#### **Pattonville School District**

## REQUEST

## FOR

## PROPOSALS

**Title**: Time and Attendance System **Contact Person:** Nancy Henley

**Issue Date:** January 12, 2017 **Phone #:** 314-213-8006

**E-mail:** nhenley@psdr3.org

**RETURN PROPOSAL NO LATER THAN:** February 1, 2017, 2:00 PM

**RETURN PROPOSAL AND ANY ADDENDA TO:**

Pattonville School District

Attn: Mary Ann Brann

11097 St. Charles Rock Road

St. Ann, MO 63074

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto.

### SIGNATURE REQUIRED

|  |  |  |  |
| --- | --- | --- | --- |
| Authorized Signature | | | Date |
| Printed Name | | | Title |
| Company Name | | | |
| Mailing Address | | | |
| City, State Zip | | | |
| Phone #: | Fax #: | E-Mail Address | |

This document is a formal Request for Proposal (RFP) for a fully automated time and attendance system, associated equipment, data collection software and training for the Pattonville R-III School District (the District) that will interface with the District’s payroll and substitute scheduling software. The system must be capable of collecting time and attendance data via multiple devices in use at each of our 14 locations, with many locations having multiple data input devices. Within 30 days after the acceptance of the bid, a pilot program will be implemented in 3 of our buildings and will run for approximately 3 months. Complete installation for all buildings is to be done no later than June 30, 2017.

1. **GENERAL INFORMATION:**
2. District:

The District was reorganized in1953 and is located in the northwest section of St. Louis County, Missouri. The District encompasses approximately twenty-seven square miles. This area includes parts of unincorporated St. Louis County, as well as portions of the municipalities of Bridgeton, Maryland Heights and St. Ann. The District’s estimated population is 44,747. The District employees approximately 476 certified instructional staff members, 37 administrators and 350 support personnel. The District’s physical plant currently includes one high school, two middle schools, six elementary schools, an administration building, transportation facility, print shop and a maintenance facility.

**SUMMARY OF KEY DATES:**

January 12, 2017 RFP sent to vendors

January 25, 2017 Written questions submitted by vendors by 4:00 p.m.

February 1, 2017 Proposals Due by 2:00 p.m. at the District Learning Center

Febraury 6-10, 2017 On-site presentations by vendors

**IMPORTANT: Vendors must be able to present on one of the specified dates. The schedule will be determined once the District has reviewed the RFP responses.**

February 28, 2017 Board of Education approval (tentative)

1. **PROPOSAL EVALUATION AND AWARD:**
2. Evaluation
   1. Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All Proposals must be organized and tabbed to allow for easy reference.
   2. Elaborate and expensive copy is not required. Neat, legible and clearly stated information is adequate and will be used in the evaluation process. Supplier brochures may be included on an optional basis, but may not be substituted for the information requested herein.
   3. The Proposal shall include a **Letter of Transmittal** that provides an introduction to the Company and includes an expression of the Company’s ability and desire to meet the requirements of the RFP. The Letter of Transmittal must be signed by an authorized individual able to bind the Company to all items in the Proposal including products, services, prices, etc. contained in the Proposal.
   4. The Proposal shall include an **Executive Summary** that briefly describes the Company’s approach to meeting the District’s requirements as outlined in the RFP, indicates any major requirements than cannot be met, and highlights the major features of the Proposal. The reader should be able to determine generally how well the Proposal meets the District’s requirements by reading the Executive Summary.
   5. Organization, Staffing and Qualifications

The Company shall, in its response to this RFP:

* 1. Provide proof that the Company has at least three years of successful experience working with Public School Districts and is licensed to provide services in the State of Missouri.
  2. Give the address of the specific office which will have responsibility for performing the work contemplated by this RFP.
  3. Through brief narrative discussion, show reason why the Company believes it is especially qualified to undertake this project. Discuss any unique qualifications that the Company possesses which would be of benefit to the District in the execution of this project.
  4. Fee Proposal

