented a human resources, payroll, or time and attendance automated application for two organizations. At a minimum, one organization must:

    a. be a government organization.
    b. ~~be of comparable size to the State of Alaska with~~have at least 10,000 employees.
    c. have employees in at least ten geographic locations that use the solution.
    d. be of comparable complexity to the State of Alaska with at least ten labor contracts, fifty pay types, five leave types, and seasonal workforce(s) of at least five-hundred employees.

2. The successfully implemented systems for both of these organizations must:

    a. accommodate 12,000 concurrent users.
    b. successfully interface with employees in remote locations.
    c. have been fully implemented in a production environment within the past six years.
    d. have operated successfully in a production environment for a minimum of two years.

If subcontractors or joint ventures are proposed to provide key design, development, or implementation services, offeror must demonstrate within its proposal that the combined experience of offeror, subcontractors, or joint ventures meet these minimum organization experience requirements.

Offerors must complete and include in their proposals the Organization Minimum Experience Requirements form in Attachment E.

6. **Section 3.01 on page 25 is amended to include performance incentives and clarify CPI adjustments during the maintenance and support stage, as follows:**

3.01 Contract Type

This contract is a fixed price contract with ~~incentives and~~ adjustments based on Consumer Price Index (CPI). The contract is for a firm fixed price for the development and implementation stage of the contract as defined in Section 5.01 and performance incentives as defined in Attachment O - Performance Incentives. ~~thereafter~~Thereafter, CPI adjustments may be applied ~~for~~ during the ten-year maintenance and support stage.

7. **Section 3.11 on page 27 is amended to specify performance incentives instead of schedule delay penalties, as follows:**

3.11 ~~Schedule Delay Penalty~~Performance Incentives

The State will include ~~a schedule delay penalty~~performance incentives in the contract to ~~assure~~ encourage timely completion of all major deliverables and milestones. For the purposes of this contract, the State has set the ~~penalty rate of $5,000~~maximum possible incentive at $250,000. ~~If the contractor fails to complete a deliverable by the scheduled date according to the approved project work plan, the State retains the right to assess this daily penalty of $5,000 for each day that each deliverable is late.~~Performance incentives are described in Attachment O.

Incentives will be paid when earned and not subject to withholding described in Section 3.10.

8. **Section 4.02 on page 33 is amended to add information about timekeeping managers, as follows:**

Timekeeping Managers

Although there are about 1,910 members of the Supervisory union in the Executive branch, other employees in the Executive, Judicial, and Legislative branches perform supervisory functions. For purposes of time and attendance processing, the State estimates 3,500 employees will perform timekeeping "manager" functions.

4.03 Statewide Administrative Systems Replacement Project

9. **Section 4.04.1 on page 36 is amended to clarify responsibility for changes to AKPAY, as follows:**

AKPAY

AKPAY is used to pay all legislative, executive, and judicial employees. AKPAY is a customized commercial package from Empagio (formerly known as Tesseract) which runs on the State's mainframe. Online access is achieved through CICS "green screens." Current time and attendance functionality is tightly integrated with batch and online processes, and analysis will be needed to achieve appropriate decoupling. The State expects the contractor to assist in the analysis by documenting functionality and interface requirements of the solution. Analysis and programming responsibility for AKPAY is the responsibility of the State. See detail in Attachment I.

10. **Section 4.04.1 on page 37 is amended to add a blank line before "Enterprise Directory", as follows:**

EFF

The EFF System is used by DNR to allow users to input timesheets for EFFs who are temporary employees of DNR. These employees are often used only for the duration of a fire. Their timesheets may arrive before the hiring paperwork and may include different rates for different tasks. The timesheet format is dictated by the federal Bureau of Land Management. The system has very limited use during the winter. See detail in Attachment I.

