



ADDENDUM #1

**REQUEST FOR PROPOSAL (RFP)
NO. 2026-018**

Effective: February 10, 2026
Solicitation Title: Replacement Time and Attendance, HR, and Payroll System
Issued By: City of Gaithersburg
Procurement Division
31 S Summit Avenue
Gaithersburg, Maryland 20877

The purpose of this Addendum is to publish the questions received regarding this solicitation and the associated responses. This Addendum is incorporated into and made part of the above-named Request for Proposals. Except as amended herein, the terms and conditions remain in full force and effect. The City is not responsible for the content of the questions and has provided the most comprehensive answers based on the interpretation of the questions.

Below are the questions received and the City's response:

Q.1. Are the interview and demonstration meetings virtual or onsite?

A. The meetings will be held virtually.

Q.2. Attachment E Proposal Price Sheet: For the HR/Payroll line (including Benefits functionality), our solution requires multiple modules in HR and Payroll for that one line. Will the city accept a quote document with more detailed calculations? In your provided price sheet, do we enter the lump sum total in the cell (HR + Payroll), or leave those separately (HR / Payroll)??

A. In addition to completing Attachment E, you may include a detailed quote document to provide further clarity on your calculations. On the provided price sheet, please enter the costs for HR and Payroll in the respective categories as shown (e.g., Implementation, Data Migration, Training, etc.). If your solution requires multiple modules for HR and Payroll, combine those costs into the appropriate line items so that the City can maintain a consistent, "apples-to-apples" comparison across all proposals. The detailed quote will help explain how those totals were derived.

- Q.3.** Supports single sign on - who are they using presently for UKG to connect to?
- A. The City utilizes Microsoft Entra for single sign on.**
- Q.4.** System can print Employee ID Cards - can you clarify what you mean by ID Cards? Are you referring to the employee profile?
- A. ID Cards, are physical identification badge cards used by the City employees for clocking in and out on our timeclocks, and accessing various facilities in the City.**
- Q.5.** Can you please clarify how you plan to score and keep it 'apples to apples' with some vendors pricing out optional modules etc.?
- A. To ensure a fair and consistent evaluation, we will use Attachment E, the pricing sheet, which itemizes all costs and allows for an “apples-to-apples” comparison across vendors. For optional modules, our primary focus will be on the core product that requires replacement. Beyond pricing, our scoring process will also consider factors such as quality, functionality, and the ability to meet the City’s needs. This approach ensures that all vendors are evaluated equitably based on both cost and overall value.**
- Q.6.** RFP is asking for specific video clips to be part of the RFP response in addition to a demo, how do we submit this and keep it confidential? Can those video clips be part of the demo instead?
- A. All information shared is kept confidential while going through the solicitation process. Please make sure you indicate in your proposal what information is proprietary. After an award is granted, as a municipality, we must adhere to the Maryland Public Information Act.**
- B. In order to be considered for the next stage of the selection process, all answers on the system characteristics sheets must be completed fully, including the requested videos.**
- C. Video clips can be submitted using one of the following secure methods:**
- 1. Unlisted YouTube or Vimeo Links**
 - a) Upload the video and set it to unlisted so only those with the link can view it.**
 - b) This ensures the video is not publicly searchable but remains easily accessible to the evaluation team.**
 - 2. Password-Protected Cloud Storage**
 - a) Share the video via a secure platform such as SharePoint, OneDrive, Box, or Dropbox.**
 - b) Apply view-only permissions and protect the folder or file with a password.**

c) Send the password through a separate communication channel for added security.

Q.7. Attachment E is the pricing spreadsheet; can you please attach the original spreadsheet?

A. Yes, it is now listed on the City's RFP page as a link.

Q.8. The RFP is asking for 10 years of historical data, can you please clarify the data that you would like to retain? Typically, we would archive off the old solution to use it for historical lookup.

A. We would like to retain hire dates, position start and end dates, salary history, all of the information in our validation tables like job titles/codes, grade information salary ranges, etc.

Q.9. Is the city open to bring all services (tax submissions, printing of Payroll checks, printing of W-2's, etc) in house or are they only looking for 3rd party outsourcing of services?

A. No. The City does not currently have the staffing resources to bring these services in house. We are looking for a 3rd party to provide these services.

Q.10. How many employees within the Police Department would require access to and use of the advanced scheduling functionality?

A. Approximately 89.

Q.11. How many employees within the Parks & Rec Department would require access to and use of the advanced scheduling functionality?

A. Approximately 131.

~ END OF ADDENDUM~