The Company must include the following elements in its fee proposal (Attachment 4):

1. A specific fee structure for the time and attendance system, including maintenance, supplies, delivery, installation, training, and implementation.
2. Each Proposal shall be submitted on the most favorable terms, from a cost and technical standpoint, that the Company can submit to the District. The Company may submit an alternate proposal on a group of line items on an “all or nothing” basis.
3. The Company should address any out-of-pocket expenses the District may incur for any additional software or hardware requirements not included by the Company in its Proposal.
4. The Company shall provide the terms and conditions of the firm’s request for payment.
5. The District understands that options can result in a range of costs, but include a single estimated cost in proposal.
   1. The Company shall complete Attachment 1, “**Company Identification Form**” which includes potential conflict of interest statement.
   2. The Company shall complete Attachment 2, “**References and Experience,**” including a listing of all Missouri school districts for which the Company currently provides services. The references should include at least one contract with a time and attendance system currently in force with a district similar in size and population to the District. The Company shall additionally provide the District a listing of all public school clients that have discontinued service from the Company in the past five years.
   3. The Company shall complete Attachment 5, **“Vendor Information Questionnaire.”**
   4. Proposals will be evaluated by the District and designated staff. The following will serve as the basic criteria for the selection of the vendor eventually chosen.
      1. The qualifications of the Company and the team assigned to the District.
      2. Total resources of the Company that can be applied to the advantage of the District.
      3. The scope of services offered and the extent to which they meet or exceed the requirements of the District.
      4. The total cost of the services offered to the District.
      5. Understanding of the work required of the Company as evidenced by its Proposal.
6. Award
   1. The selection of the successful vendor will be made after a thorough evaluation of the proposals submitted. **The District reserves the right to negotiate with the successful vendor on the number, model, and type of time and attendance data entry devices to be placed in the District**.
   2. The contract will be awarded to that Company whose proposal will be most advantageous to the District based on conformity to the RFP, reputation of the Company, cost and other factors. The award will be subject to approval by the Board of Education.
   3. The District reserves the right to require the Company to demonstrate any hardware or software offered in their Proposal.
   4. The District shall not be obligated to explain the results of the evaluation process to any Company.
   5. No verbal agreement or conversation with any officer, agent or employee of the District, either before or after the execution of the contract resulting from the RFP or follow-up negotiations, shall affect or modify any of the terms or obligations contained in the written contract resulting from the RFP.
7. **NEGOTIATION**
8. After selection, but prior to contract award, the District reserves the unilateral right to negotiate any aspect of the proposal or proposed contract in any manner that best serves the needs of the District and is within the scope of the solicitation. Subject to successful negotiations and approval of the Board of Education, a contract or purchase order will be issued to the selected Company.
9. Negotiation of the final contract between the District and the Company will begin after the most qualified Company has been identified. If prices and compensation cannot be agreed to, then negotiations with the most qualified firm will be terminated and then will begin with the next most qualified firm.
10. The District will receive sealed Proposals from qualified individuals or firms (hereinafter “Company”) to provide an automated Time and Attendance System for the Pattonville R-III School District (hereinafter “District”).
11. The purpose of this Request for Proposal (RFP) is to establish the requirements for the requested services, and to solicit Proposals from firms (hereafter “Company”) for providing such services. The RFP requests a great amount of detail to avoid delays, misunderstanding, and to simplify the evaluation of the Proposals. The Company is requested to respond to each specification.
12. The Company must submit a complete Proposal covering all requirements identified in this RFP package in order to be considered. All Proposals will be carefully scrutinized to ensure that such requirements can be met. Proposals submitted must be the original work product of the Company.
13. The Company must submit two (2) original copies of the Proposal in sealed envelopes plainly marked with the name “**Time and Attendance System Proposal**.” Proposals should be delivered to:

Mary Ann Brann, Purchasing Agent

Pattonville R-III School District

11097 St. Charles Rock Road

St. Ann, MO 63074

An electronic copy must be submitted along with the sealed proposal.