Enterprise Directory

Requirement 28 (ability to support secure authentication) requires support of Microsoft Active Directory (AD). A project is underway (see http://www.state.ak.us/local/akpages/ADMIN/info/msAD/) to implement AD. It will be the authoritative source of enterprise users for the TAS. The enterprise directory currently used is Sun Directory Server 5.2. The essence of this interface and requirement 28 is to allow State employees to use their existing USERID to sign on to the TAS.

Because the State's enterprise directory does not currently support roles and reporting relationships, functionality for workflow and approvals will need to be supported within the TAS.

11. **Section 5.01 on page 42 is amended to clarify the components the State intends to procure, as follows:**

The State intends to procure a comprehensive solution that includes the following required components:

1) Software
   a) TAS software license
   b) Supporting software licenses (e.g., operating systems, database, scheduling, workflow, documentation, training, help-desk, and version control)
2) Hardware—
   2)a) Application Servers
   3)b) Database servers
   a)c) Web servers
   b)d) Time-capture devices, if applicable
4)3) Implementation services
5)4) Post-warranty support (ten years)

12. **Section 5.01 on page 43 is amended to add warranty period to the continuation of the Development and Implementation stage list, as follows:**

3) Licensing of necessary software
4) Installation of necessary hardware
5) Configuration and services necessary for statewide implementation of the TAS
6) Interface development with existing line of business systems
7) Migration from identified legacy systems
8) Solution testing support
9) End-user training
10) Warranty period of twelve months

13. **Section 5.06.2, deliverable 27, on page 60 is amended to clarify the relationship of the contract to liability for the difference of the amount identified in the Cost Proposal and the actual maintenance costs administered by the different entities that comprise the Solution, as follows:**

(27) Time and Attendance Solution Licenses (hardware and software)

The contractor shall provide all initial licenses for the TAS components (hardware and software) and work with the State to establish ongoing maintenance relationships with vendors of the components. The cost of licenses for the components must be at the prices shown in the Cost Proposal. Further, the contractor shall be liable for the difference of the amount identified in the Cost Proposal and the actual maintenance costs administered by the different entities that comprise the Solution. The period of liability shall be for the length of the contract, up to ten years as outlined in Attachment A - Cost Proposal, A4 - Maintenance submitted with the proposal.

14. **Section 6.01, cross-reference, on page 67 is amended to reference new section 6.02.7.6, as follows:**

Implementation Phase		
5.07.1.1	6.02.7.1	Data Load and Migration Strategy
5.07.1.2	6.02.7.2	Overall Training
5.07.1.3	6.02.7.3	Technical Knowledge Transfer
5.07.1.4	6.02.7.4	Help Desk Approach
5.07.1.5	6.02.7.5	Operational Takeover
5.07.1.5	6.02.7.6	Warranty Support

15. **Section 6.02.1 on page 68 is amended to add warranty support to the proposal format and content list, as follows:**

Tab **Implementation Phase**
  Data Load and Migration Strategy
  Overall Training *
  Technical Knowledge Transfer
  Help Desk Approach
  Operational Takeover
  Warranty Support
Tab **Requirements**

16. **Section 6.02.3.5 on page 73 is amended to no longer require prices be included in the technical proposal, and instead require prices for 108 time collection devices and supporting hardware and software be included in the cost proposal, as follows:**

6.02.3.5 Time Collection Devices

The State of Alaska has a variety of situations for the collection of time, including: marine vessels, firefighters, remote resources (e.g., troopers, fish counters, and biologists), and 24-hour institutions such as prisons, juvenile detention centers, and pioneer homes. Explain the variety of methods the proposed solution supports for time collection.

