



Request for Proposal Absence and Time Management Solution Response to Questions

Question 1: Does the Scope of Services section need responses to each individual question?

Answer 1: No, we are not looking for a Yes/No response to each of the bulleted items in the Scope of Services section. We are looking for vendors to incorporate the bulleted items into their narrative response displaying or highlighting how their program fits the Scope of Services.

Question 2: In reference to the RFP Required section, can you please clarify the number of references with contact information you would like us to list for your evaluation and reference checks?

Answer 2: Vendors should provide at least three current client references, and one former client reference. Please provide the names of the clients, approximate number of employees, years of service to the client and the contacts for each client. It should be clear in the narrative of the RFP the organization's experience working with at least three K-12 districts in Illinois, at least five K-12 districts of our size throughout the nation, and at least five districts using Skyward.

Question 3: Please confirm that any exceptions to terms, conditions or other requirements should be listed in the Pricing section.

Answer 3: Yes, that is correct, any exceptions to terms, conditions or other requirements should be listed in the Pricing section.

Question 4: What will be the contract term?

Answer 4: The contract term will be one year with the possibility to renew annually.

Question 5: Can responses be sent via e-mail or are hard copies mandated?

Answer 5: Two bound copies of your proposal and an electronic copy must be received by Carey Beth Harry **no later than 1:00 p.m. on November 25, 2024.**

Question 6: Who is the current T&A provider?

Answer 6: Frontline

Question 7: Of the 3200 full-time staff, how many are hourly versus salary?

Answer 7: Approximately 2,000 are hourly. This does not include approximately 700 temporary hourly staff such as substitutes.

Question 8: Skyward was mentioned within the RFP, are they your current leave management administrator?

Answer 8: Skyward is the District's ERP

Question 9: Do you have unions, if so how many?

Answer 9: We have two unions, a teacher's union and a support staff union.