

ERP RFP Responses to Questions

- Regarding the RFP Timeline on page 4, please confirm the desired go-live date of 07/01/2024 for the new ERP solution given the short time between this date and the contract award date of 05/08/2024. [Our intention is to go live 7/1/2024, we realize that this is a short time span between the contract award date and the go live date but 7/1/24 is the beginning of our fiscal year and we wish to stay as close to that.](#)
- In the Inquiries and Communications section 3 on pages 15 & 16, the URL https://www.dawsoncountyschools.org/departments/finance/request_for_proposals. included appears to be a link for another district.
Please provide clarification on the location additional information pertaining to the RFP will be available and/or the manner in which answers to the questions for the RFP will be provided.
[This link has been updated.](#)

- **Page 19, PROPOSAL CONTRACT FORM**

To clarify, are digitally scanned ink signatures acceptable to be included in the Original Proposal? [Yes](#)

- **Page 14 Cost-Effectiveness**

What is your preferred number of years required for the Pricing Solution? [3-5 years](#)

- **Consideration of Partner(s) in Submissions:**

- Will Dawson County Schools entertain responses submitted with partner(s) as both Prime and Sub-Prime, with a focus on delivering best-in-class solutions for specific ERP requirements? [Yes, we will entertain such responses](#)

- **Best in Breed Submission:**

- Is Dawson County Schools open to considering responses from organizations specializing in specific functionality areas outlined in the RFP, providing a Best in Breed submission? [Yes, we are open to considering these responses](#)

- **Time and Attendance Requirements:**

- Given that ERP RFPs often include Time and Attendance requirements, could you clarify if Dawson County Schools will be seeking functionality encompassing Timekeeping, Accruals, and Leave Management? [Given our current setup of systems any new system that we take into consideration must be functional with our current timekeeping, accruals, and leave management systems or have a comparable replacement that is fully functional for these items.](#)
- If affirmative, we seek additional insights:
 - How does the district currently manage time collection for Hourly and/or Non-Exempted Employees? [We are currently using Frontline](#)
 - Is there an interest in incorporating external hardware clocks for time punches, check-in/out capabilities, and self-service Workforce Management (WFM) features, such as requesting Time Off or changing job roles at the clock? [We currently only have one job/role for individuals](#)

employed in our district. We also have clocks for time punches in all of our campuses.

- Ability to track various contract hours for non-exempt salaried employees to ensure straight time, comp time and overtime is calculated properly for anything worked over their contract Our district does not allow overtime unless it has formal board approval.
- Ability to track “shortfall” for non-exempt employees, i.e. A non-exempt employee who is contracted to work 35 hours per week but only work 34, 1 hour of shortfall should be triggered and backfilled based on district policy Our certified staff only have to clock in for attendance and safety purposes. This would apply to our classified hourly staff members only. Our current system is set up so that it flags employees who are short on time.
- Ability to track extra duty time separate from contract hours and processed in the correct order so that any overtime incurred is charged to extra duty no matter the day of the week worked. We track this via an employee timesheet in Etrieve.
- Ability to track multiple jobs and multiple approvals, i.e. Teacher and Tutor time must be tracked separated and sent to possibly 2 different managers or multiple managers based on funding source through actual workflow. For our district, “teacher” time isn’t necessarily tracked as long as they have clocked in or if they have leave entered. Tutor time is tracked via a timesheet in Etrieve.
- Ability for teachers and other certified employees to do “one punch” attendance punches and get guaranteed contract hours but also punch in and out for extra duty time and have the system track actual hours for that time separate from contract. This would be nice, our current system is not set up this way but we work on the honor system so that if a teacher is clocked in they are guaranteed their 8 hours unless an absence time is entered.
- Ability to have the system automatically track “summer break” and know when employees are off contract and calculate time accordingly. Our current system calculates this based on calendars we put in.
- Timesheet corrections should be entered by employees and routed via workflow electronically to their immediate supervisor for approval without giving the employee edit access to their timecard. We currently use a google form or email to have corrections or time entries processed if they are outside their contracted times for clocking in/out. This would be an amazing improvement because we have found that when timekeepers leave our district if they had access to a google form the form ownership has to be transferred over.
- Ability for employees to approve their timecard with custom attestation text that can be customizable by employee group. Our current system has this functionality.
- Ability for the auto assignment of hours short on early departure or late arrivals days to ensure employees are not negatively impacted This would be great, but our early departure days for students are typically not early departure for staff, same with late arrivals!

- Ability to track multiple calendars for 9, 10, 11 and 12 month employees (Start and Stop dates as well as holiday or scheduled days off). Our current system has this capability however that company is horrible and will put in one calendar for all staff members which requires us to go back in and make changes.
- Ability to run a contract variance report to identify employees that reported time off in excess of their contract that caused extra hours. This would be nice to our knowledge our current system does not have this capability.
- Ability to allow flexible schedule options beyond standard schedules. Most of our staff members are on a 7:15-3:15 schedule. Our nutrition department is not on this same schedule and their hours vary between 6-8 hours per day on staggered schedules. "One size fits all" does not apply to them!
- Ability to assign blackout dates and restrict employees from requesting time off on those dates. Our staff has a very good understanding of when they can and cannot take off and the time frame in which they need to request time off, this might be needed in the future but isn't of dire importance at this time.
- Ability to produce time off staffing to managers to identify employees already off during set time period to ensure proper staffing. Our principals and directors need to see these types of reports especially in our nutrition department.
- Ability to set staffing thresholds and restrict time off if thresholds are met. This is not of dire importance at this time.
- Ability to provide managers with visual dashboards, charts and graphs for analytical data and trends. Our current system provides this but I'm not sure how many of our principals actually utilize the information. One thing that is needed for our principals periodically is the ability to run a report showing the number of teachers that had over a certain quantity of absences based on reason (sick/personal, professional)
- Ability to integrate with Outlook. Not a requirement. We do need to be able to integrate with excel for spreadsheets but use the G Suite.
- Ability to import documentation in the system for designated absences, ie PD or Jury Duty Our district does not require documentation at this time but our current system does allow for attachments to absences.
- Ability to use import templates to import data easily into system. A MUST, less keying, less errors!!!
- Use mobile technology for remote or itinerant employees that need the ability to punch remotely and track where the punches occur and/or restrict where they can punch from given certain GPS coordinates. Our current system has this capability. Employees can enter absences from anywhere within the day the absence occurs however they can only clock-in when they have entered their building via their mobile devices.

- Must offer a mobile application that can be used in offline mode (not connected to an internet-enabled network) that will capture and store activity (punches, transfers, etc) locally until the device is reconnected to a network (WiFi or Cellular). *A must!*
- Ability to integrate with substitute management system. *We have a substitute management company (ESS) they help counter the cost of our absence management system but also have access to our employee absences. Each payroll period we must go in and “clean up” entries to reflect either paid or unpaid for staff members.*
 - a. Transfer employee absences
 - b. Transfer substitute schedule tying them to the teacher they are working for *Since our teacher and para subs are not paid via payroll we attempt to use this functionality in our current system for nutrition substitutes*
- Allow for both in-system and email generated notifications to be created that will alert employees and managers when something needs their attention within the timekeeping system. For example, an in-system and email generated notification can be distributed to a manager who has a pending time-off request from one of their employees. *Our current system does this and we would like to continue with one that does as well if we made a change.*