- Describe each type of time collection device, and their intended use, applicable to the TAS.
- ~~Provide the Manufacturer's Suggested Retail Price (MSRP) for each type, as well as the offeror's percentage discount from MSRP at which the State can purchase the device for the TAS. Please note that this is the only location in the offeror's proposal where cost or price are permitted.~~

The State cannot accurately estimate the number of Time Collection Devices (TCDs) until we understand the capabilities of the selected solution. The State wants information about the types of devices offerors propose so quality and functionality as part of the overall solution can be evaluated. For purposes of evaluation, the State has identified the following institutions which might use TCDs:

Institution	Number	Employees
Alaska Psychiatric Institute	1	240
Pioneer Homes	6	640
Youth Centers	8	320
Correctional Facilities	12	990
Total:	27	2,190

For purposes of evaluation, the State will assume four TCDs for each of the 27 institutions. Offerors shall calculate costs for 108 devices (and supporting hardware and software) and include in Attachment A3 of the Cost Proposal.

Include all information that is necessary for the proposal evaluation committee (PEC) to evaluate the effectiveness of the proposed devices. Do not include price information in the technical proposal.

~~and the reasonableness of the proposed prices.~~

The offeror shall provide a commitment to supply the time collection devices to the State at the quoted price if the State chooses to purchase from the contractor.

17. **Section 6.02.7.7 on page 81 is added, as follows:**

6.02.7.6 Warranty Support

Discuss support to be provided during the twelve month warranty period that begins once operational takeover has been completed.

1) Describe response times and methods for different levels of reported problems.
2) Describe how outstanding issues with the solution will be addressed with software and hardware vendors.
3) Describe contractor role in implementing any software upgrades that are available during the warranty period.

18.   **6.04.2 on page 83 is amended to require use of a reference form in Attachment E, as follows:**

Complete the Organization Minimum Experience Requirements form in Attachment E to pr~~P~~rovide at least three references stating that offeror's organization has successfully provided similar time and attendance software and services to government entities of similar size and complexity as stated in Section 2.08. Please note: the State requires <u>the</u> offeror to provide three organization references for evaluation. Of the three references, two can be used to satisfy the minimum organization requirements identified in Section 2.08.

~~Reference information shall, at a minimum, include:~~

~~1) Title of the project~~
~~2) Name of client organization~~
~~3) Client reference name, title, current telephone numbers, addresses, and e-mail addresses~~
~~4) Start and end dates the reference was engaged with your organization~~
~~5) Brief description and scope of the project~~
~~6) Hardware and software platform used~~

19.   **6.04.3 on page 84 is amended to make its format consistent with section 6.04.2, as follows:**

Include a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract ~~and provide the following information about each person listed:~~.

Use the Key Project Staff Experience Resume and Reference Contact Information form in Attachment E to present professional resumes including areas of expertise, education, years and description of experience relevant to this RFP, and any applicable certifications (PMP, CPA, CISA, CPM, etc.)

~~g) Reference contact information for confirming previous experience, including:~~
~~a) Title of the project~~
~~b) Name of client organization~~
~~c) Client reference name, title, current telephone numbers, addresses, and e-mail addresses~~
~~d) Start and end dates the person worked with the reference organization.~~
~~e) Brief description and scope of the project~~
~~f) Hardware and software platforms used~~
~~7) Use the Key Project Staff Experience Resume and Reference Contact Information form in Attachment E to present professional resumes including areas of expertise, education, years and description of experience relevant to this RFP, and any applicable certifications (PMP, CPA, CISA, CPM, etc.)~~

20. Section Eight on page 91 is amended to change the name of Attachment E, and add Attachment O, as follows:

Attachment A	Cost Proposal Form
Attachment B	Proposal Evaluation Form
Attachment C	Standard Agreement with Appendix A and Appendix B1
Attachment D	Notice of Intent to Award
Attachment E	Offeror ~~Project Team~~ Experience
Attachment F	Requirements
Attachment G	Confidentiality and Nondisclosure Agreement
Attachment H	State of Alaska Organization Charts and State Project Team Resumes
Attachment I	Interfaces
Attachment J	Offeror Response to Requirements Template
Attachment K	System Demonstration Script and Score Sheet
Attachment L	Offeror Checklist
Attachment M	Connectivity
Attachment N	Glossary
Attachment O	Performance Incentives

