# MEMORANDUM

To:             All Interested Vendors

From:        Brad Kamlet
                 Procurement Compliance Specialist

Date:         April 1, 2025

Subject:    Addendum No. 1
                 RFP 25-010 – Absence Management Software

                 Summary of Pre-Proposal Meeting
                 Questions and Answers

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## Part I. Summary of Pre-Proposal Meeting

On Friday, March 21, 2025 at 1:00 p.m., the Columbus Metropolitan Library ("the library") conducted a Pre-proposal meeting for the RFP 25-010 **Absence Management Software.** The meeting was held online via  Microsoft Teams. The library sent the following representatives:

*Brad Kamlet, Procurement Compliance Specialist*
*Gina Sherock, HRIS Administrator*
*Krista Downs, Employee Relations Manager*
*Angela Smalley, Leave Administrator*
*Christopher Cloud, Manager of Technology Projects*
*Karl Jedretzky, IT Manager of Infrastructure Services*


The following companies sent  representatives:

*Absencesoft*
*TCP Software*
*Qcera*

## Part II. Questions and Answers

**Q1)** Do you often have it where your employee who would be taking leave has the ability to swap something like a shift, or is there a bidding process with a shift?
**A1)** This is something that is not part of CML's leave process.

**Q2)** I did see a connection to ADP. Is there any other systems that we should be speaking to, or keep in mind as we think about interoperability with your current techs tech?
**A2)** Entra SSO and any type of provisioning via SCIM. The two main ones are ADP and Entra.

**Q3)** Is there an expected implementation timeline or go-live date that the library would like the chosen vendor to adhere to?

**A3)** We are anticipating approximately 3 months; however potential proposers may indicate alternative suggestions in their RFP submittal if they so choose.

<mark>**All Proposals must be received no later than 12:00 Noon on April 9, 2025, EST.**</mark>

**PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1 ON THE ACKNOWLEDGEMENT OF THE ADDENDA FORM IN THE RFP DOCUMENTS).**