1. Proposals will be received until **2:00 p.m., CDT on February 1, 2017.** Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.
2. The District is not responsible for lateness or non-delivery by the US Postal Service or other carrier to the District. The time and date recorded by the District shall be the official time of receipt.
3. Proposals may be modified or withdrawn by written notice or in person by the Company or its authorized representative, provided its identity is disclosed on the envelope containing the Proposal and such person signs a receipt for the Proposal, but only if the withdrawal is made prior to the submission deadline.
4. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.
5. All Proposals must be submitted on the District forms as attached with this specification. Proposals submitted on forms other than the enclosed may be rejected. No alternate Proposals that significantly deviate or modify the concept and ultimate objectives of this Proposal will be considered. Non-compliance with RFP specifications will disqualify Proposals from further consideration.
6. Any explanation or statement that the Company wishes to make must be contained with the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the Company so indicates, it is understood that the Company has proposed in strict accordance with the RFP requirements.
7. The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
8. The District reserves the right to decline any or all Proposal submissions, or to cancel the RFP call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being incurred by the District to any Company for any expense, cost, loss or damage incurred or suffered by the Company as a result of such withdrawal.
9. All Proposals shall be deemed final, conclusive and irrevocable and no Proposal shall be subject to correction or amendment for any error or miscalculation. No Proposal shall be withdrawn without the consent of the District after the scheduled closing time for the receipt of Proposals.
10. While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is provided solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.
11. The Company is responsible for its own verification of all information provided to it. The Company must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained. The Company agrees that it will make no claim for additional payment or seek an extension of time for completion of the work or seek any other concession because of any misinterpretation or misunderstanding of the RFP, or of any failure to fully acquaint itself with all conditions relating to the proposed work.
12. No oral interpretation will be made to any Company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. All contact regarding this RFP must be directed to the Director of Accounting. Unauthorized contact by the Company with other District employees or Board members regarding the RFP may result in disqualification.
13. Requests for interpretation and all questions must be made in writing to the Director of Accounting, [nhenley@psdr3.org](mailto:nhenley@psdr3.org), of the District no later than **4:00 p.m. on January 25, 2017** . Any information given to a Company concerning the RFP will be furnished to all Companies as an addendum to the RFP if, in the District’s sole discretion, such information is deemed necessary to all Companies in submitting Proposals in response to the RFP, or the lack of such information would be prejudicial to uninformed Companies. The Company should rely only on written statements issued by the District in the form of an addendum to the RFP.
14. The District reserves the right to modify the specifications prior to the Proposal submission deadline and will endeavor to notify all potential Companies that have received a copy of the specifications, but failure to notify shall impose no obligation or liability on the District.
15. Due regard will be given for the protection of proprietary information contained in all Proposals received. However, vendors should be aware that all materials associated with the procurement are subject to the terms of Missouri’s Sunshine Law and all rules, regulations and interpretations resulting therefrom.
16. The Company shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.
17. No Company shall engage in any activity or practice, by itself or with other Companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Company’s Proposal.
18. The District may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the Company specifically qualifies its offer by stating that the Proposal must be taken as a whole.
19. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.
20. To facilitate consideration of the Proposals, the District may, at its option, conduct interviews after receipt of the Proposal. If this is necessary, the Company will be contacted to arrange a time for an interview. The District, in its sole discretion, will determine which, if any, Company will be interviewed.
21. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal.
22. The District reserves the right to negotiate final Agreement terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal.
23. The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties.
24. Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.
25. The District reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the District, the successful Company is unable or unwilling to enter into a form of Agreement satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Company.
26. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.
27. All of the terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company’s Proposal submission. The terms and conditions stated in this RFP and the successful Company’s response to this RFP shall be incorporated into a final Agreement between the District and the successful Company. Any conflict in the wording between the final Agreement and the wording of the terms and conditions of this RFP and the response of the Company shall be resolved in favor of the District and shall be deemed to be incorporated into the final Agreement.
28. The successful Company must not at any time assign any portion of its contract with the District nor shall it assign the contract without the written permission of the District. The successful Company must not, at any time, change sub-consultants approved by the District without written permission of the District, other than as listed in the Proposal submission.
29. The District reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful Company fails to meet the terms and conditions of the RFP. Notwithstanding the termination of the contract, the successful Company shall remain responsible for its obligations under this contract up to the date of termination. The District reserves the right to commence an action in a court of competent jurisdiction against the successful Company for damages that result from the breach of the terms and conditions of the contract, by the successful Company.
30. The District may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful Company; liquidation or dissolution of successful Company; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Company; assignment by successful Company for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Company.
31. In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Agreement by providing written notice to the successful Company and the District will thereby be relieved from all further obligations under the Agreement.
32. Initial Proposals may not be withdrawn for 90 calendar days from the due date for Proposals except with the express written consent of the District.
33. In the event the Agreement initially awarded by the District is terminated for any reason within 120 days of the due date for Proposals, the District reserves the right to negotiate and accept any other submitted Proposal.
34. The District shall not be responsible for any pre-Agreement expenses of any Company, including the successful Company, incurred prior to the commencement of the Agreement.
35. Barred List. By submitting a proposal, the Company certifies that it is not currently barred or otherwise prohibited from submitting proposals for contracts to any political subdivision or agency of the State of Missouri and it is not an agent of a person or entity that is currently barred or otherwise prohibited from submitting proposals for contracts by any political subdivision or agency of the State of Missouri.

