

SOLICITATION ADDENDUM

Date: **January 21, 2026**
Subject: **Law Enforcement Scheduling Software**
Solicitation Number: **RFI No. 6100064904**
Due Date/Time: **Thursday, January 22, 2026**
Addendum Number: **4**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

Below are responses received for clarification:

Vendor response:

Number of Users

The RFI references approximately 6,600 employees, including 4,600 sworn troopers. Can you confirm whether the scheduling solution is intended to support all employees or primarily sworn personnel, and whether civilian or administrative staff should be included?

Clarification:

The scheduling solution is intended to support all employees.

Vendor response:

Extra Duty/Special Events Scheduling

Does PSP require the scheduling solution to support extra duty or special event staffing (e.g., parades or sporting events), including event setup, hiring lists, and employee notifications, or are these activities managed outside the current scheduling scope?

Clarification:

Yes, PSP does require the scheduling solution to support extra duty and special event staffing.

Vendor response:

Time & Attendance/Accruals Scope

Would PSP prefer the scheduling solution to also include the ability for FLSA calculations and accrual tracking functionality as part of a single, integrated solution, with that information passed in a well-formatted, automated process to SAP for payroll processing?

Clarification:

Yes.

Vendor response:

Can you please provide a copy of your CBAs?¹

Clarification:

PSP is not at liberty to disclose information regarding CBAs.

Vendor response:

Will supervisors be expected to validate or approve actual hours worked (including overtime, call-backs, and shift extensions) within the scheduling solution?

Clarification:

Yes.

Vendor response:

Fatigue Rules & Hours Worked Across Duty Types

Does PSP need the solution to monitor total hours worked across regular duty, overtime, and extra duty to enforce fatigue or work-hour limits?

Clarification:

Yes.

Vendor response:

Audit, Arbitration & External Review Readiness

Should the solution provide comprehensive audit trails and reporting to support internal reviews, labor grievances, arbitration, or external oversight inquiries?

Clarification:

Yes.

Vendor response:

Grant Management

Does PSP require allocation of certain people's time to grants. If so, are tasks within grants required? DP - Grant Management can be handled by either Labor Categories or the Activities module, if tasks are required.

Clarification:

Yes, PSP requires allocation of certain people's time to grants.

Yes, tasks within grants are required.

Vendor response:

OT Approval Workflow

Does PSP require an in-application approval workflow for OT? If so, can PSP define the number of levels of approval required?

Clarification:

Yes. Three.

¹ CBA stands for "Collective Bargaining Agreement."

Type of Solicitation: Request for Information (RFI)

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

Name: Kelley J. Reese, Pa.C.P.

Title: Procurement Specialist 2

Phone: (717) 346-9790

Email: ra-sppsbids@pa.gov