21. Attachment A, Cost Proposal Form - Summary Sheet, is amended to add a line for presumed performance incentives, as follows:

	Worksheet	Amount
Development and Implementation Stage:		
Total for Deliverables 1 - 42	A1	$0
Total for Solution Software Components	A2	$0
Total for Solution Hardware Components	A3	$0
Performance Incentives (total possible)	n/a	$250,000
Sub-total for Development and Implementation Stage (not to exceed $7 million)		$0

22. Attachment B, section B.03, requirement 55, is deleted, and the points reassigned to requirement 54, as follows:

Evaluator Comments	ID/Scores
	ID: 54 Max Points: ~~20~~32 Score:
	~~ID: 55~~ ~~Max Points: 12~~ ~~Score:~~

23. **Attachment E is amended to be renamed to "Offeror Experience", and to add instructions and form for Organization References, as follows:**

Attachment E
Offeror ~~Project Team~~ Experience

E.01   Organization References

Use copies of the following form to provide at least three references stating that offeror's organization has successfully provided similar time and attendance software and services to entities of similar size and complexity to the State as stated in Sections 2.08 and 6.04.2.

Reference information shall, at a minimum, address the information in the following Organization Reference table. Rows may be added at the end of the table to include additional information at the offeror's discretion.

Directions:
1. In the title and client organization row, replace the red text with the project title and client organization's name.
2. Do not change text in the first column.
3. In the client contact information row, and on the same line as the corresponding label, supply the information requested.
4. In the implementation team row, enter the percent of total vendor project work performed by offeror, and the offeror's name, on the first line. If the offeror performed less than 100% of the total vendor project work, then for each additional partner, enter the percent of total project work and the name of the vendor. The total percentage must be 100%.
5. In the Project Start Date and Project End Date rows, enter both the planned and actual dates reference was engaged with your organization.
6. In the Minimum Experience Qualifier row, do not change the text, but delete one or both lists if appropriate. If both lists are deleted, enter the text "No."
7. In the remaining rows, enter information the offeror considers relevant to the State and the TAS project.

Organization Reference
Insert Project Title
Insert Client Organization Name

Client Contact Information: **Name** **Title** **E-mail Address** **Work Phone (direct line)** **Cell Phone (if available)** **Business Address**	
Implementation Team	Pct Organization _____
Project Start Date	Original Planned: Actual:
Project End Date	Original Planned: Actual:
Minimum Experience Qualifier?	The client organization: 1. is a government. 2. has at least 10,000 employees. 3. has employees using the solution in at least ten geographic locations. 4. is of comparable complexity to the State of Alaska with at least ten labor contracts, fifty pay types, five leave types, and seasonal workforce(s) of at least five-hundred employees. The solution used by the client organization: 1. accommodates at least 12,000 concurrent users. 2. successfully interfaces with employees in remote locations. 3. was implemented in a production environment after May 2002. 4. was successfully operated by the client in a production environment for a minimum of two years.
Description and Scope of the project	
Hardware Used	
Software Used	
Awards and other Noteworthy Accomplishments	

24. **Attachment E is amended to change the form for Project Team Experience Resumes so project experience and reference information for each project are paired, as follows:**

E.02 Project Team Experience

Offerors are required to:
- complete and return a Cross Reference of Minimum Experience Requirements Matrix.
- complete and return a Key Project Staff Experience Resume and Reference Contact Information form for each of the five key project staff members. and

Failure to return the cross reference matrix and the resume forms may cause a proposal to be deemed nonresponsive and rejected.