**SCOPE OF SERVICES and TECHNICAL REQUIREMENTS**

1. This Request for Proposal (RFP) shall be used to evaluate the costs for, and capabilities of potential suppliers to install an electronic time and attendance system to be used at the District’s Administration Offices, Maintenance, Print Shop and Transportation Facility and all school locations.
2. General System Requirements:
   1. The system shall collect, calculate, and report employee attendance and labor allocation information. The system shall include, but not be limited to, time and attendance software to consist of time and attendance processing, employee scheduling, and historical archiving features; one or more types of data collection devices; appropriate mounting hardware, cables, connectors and accessories. Components and services not specified but required for a complete operating system shall be included in the bid package.
   2. The system shall be capable of supporting a minimum of 1,000 employees and be field upgradeable to larger employee capacities of 1,500 or more. The initial group of employees will be approximately 500.
3. Data Collection Terminals:

The system shall allow the user to program the terminal to accept employee data entered via the keypad. A combination of input methods must also be supported.

* 1. An internal 5-year lithium battery shall maintain stored transactions, and real-time clock and calendar settings upon interruption of 120 volt AC power.
  2. The data collection terminal shall allow discretionary input and collection of additional data. Keypad inputs of up to 16 alphanumeric characters shall include but not be limited to punch maintenance (missing punch entry), entry and identification of special pay types (vacation, sick, etc.), reason for absence codes, cost center or department transfers, call backs, etc.
  3. The system shall support the entry of missed punches and special pay transactions (vacation, sick time, etc.) via the data collection terminal by authorized individuals in the form of user-defined supervisor prompts.
  4. The system shall support the automatic correction and calculation of Daylight Savings Time at the data collection terminal and in the host software.
  5. The system shall allow the user to define the terminology, phrasing and prompt assignment of all scripts sent to the terminal for collection of additional data or for supervisory edits.
  6. The system shall provide the capability for new employees to use the data collection devices prior to entry of employee information in the system database. The system shall maintain all punch data for any new employee not yet set up in the payroll software and automatically merge this punch data upon employee entry into the payroll software.

