



Pre-proposal Conference Notes for

RFP 19J-0829 Time, Attendance and Badge Identification Card Systems

Tuesday, August 13, 2019 at 10:30 a.m. (local Arizona time)

Meeting held using WebEx Telephone Conferencing

Maria Brissette, CPPB, called the meeting to order at 10:32 a.m.

Maria Brissette, introduced herself as the author of RFP 19J-0829 and facilitated the meeting. Esther Hopkins, from Mohave, took the meeting notes. The meeting notes will be posted on Mohave's website within 24 hours after the meeting. The questions asked today will determine if an amendment will be issued for clarifications, corrections and/or additions. The final decision to issue an amendment rests with Mohave. If an amendment is issued, it will be emailed to the email address provided on the vendor's Prospective Bidders registration. **Note: An amendment will not be issued.**

There were five interested parties who called in. (See attached WebEx reservation sheet.)

Reminders:

- FedEx, UPS and USPS will not guarantee overnight delivery to Kingman, as Kingman is a rural area. Be sure to mail, or deliver, the RFP's before the due date and time of Thursday, August 29, 2019 at 3:00 p.m. local Arizona time.
- Any interested parties are welcome to the RFP's opening. The solicitation's sign-in and opening documents will be posted on our website within 24 hours of the due date.
- Thursday, August 22, 2019 at 5:00 p.m. (local Arizona time) is the last day for questions. Written emails are preferred.
- **Statements made during this pre-bid/proposal conference are not amendments to the solicitation.**

Maria Brissette, CPPB, provided an overview of the procedure for the conference and solicitation reminders.

- Mohave is requesting that all participants mute phones, while on the call.
- Maria Brissette, CPPB, provided an overview and explanation of several points in the solicitation and discuss previously submitted questions and answers.
- The scope of work for this solicitation is requesting offers for time and attendance software including, but not limited to: licensing, support, equipment, and installations. This solicitation is for a total solution and Mohave **will not consider partial proposals for award of this contract.** For example, Mohave would not award a vendor that supplies identification badges only. The requirement would be software that supports time and attendance keeping; however, employee badges and peripherals would also be of a value to our members.
- Many of our Mohave members currently purchase time and attendance software. In the solicitation there are references to legacy pricing and software renewals. For software sold under a previous contract, contract vendors may offer software renewal, maintenance and support. The solicitation requests detailed information for an offeror's Legacy Pricing Methodology, **which should correspond to** legacy pricing to be provided in the "Legacy Pricing" worksheet located in the 19J time and attendance WB.xls.

- It is our preference that the required RFP 19J-0829 pricing workbook be submitted with your proposal in the original Excel format. If your firm chooses percent off discount or combination pricing, there are formulas in the "MOHAVE PRICE (with Admin. Fee)" column. Please use the formulas when submitting your pricing.
- A market basket is located in the third worksheet of the workbook. Failure to complete one or more of the required Sample Jobs in the market basket may render your proposal nonresponsive. Pricing provided in the market basket must match pricing, which should be provided in other tabs of your workbook response. For example, a labor rate you provide in the sample jobs must match a labor rate your firm provides in Section Four of the workbook.
- The contract vendor under an awarded contract remits the 1% administration fees to Mohave. Offerors shall include the administration fee in all offered prices in the Price Schedule(s) and shall not add the administration fee separately (or as part of a reduction off the offered discount) into the prices.

Previously Submitted Questions and Answers:

- **Question:** May companies from Outside USA apply for this (RFP 19J-0829), (e.g., from India or Canada)?
- **Mohave Answer:** Companies which reside outside of the USA may respond to the RFP. However, per the RFP's General Term and Condition 12.10, **Offshore performance of work prohibited:** any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the state shall be performed within the borders of the United States.
- **Question:** Do we (offerors) need to be present for meetings?
- **Mohave Answer:** There is no requirement in the RFP that a prospective offeror must physically attend any meeting(s). However, a Mohave member may require an (awarded) contract vendor meet at their agency "face to face."
- **Question:** Can we submit the proposals via email?
- **Mohave Answer:** No, emailed submissions are not allowed and will not be considered.

Roll Call

Questions and Answers:

- **Question:** Is Mohave also requesting Human Resources and/or payroll software as mentioned in Specifications 1.1.07, 1.2.03, 1.2.04, and 1.2.05?
- **Mohave Answer:** No. Because Mohave has existing contracts for Human Resources and payroll software, specifications 1.1.07, 1.2.03, 1.2.04, and 1.2.05 in the requested Time, Attendance and Badge Identification Card System RFP would be part of a total solution which would interface with members' existing or third-party Human Resources and payroll systems. If a prospective bidder's firm does not provide these or any of the specifications, respond by checking the appropriate "Comply" or "Deviate" or "No Bid" box and clearly explain how your firm's deviations meet (or exceed) the specification.
- **Question:** Please clarify specification 1.6.14.
- **Mohave Answer:** This specification refers to items such as visitor passes/badges which may be required to regulate limited access to facilities. The self-expiring, temporary badges would be issued and determined by the member.
- **Question:** Timekeeping and ID systems are frequently separate. Can an offeror respond to just one or the other?
- **Mohave Answer:** Mohave is looking for a complete solution. Offerors may work with subcontractors to provide services they may not provide themselves.

- **Question:** Specification 1.2.08 references report generation that complies with various government requirements. Are there examples of these reports?
- **Mohave Answer:** This specification is deliberately general in order to accommodate any future changes to requirements over the course of the awarded contracts. Offered solutions should have report generating capability. Specific report parameters will be established with individual members on a project by project basis.
- **Question:** Specification 1.6.07 includes requirements for “an assortment of color models and shall include clear LCD imaging hardware.” Please clarify this specification.
- **Mohave Answer:** This specification intends to request from the offeror the latest assortment of cameras to take digital or biometric data for member use.
- **Question:** Please clarify the legacy pricing portion of the pricing workbook.
- **Mohave Answer:** The legacy pricing portion of the workbook and solicitation is provided to ensure consistency in charges for legacy items. Legacy items can include license renewals for software and various maintenance or service plans for purchases by a Mohave member. Legacy pricing may be escalators which may be used in subsequent years of an awarded contract or other pricing methodologies provided by an offeror. See **Legacy Pricing Methodology Description** on page 31 of RFP 19J-0829.

There were no other questions and the meeting was concluded at 11:01 a.m.

Attachment: Attendee List
8/13/19: EH/MTB/NC





**19J-0829 Time, Attendance and Badge Identification Card Systems
Pre-Bid Conference Attendee List
August 13, 2019, 10:30 am**

1. Maria Brissette, Mohave Educational Services Cooperative, Inc.
2. Nancy Colbaugh, Mohave Educational Services Cooperative, Inc.
3. Esther Hopkins, Mohave Educational Services Cooperative, Inc.
4. Jamie Blundell, NOVAtime
5. Alex Banh, NOVAtime
6. Matt McDaniel, Multicard, Inc.
7. James Baker, TimeClock Plus
8. Lyn Witt, immixGroup, Inc.
9. Michael Landers, Lanmor Services Inc.