Experience (add more experience/reference sections as needed)	
Project Title	
Dates	
Hardware/software/ languages/databases/ operating systems used	
Positions held, responsibilities	
Reference Information (add more references for project as needed)	
Name of Organization Mailing Address Name, Title of Contact Phone Number(s) Email Address	
~~Experience (add more experience as needed)~~	
~~Project~~	
~~Dates~~	
~~Hardware/software/ languages/databases/ operating systems used~~	
~~Positions held, responsibilities~~	
~~Reference Information (add more projects for references as needed)~~	
~~Project Title~~ ~~Name of Organization Mailing Address Name, Title of Contact Phone Number(s) Email Address~~	

25. **Attachment F, requirement 9, is amended to remove the need for accrual processing, as follows:**

9	The system shall have the ability to record/allocate time that can be classified as Family Medical Leave Act (FMLA) and Alaska Family Leave Act (AFLA) ~~and include tracking and automatic notifications~~.

Similar changes made to Attachment J.

26. **Attachment F, requirement 53, is amended to refer to "pay types" instead of pay "rates", as follows:**

53	The system shall have the ability to use multiple ~~rates~~ pay types during a given pay period or day.

Similar changes made to Attachment J.

27. **Attachment F, requirement 55, is deleted, and the points reassigned to similar requirement 54, as follows:**

54	The system shall have the ability to derive Marine Highways leave pay type and leave hours used based on the: • last assignment (job, vessel, region) • years of service • job code worked most (majority of time: rolling 12-month using job code and ship)	Yes	5	~~20~~32
~~55~~	~~The system shall have the ability to derive the leave pay rate based on:~~ ~~• bargaining unit~~ ~~• bid assignment~~ ~~• majority of time (rolling 12-month; using job class and ship)~~	~~Yes~~	~~4~~	~~12~~

Similar changes made to Attachment J.

28. **Attachment F, requirement 57, is amended to clarify that hours and mileage must be accepted by the Solution, as follows:**

57	The system shall accept equipment code and usage, ~~either hours or mileage,~~ and be capable of passing this data to AKSAS. Usage shall be input as both hours and mileage, and the system shall have the ability to accept one or both.

Similar changes made to Attachment J.

29. **Attachment F, requirement 58, is amended to clarify references to pay type rather than pay rate, as follows:**

58	The system shall have the ability to calculate premium pay types and hours automatically based on employee data and start and stop times entered on employee timesheet. Calculation may require carry-forward from prior pay periods. Examples of premium pay types include, but are not limited to: overtime, shift differential, recall, sea duty, and hazardous duty.

Similar changes made to Attachment J.

30. **Attachment F, requirement 59, is amended to remove the need for accrual processing, as follows:**

59	The system shall calculate ~~and maintain~~ flexible time credits and compensatory time based on hours worked and other employee data including, but not limited to, bargaining unit.

Similar changes made to Attachment J.

31. **Attachment F, requirement 94, is amended to clarify versions of timesheets which must be retained, as follows:**

The system shall have the ability to enter an amended timesheet and retain a minimum of the original and three amended ~~multiple~~ timesheets for the same pay period.

Similar changes made to Attachment J.

32. **Attachment I, section AKPAY system description, on page 14 is amended to clarify responsibility for changes to AKPAY, as follows:**

Relationship to future Time & Attendance:
Much of the processing and data that support time and attendance in the current AKPAY system would become obsolete. During implementation of the new TAS, significant analysis will be required to fully identify internal data and processing interdependencies that may need to be de-coupled. The State expects the contractor to assist in the analysis by documenting functionality and interface requirements of the solution. Analysis and programming responsibility for AKPAY is the responsibility of the State.

33. **Attachment N is amended to add a definition for "Concurrent Users", as follows:**

Concurrent Users	The number of active users (active sessions) of the TAS. Active sessions end after 20 minutes without client activity.

34. **Attachment O is added to describe performance incentives.**

STATE OF ALASKA RFP NUMBER 2008-0200-7480
AMENDMENT NUMBER TWO

IMPORTANT:

This is a **mandatory return** Amendment because it constitutes a material change that requires interested parties to understand and acknowledge. Please complete the information below and return this document with your proposal.

_____
Name of Company

_____   _____
Authorized Signature   Date

Staci Augustus, Procurement Specialist V
Phone: (907) 465-5656   TDD: (907) 465-2205
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