1. Data Collection Terminal Communications:
   1. Terminal transactions shall remain in terminal memory until successful transmission to the host server database. The system shall include a built-in error checking mechanism to ensure successful data transmission. The terminal shall include the capability to alert the user, with visual and audible feedback, to any memory-full condition.
   2. The software shall verify accurate transfers of data from the terminal to the host server database using a check sum calculation routine and automatically notify the user of any communication errors. Data stored in the terminal shall not be overwritten until successful file transfer to the host server database.
   3. The software shall support downloads of information to the terminals in the form of validation tables for data entry (i.e. valid department numbers for labor allocation). In addition, the software shall support the validation of supervisory edit capabilities at the data collection terminals.
2. Base Software and Operating System
   1. The software provided must be multi-user version software capable of running on Windows 2008 and Windows 2012 networks. It shall collect, calculate and report employee time and attendance and labor allocation information.
   2. The system shall be a multi-user, multi-tasking software capable of running concurrently with other Windows-based programs. The system shall support merging and calculating of data as well as report generation as a background task while other software applications are running in the foreground.
   3. The software shall be hosted on-site in the Pattonville data center in a VMWare 6 virtual environment, running Windows Server 2012.
3. Basic Software Features
4. The system shall include the ability to collect employee in/out and transfer punch data through variety of data entry options, including badge readers, biometric readers, web-based clock in/out data entry and telephone clock in/out data entry
   1. The employee or designated system users shall have the ability to modify entries for the user-defined fields through the data entry device or through the punch editor, and allow for pre-scheduling labor allocation transfers for employees or groups of employees through the scheduling function.
   2. The system software shall automatically synchronize the data collection terminals to the date and time indicated by the internal host server clock.
   3. The system shall support any combination of weekly, bi-weekly, monthly or semi-monthly payroll periods.
   4. The system will allow electronic sign off of employee hours by supervisors before being sent to payroll.
5. System Automation
   1. The software shall support the automation of system operations and commands to include, at a minimum, polling of data entry terminals, merging of data, processing of time, running and printing of reports, etc.
   2. The system shall store all data for a user-defined number of pay periods (minimum of two) and should automatically purge data from the base software to the historical archiving software to maintain system performance characteristics.
6. Employee Data
   1. The system shall provide the capability to sort and select employees by supervisor group, alphabetically, by badge number, or by employee number.
   2. The system shall support the definition of employee groups based on payroll policies (overtime, pay period, holiday rules) to minimize employee data entry.
7. Rounding and Grace Periods
   1. The system shall support punch rounding according to user-defined rules (i.e. quarter hour, tenth hour, actual) on both in and out punches.
   2. The system shall allow the user to define a grace period before shift start and after shift end during which an employee can punch and still accumulate hours as if they had punched in or out at the actual start or stop time for the shift.
8. Overtime
   1. The system shall support two separate consecutive day accumulators which are independent of each other as well as daily, weekly, and biweekly accumulators.
   2. The system shall support, for each overtime definition, a minimum of three overtime levels (i.e. 8, 12, 16 hours for daily overtime). Each overtime level shall have its own user-definable rate factor.
9. Holidays
   1. The system shall support the automatic processing of holiday time according to the District’s policies.
10. Editing Punch Data
    1. The system shall provide the ability to edit punches in simple spreadsheet format including the addition, deletion, and modification of punch data.
    2. The system shall provide an audit trail of edited punches including before and after data, date changed and the operator identification of the individual making the changes.
    3. The punch edit capabilities shall include the ability to sort employee data by error or exception to eliminate review of valid, error free data. Errors or exceptions shall be highlighted and described for easy viewing and modification. Punch data, exceptions and processed hours shall be available for viewing in the edit mode.
    4. The editor shall allow the user to search for specific exceptions (i.e. missing punches) without having to view all exceptions.
    5. The system shall support the entry of special pay (vacation, sick, jury duty, etc.) on the same screen as edits to data collection terminal time transactions. The user shall be able to choose the appropriate special pay from a drop down box and enter the total amount of special pay hours.
11. Reports
    1. The system shall contain, as a part of the base software, a complete report generator including standard reports which may be modified by the user, and the capability to generate new reports based upon available system information.
12. Interface Capabilities
    1. The system shall support an interface to the District’s payroll software (Sungard BusinessPlus, Version 7.9.9.901) to automate the import of standard employee information (name, employee number, department, etc.) for elimination of duplicate entry of data. The system shall also support an interface to the payroll software for the export of fully processed payroll data. The system shall support an interface with Aesop, the District’s substitute scheduling software.
13. Historical Archiving
    1. The system shall provide an integrated archiving feature for retention of employee time records.
14. Training and Support
    1. All hardware and software installation must be accomplished by employees of the system manufacturer.
    2. A minimum of 16 hours of on-site customer training shall be provided with the base system. Additional training at a standard hourly rate shall be available.
    3. All training shall be conducted by a factory-trained specialist employed by the system manufacturer.
    4. Software support shall include remote diagnostics software and telephone support available, at a minimum, of 8 a.m. to 8 p.m. Monday through Friday.
    5. As a part of the bid response, the system supplier shall include a typical installation and project schedule detailing a standard project timeline, major milestones, and all customer and supplier responsibilities.
15. Warranty and Ongoing Service
    1. The Company shall provide a one-year warranty period for unit/system being bid.
    2. As a part of this proposal, the Company shall clearly state the cost for the maintenance and service agreement coverage options.
16. Bid Package Requirements
    1. The bid package shall include the following:
       1. Mounting and connection of the data terminals to owner-furnished power and communication circuitry.
       2. Installation of the time and attendance software on the owner-furnished host server (if hosted solution is not provided or selected).
       3. Initial application programming of the data terminal and the time and attendance software.
       4. A minimum of twelve (12) hours of on-site operator instruction.
       5. One year full coverage warranty on the data terminal and time and attendance software. The warranty shall cover on-site service and toll free telephone support and shall include parts, labor, and mileage.
    2. All pricing shall be F.O.B. Destination and include all materials/services specified herein.
    3. This Proposal is contingent upon the Company’s compliance with the provisions and specifications contained herein, including demonstrable capabilities prior to execution of a contract.
    4. Because of the wide variation in features, the District will select the equipment that best meets its needs based on company background, equipment proposed, quality/features, cost, references, demonstrations and other factors.
    5. Each model/system/software offered under this RFP must comply with all general requirements stated herein, plus those specific applicable requirements.
    6. The proposed cost shall include delivery, installation, set up, training, implementation, upgrades and modifications, and maintenance for the first year.
17. **PARTS**: All parts and components supplied by the Company in the process of maintaining and servicing the new equipment for the duration of the resulting contract shall be new Original Equipment Manufacturer (OEM), or rebuilt OEM parts by the manufacturer of the equipment. Rebuilt parts and components must be guaranteed to perform so that product specifications are met. Proposals shall include a complete description of the rebuilt parts process used by the manufacturer in creating recycled parts.  
      
