



GVB RFP 2025-013
Digital Timekeeping System
August 14, 2025

GVB RESPONSE TO QUESTIONS RECEIVED FOR THIS SOLICITATION:

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

GVB RESPONSE: 65 FTEs

2. How many supervisors or managers oversee this group of employees?

GVB RESPONSE: 7 managers

3. When is the desired project kickoff date? When is the desired Go Live date?

GVB RESPONSE: January 1, 2026

4. How many wall mounted time clocks should be included in the proposal?

GVB RESPONSE: 2

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

GVB RESPONSE: No

6. 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?

GVB RESPONSE: Yes

7. 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)

GVB RESPONSE: Fill out timesheets online.



8. Is it desired for employees to request time off electronically at a computer or smart phone?

GVB RESPONSE: Yes

Régine Biscoe Lee
President and CEO

*** NOTHING FOLLOWS ***