

RFP Absence Management and Automated Time Tracking Systems

Addendum One: Dated May 4, 2026

Questions and Answers:

1. Since it sounds like the approach here is to provide pricing for a cooperative or consortium-type structure, are you looking for general pricing per employee and per device, or do you want to use example employee counts and clock counts so that there is an understanding of how many service hours to set up as well?

Answer: General pricing per employee and per device would be helpful for comparison. If there are tiered pricing and/or discounts based on the number of employees (e.g., number of districts, total number of employees across all districts, etc.), please provide them as well. If there are 'set up' fees, please include them for each option as well.

2. Since there is a need for both substitute management as well as full leave management, is the intention for teachers to use the substitute management system for finding a sub, while hourly and others utilize the time off functionality in the timekeeping portion they will be utilizing?

Answer: Teachers and Teacher Assistants (Paraprofessionals) will need to be able to find a substitute using the system. Other staff, both hourly and salaried, will need the ability to record their time and attendance.

3. What self-service tools would be important to have available for employees, from the physical time clocks, mobile apps, or WebClock?

Answer: The ability to enter, review, and approve their time worked and absences taken would be important. For those who use an automated system, a WebClock and a physical time clock are utilized.

4. Are there any employees who work multiple positions and could possibly receive a blended or weighted overtime based on their different rates of pay?

Answer: Yes.

5. Would it be helpful to track additional duties of other employees such as teachers who provide afterschool tutoring, or collect tickets at a sporting event? If so, are they included in your employee count?

Answer: Yes, it would be helpful for some employees to be able to select from more than one assigned position. Some employees with multiple positions are

direct employees, while others are third-party staff. Advise if employees with multiple positions would be counted multiple times in your fee structure.

6. Would it be helpful for you to track time spent on grants for such areas as Title 1, etc.? If so, are these employees included in your employee count?

Answer: Yes and yes.

7. For 9- and 10-month employees, are they on stretch or annualized pay? If so, are you just reporting the exception of their hours to eFinancePlus?

Answer: Yes, many employees select annualized pay. Yes, we are just reporting the exceptions.

8. How long will this pricing be valid (e.g. through the end of 2026? Next year?)

Answer: Vendors should provide a valid pricing period. See 'Term of Services' listed in the RFP for details.

9. Do you anticipate requiring multiple demonstrations (e.g. a demo for each of the 11 districts), or one joint webinar to showcase the solution?

Answer: One joint demonstration.

10. How are we to give pricing, given that we typically quote off enrollment? Are we to assume you want consortium pricing?

Answer: Yes, consortium pricing and/or discount structure offerings (e.g., number of districts, collective number of employees between all districts, etc.). Understand that each individual school district reserves the right to select the respondent's proposal/offer that the district believes best meets the needs of the district.

11. Can you please clarify whether you require any hardware? Or is this only web-based?

Answer: Both. Some districts might opt to only use the web-based option, but others will be a combination of web-based and physical time clocks

12. Are there specific requirements each district has, based on reports needed?

Answer: A report writer would be a plus. Each district may approach it differently, depending on the available reports in the software.

13. Would all districts want to start at the same time?

Answer: Yes – 7/1/27 effective date.

14. Are there any instances where the districts would use comp time instead of overtime, and vice versa? If so, is that an employee choice?

Answer: Yes, but this would vary by district.