



1080-2017 ADDENDUM 2

REQUEST FOR QUALIFICATION FOR PROVISION, IMPLEMENTATION AND SUPPORT FOR A STAFF SCHEDULING (ROSTER) SYSTEM FOR THE WINNIPEG FIRE PARAMEDIC SERVICE

ISSUED: Jan 24 2018
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URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE BID
OPPORTUNITY**

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID OPPORTUNITY AND SHALL
FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: A20160708

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 6 of Form A: Bid may render your Bid non-responsive.

PART B – BIDDING PROCEDURES

Revise: B6.3 to read:

B6.3 Estimated Preliminary Schedule

Phase	Approximate Date(s)
1. RFQ Process	February 14, 2018
2. Evaluation/Shortlist of Proponents	February 2018
3. Demonstrations by short-listed Proponents	March 2018
4. Interview for budget determination	April 2018
5. City of Winnipeg budget approval process	Q4 2018
6. RFP process (shortlisted RFQ Proponents only)	Q1 2019
7. Award	Q2 2019

B19. SUBMISSION DEADLINE

Revise: B19.1 to read:

B19.1 The Submission Deadline is 4:00 p.m. Winnipeg time, February 14th, 2018.

QUESTIONS AND ANSWERS

- Q1. As per B8.2 and B17.1, does that mean that the companies listed will be ineligible to bid on this RFQ and any subsequent related RFPs due to their prior involvement?
- A1 No
- Q2. Is the City of Winnipeg specifically looking for a Kronos-based solution?
- A2 No
- Q3. The RFQ states that there are approximately 1,400 members of the WFPS. Is this the expected number of users in the system? Will there be additional contractors that also will be entered as users for scheduling purposes?
- A3 Yes the expected number of employees to be scheduled in the system is approximately 1,400.
- Q4. Your RFQ mentions SMS and phone calls. Would modern Android and iOS mobile apps with push notifications be sufficient to meet this requirement, or are legacy SMS and voice capabilities a mandatory requirements to bid on this RFQ?
- A4 SMS and phone calls are identified as Non-Mandatory Requirements. Alternative notification techniques will be considered.
- Q5. Is WFPS willing to consider an Azure-hosted SaaS solution? Some of the questions seem to be targeted to an on-premises or stand-alone cloud solution.
- A5 A cloud based solution is acceptable provided it is hosted in Canada.
- Q6. For G1.4 "Must maintain compliance with federal and provincial labour laws, collective bargaining agreements, and other organization policies ensuring compliance." can we assume that the a list of the relevant rules would be provided by WFPS?
- A6 Yes
- Q7. For P1.3 "It must be possible to assign payroll (status) codes and associate them to each shift personnel work." Would each shift only have one possible payroll code, or would some shifts have multiple codes (e.g. 2 hours of overtime and 6 hours of regular time on a single 10-hour shift)? Would these be assigned manually by WFPS payroll staff, or is it expected that these codes would be automatically calculated?
- A7 One member can have multiple codes assigned in one shift e.g. 10 hours regular time and 4 hours overtime (2 hours at OT 1.5x, 2 hours at OT 2x), 8 hours regular time and 2 hours sick time.
- Events could be entered by employee (with subsequent approval by supervisor) and the system would ascribe the appropriate payroll code. Events could also be entered by supervisor and system would ascribe appropriate payroll code. HR could also enter event/code, and override the code.
- Q8. For your password requirements (T1.19, T1.20, T1.21), if we use your Active Directory (as requested), then these settings would be controlled by your Active Directory admins. If Active Directory password settings are something that the proponent needs to configure on WFPS's behalf, can we assume that we would be given admin level access to configure your Active Directory?
- A8 Our IT team will configure active directory.

Q9. For E1.2 "When a user participates in a training session, data must be record" is the intent to record the time that employees spend in training?

A9 Yes

Q10. Which version(s) of PeopleSoft ERP HR is in use at the WFPS?

A10 PeopleSoft ERP HR v9.2

Q11. Is there a preferred method of interfacing with your PeopleSoft implementation? Is there an API endpoint that would be available to interface with?

A11 Current efforts use fixed-width text files for batch imports. An API is also possible.

Q12. What information do you want to be read from Peoplesoft and written back to Peoplesoft? These details are helpful.

A12 People soft would be the source of truth for staff demographic data. Peoplesoft should be fed data on actual hours worked, type of hour (OT,training.) and associated payroll codes.

Q13. Does WFPS prefer in-person training sessions or would more cost-effective options (like training videos and webinars) meet your needs?

A13 In-person application administration and super user training with training videos for staff is ideal.