

## Request for Proposal Questions and Responses 4/10/2026

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### Request for Proposal: **Workday Compatible Time Clock System**

**Proposal Due Date:** 4/17/2026

**Q1: Can you please tell me how many employees the RFP noted above pertains to?**

**A:** Approximately 400 employees currently use physical time clocks across BPHC facilities.

**Q2: TR-3: BPHC has a requirement to view accrual balances at the clock. Will employees need to be able to place time off requests at the clock or, will these requests be handled through Workday?**

**A:** Time off requests will be handled through Workday only. Employees will not place time off requests at the physical time clock.

**Q3: TR-1: How many mobile device users will there be in total?**

**A:** Mobile time entry is not part of this procurement at this time. This RFP is for physical time clocks only.

**Q4: TR-1: How many physical time clock users will there be in total?**

**A:** Approximately 400 employees will use physical time clocks.

**Q5: TR-1: What type of authentication is BPHC currently using? If Badges - what kind (Prox? Mag Stripe?)**

**A:** BPHC currently uses a combination of proximity badge and biometric authentication on ADP time clocks. PINs are not used.

**Q6: TR-8: Does BPHC want users to be able to view schedules at the clock or will they use WD mobile to view schedules?**

**A:** BPHC employees will only use Workday to view schedules. Viewing schedules at the physical time clock is not required.

**Q7: TR-8: Will BPHC require schedule restrictions? (IE clock-in restricted - employees cannot clock in more than 5 minutes before scheduled shift or other BPHC specified timeframe)**

**A:** Yes. BPHC requires schedule restrictions for two employee groups: Operations Coordinators will have a 15-minute clock-in restriction, and Counselors will have a 7-minute clock-in restriction. The system must support configurable schedule restriction rules by employee group.

**Q8: TR-9: Will BPHC employees report time against labor (job/position/worktag/cost center/etc)?**

**A:** No. Employees will not report time against labor, worktags, or cost centers at the time clock.

**Q9: TR-14: Same as above - how many mobile time clock users will BPHC have?**

**A:** Mobile time entry is not part of this procurement at this time. This RFP is for physical time clocks only.

**Q10: TR-14: Will any mobile users also be permitted to use physical clocks or will they perform all punches on the mobile device only?**

**A:** Mobile time entry is not part of this procurement at this time. All employees covered under this RFP will use physical time clocks only.

**Q11: For the 14 time clocks, will BPHC please identify the authentication method for each time clock at each location? (time clock list located on pages 38, 39 of BPHC RFP document)**

**A:** All 14 time clocks currently use the same authentication method: proximity badge and biometric combination. This is consistent across all locations.

**Q12: Of the 1300 employees how many use the physical time clocks only? How many Mobile only users? How many hybrid users (both mobile and physical clock users.)**

**A:** Approximately 400 employees use physical time clocks. Mobile time entry is not part of this procurement at this time. There are no mobile-only or hybrid users under the scope of this RFP.

**Q13: Can any employee go to any clock at any location to perform a punch or does BPHC want to limit which employees can use which clocks? IE, a clock user can only punch at building A but is not able to punch at building B.**

**A:** There are no restrictions. Employees may punch at any physical time clock at any BPHC location.

**Q14: How many employees will be using each individual clock at each of the 14 listed locations?**

**A:** There are no limits on the number of employees per clock location. Any of the approximately 400 time clock users may use any of the 14 clocks at any location.

**Q15: Will BPHC require employees to attest at the clock (mobile and/or physical clock)? Examples of attestations are Meal/Break Attestations (future proof for Fair Work Week bills currently proposed in MA). PPE attestations (did the employee apply their safety equipment?). Or, Injury attestations (were you injured on the job today?)**

**A:** Attestations are not required at this time.

**Q16: Has Workday gone live at BPHC or is it still in project? If not yet live, please advise go-live date with Workday.**

**A:** BPHC's Workday implementation phase kicked off in March 2026 with target go-live dates of April 1, 2027, for HCM and Payroll and July 1, 2027, for Finance.

**Q17: What is the anticipated/required go-live date for the timeclock system?**

**A:** BPHC targets having enough of the physical time clock system in place to facilitate end-to-end testing within the Workday system by October 2026. BPHC will work with the chosen vendor and its Workday system integration partner to align on the specific timeline.

**Q18: *When reviewing the Request for Proposal, we noticed that Attachment F appears twice in the package on pages 24 & 38. Please clarify which Attachment F bidders should be utilizing for their submission.***

**A:** Vendors should use the Attachment F on page 38, titled “Current ADP Time Clock Locations,” which lists the 14 specific time clock locations and addresses. The Attachment F on page 24 is an earlier template version and should be disregarded.

**Q19: *Please confirm that 14 time clocks are being requested.***

**A:** Confirmed. BPHC is requesting 14 physical time clocks, as listed in Attachment F on page 38 of the RFP.

**Q20: *Is Haitian Creole translation a mandatory requirement? Will French be an acceptable alternative?***

**A:** English is mandatory. All other languages, including Haitian Creole and French, are optional.

**Q21: *Please confirm of the 1,300 employees, how many employees will be punching in/out.***

**A:** Approximately 400 employees out of the 1,300 total BPHC workforce will be punching in/out using physical time clocks.

**Q22: *Page 38 states badge, pin and biometric options for timeclocks. For pricing purposes (Attachment C), which option is BPHC interested in?***

**A:** For pricing purposes, vendors should provide pricing for proximity badge and biometric combination, as this is BPHC’s current authentication method. PINs are not used.

**Q23: *What phase is BPHC currently in for the Workday HR and timekeeping implementation? (e.g., planning, configuration, testing, UAT, preproduction)***

**A:** BPHC’s Workday implementation kicked off in March 2026 and is currently in the early implementation phase. Target go-live dates are April 1, 2027, for HCM and Payroll and July 1, 2027, for Finance.

**Q24: *What is the target Workday go-live date?***

**A:** April 1, 2027, for HCM and Payroll; July 1, 2027, for Finance.

**Q25: *Would BPHC expect the Workday-compatible time clock system solution to go live concurrently with Workday, or go live after Workday is production ready?***

**A:** The physical time clock system implementation will need to be concurrent with the Workday implementation, enabling effective testing and preparation for go-live. Per the answer to Q17, BPHC targets having the time clock system in place for end-to-end testing by October 2026.