



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 22-11468-C
FOR
SCHEDULING SOFTWARE SOLUTION
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"
9/7/2021

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Thursday, September 16, 2021

All responses should be sent via email to purchasing@cityofberkeley.info and have **"Scheduling Software Solution"** and **Specification No. 22-11468-C** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

Addendum “A”

Questions and Answers for Specification No. 22-11468-C SCHEDULING SOFTWARE SOLUTION

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 22-11468-C, SCHEDULING SOFTWARE SOLUTION**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. Does the City use Tyler Munis for HR/Payroll? We have a standard bidirectional production interface to Tyler Munis and would bid that if acceptable.

A. Yes. The City uses Tyler/Munis (Executime) for Payroll. We would need an interface between our scheduling solution and the city’s payroll system.

2. Q. Could samples of paper overtime slips, leave requests and extraordinary duty reports, shift bids and vacation bids and swap trade requests be made available?

A. There are no vacation bidding form; it’s done with Microsoft Word and Excel.

3. Q. Can a 10 hour employee swap or trade with a 12.5 hour employee. How does that work?

A. Shift swaps are at the agreement between the two (2) employees. The scheduled employee is the one that gets paid. Repayment, either by working a shift or cash, is done via a mutual agreement that we do not necessarily need to track. We only need to know who is working on a particular day. For example: “Beat 4 J. Smith (represented by S. Jones).”

4. Q. How many collective bargaining agreements does the BPD have?

A. BPD has three (3) bargaining units (Local 1, SEIU 1021 M/C, Berkeley Police Association)

5. Q. Under Section III. Submission Requirements, there is no mention of the vendor’s product solution or project approach. Yet this is 50% of the evaluation criteria. Should our proposal include a description of how our proposed solution would meet the specified needs of the BPD and our project approach?

A. Yes, respondents are to provide their technical proposal and solution as part of their responses to this RFP. Section III is hereby amended to include: Technical proposal, solution, and project approach addressing the requirements provided in the RFP document, along with the other submission requirements.

Except as provided herein all other terms and conditions remain unchanged.