



March 24, 2025

**AFFILIATED AGENCIES**

*Orange County  
Transit District*

*Local Transportation  
Authority*

*Service Authority for  
Freeway Emergencies*

*Consolidated Transportation  
Service Agency*

*Congestion Management  
Agency*

*Service Authority for  
Abandoned Vehicles*

**SUBJECT: Request for Proposals (RFP) 5-3975  
“Time Clock Management Solution”**

**Offerors:**

This letter shall serve as Addendum No. 1 to the above RFP issued by the Orange County Transportation Authority (OCTA). Offerors are reminded that the proposal submittal date is at or before **2:00 p.m., April 9, 2025**.

The following questions were submitted by the deadline:

**Question 1:**

Is the Excel attachment going to be a separate upload or included in the response as part of the page count? If it is to be included, we want to confirm that the only two tabs that are required to be included will be the Requirements Table and the All Vendors Table

**Response 1:**

The Excel attachment can be a separate upload and will not be part of the page count. The tabs required to be completed are Requirements table and All Vendor Table.

**Question 2:**

How many total employees including full time, part time, and seasonal will be included in the scope of work?

**Response 2:**

Approximately three hundred fifty (350) employees.

**Question 3:**

How many supervisors or managers oversee this group of employees?

**Response 3:**

There are currently ten (10) users accessing the time tracking system to oversee the group of employees.

**Question 4:**

What model on Intouch clocks are you using today for the 11 existing terminals? Do the Intouch clocks have an end of life date as well?

**Response 4:**

Model 9100's. Yes, they are at the end of life.

**Question 5:**

Would OCTA be open to using existing hardware with the new software if possible or is it preferred to replace existing clocks with new ones?

**Response 5:**

Replace existing clocks.

**Question 6:**

Is it desired for the time clocks to use Facial Recognition Biometrics or Fingerprint Biometrics?

**Response 6:**

No.

**Question 7:**

Is FMLA Case Management required? Defined as the new time & attendance system automating the process of requesting FMLA leave, allowing employees to fill out required forms directly in the new Time & Attendance system, and tracking the open case, automatically alerting employees/managers when an employee is due back or running out of FMLA time?

**Response 7:**

No, OCTA uses a third party administrator to manage its Family and Medical Leave Act (FMLA) requirements.

**Question 8:**

Will any employees be allowed to either fill out their timesheets online, or have their timesheets auto populate based on their schedules? (these groups of employees would not punch in/out)

**Response 8:**

No. Employees must use their badges to swipe for punches.

Offerors are reminded to acknowledge receipt of this Addendum No. 1 in their transmittal letter and Exhibit B, "Price Summary Sheet." All changes addressed in this Addendum No. 1 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 1 should be directed to the undersigned at [mcardozo@octa.net](mailto:mcardozo@octa.net)

Sincerely,

*Michael Cardozo*

Michael Cardozo

Contract Administrator

Contracts Administration and Materials Management