    Parts/Supply Availability: The Company shall have in place an inventory and delivery system of parts in quantities sufficient to serve the requirements of this contract.
18. **TECHNICAL MAINTENANCE SUPPORT:** The Company shall have sufficient management and qualified manufacturer trained and certified technicians to service the system supplied under the contract. The Company shall have a sufficient number of technicians to serve and support the under contract.
19. **SOFTWARE TECHNICAL SUPPORT:**
    1. The Proposal shall include an outline of support services to be offered, including establishing direct lines of communication between the District technical staff and the manufacturer(s) of the equipment or software offered.
20. **RESPONSIBILITIES AND DUTIES OF THE COMPANY:**
    1. The Company shall be responsible for all material(s) shipped prior to and during installation until the District gives acceptance in writing. All risk of loss or expense associated with storing material(s) prior to the date of acceptance by the District is the responsibility of the Company.
    2. The Company shall provide and pay for all materials, labor, tools, transportation and handling, and other facilities necessary for the furnishing, delivery, assembly plus inspection before and after installation of all items specified herein.
    3. The Company shall, at all times, keep the premises and the areas in which the work is performed free from accumulation of waste materials or rubbish. All tools, installation equipment, machinery and surplus materials used during the progress of the work will be kept in orderly fashion until completion of the project. The Company shall remove from the premises all crates, wrappings and other flammable waste materials or trash from the building.
    4. The Company shall show proof of ability to provide qualified trained sales/service personnel to provide software and technical assistance at any location, including assistance in problem solving, maintenance, machine operation, etc. The Company must also have access to manufacturer’s technical resources for problems that are beyond the ability of the Company’s staff. Such assistance shall be available at no cost and within twenty-four (24) hours of notification by the District.
    5. It will be the responsibility of the Company to notify the District when any hardware/software provided in response to this RFP is discontinued by the manufacturer and becomes unavailable. Any discontinued hardware/software that is in use and operational will not be replaced until it is no longer serviceable. At that time, the District’s authorized representative must approve the replacement hardware/software being offered by the Company. Such approval is contingent upon compliance with the following conditions:
       1. The replacement hardware/software must be of equal or greater technology and offers the same or better features than the discontinued model.
    6. Hardware/Software Replacement:
       1. Data entry hardware with a demonstrated history of “excessive down time” shall be replaced by the Company with new hardware with equal or better features, unless the District waives the requirement. Excessive down time shall be defined as five (5) or more service calls in one month or 10% downtime. Downtime is calculated from the time the call is placed, and ends when the device is up and running.
21. **MISCELLANEOUS**

