1. How many supervisors/managers/administrators will need access to the system to make approvals or edits?  
   a. 70-80

2. Please confirm NACOG desires a cloud based, Vendor Hosted solution.  
   a. Either cloud based, vendor hosted solution is preferred

3. How many time clocks should be included with our response?  
   a. 31-35 physical time clocks. All other staff should use computer based application or portal access.

4. Does NACOG desire Card Swipe clocks or Biometric clocks?  
   a. No preference at this point. Please provide quote for both

5. If Card Swipe, what type of cards will be used, HID Proximity? Or Barcode?  
   a. No preference at this point. Please provide quote for both

6. If Card Swipe is desired, will the NACOG supply the cards? Or will the awarded Vendor supply the cards?  
   a. Please provide a quote for vendor supplying the cards

7. Is it desired for the time clocks to communicate through Ethernet, POE, or wireless?  
   a. Not all locations are equipped the same infrastructure, therefore a combination of all three would be used.

8. Is it desired for the awarded vendor to install all time clocks? Or will the NACOG staff install the time clocks?  
   a. Please provide quote for vendor to install all time clocks.
9. Will Advanced scheduling be included in this scope of work? (Advanced scheduling is defined as employees who need to do Shift swaps, vacation bidding, or having scheduling rules in the system which automatically assign the correct employees to open shifts)
   a. No, advanced scheduling is not included in scope of work.

10. 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?
    a. Yes, FMLA Case Management is required

11. Is it desired for employees to punch in/out from a computer or smart phone?
    a. NACOG is open to any punch in/out option
    b. Preference is to have more than one option to punch in and out

12. Is it desired for employees to request time off electronically at a computer or smart phone?
    a. Preference is to have more than one option to request time off

13. Has NACOG viewed Time & Attendance demonstrations prior to the release of this RFP?
    a. No

14. If so what Vendors provided a demo?

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My signature indicates that I have read this addendum and will include it as part of the RFQ submission.

__________________________________________ _______________________________________
Authorized Signature     Date

__________________________________________
Print Name