Deviating from RFP Specifications

The District will reject any proposal that deviates significantly from the specifications of this RFP. Companies submitting proposals with any minor deviations must identify and fully justify such deviations for the District’s consideration.

Presentation of Supporting Evidence/Surety

The Company must be prepared to provide any evidence of experience, performance ability, and/or financial surety that the District deems necessary or appropriate to fully establish the performance capabilities represented in their proposals.

Registration with Missouri Secretary of State

Contract awards are contingent upon the Company providing the District, prior to the execution of the contract, a current Annual Registration Report from the Missouri Secretary of the State’s Office, showing the Company is in good standing to conduct business in Missouri.

Joint Ventures

Proposals requesting joint ventures between vendors will not be accepted. The District will only enter into a contract with a prime vendor who will be required to assume full responsibility for the delivery/installation of equipment, wiring, software and related services identified in this RFP whether or not the equipment, products and/or services are manufactured, produced or provided by the prime vendor. The prime vendor may enter into written subcontract(s) for performance of certain of its functions under the contract only with written approval from the District prior to the effective date of any subcontract. The prime vendor shall be wholly responsible for the entire performance of the contract whether or not subcontractors are used.

Insurance

The successful Company must demonstrate that it carries sufficient workers’ compensation insurance in a company, or companies, licensed to do business in Missouri, and furnish certificates evidencing said insurance as may be required by the District.

The Proposal shall include evidence that the Company is covered by Commercial General Liability Insurance throughout the term of the Contract. Each Company must show proof with the submission of its Proposal that upon the award of a contract it will be covered by Commercial Liability Insurance coverage with limits of $1 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or sub-consultants.

Warranty

The Company shall represent and warrant in the Proposal that the proposed system conforms to the RFP requirements and the Company’s written specifications, and that it shall be free from defects in materials and workmanship for a minimum period of three years after acceptance of the system.

The Company shall represent and warrant that the proposed system shall function according to published manufacturer specifications on the acceptance date for such system, and that the Company shall modify, adjust, repair and/or replace said system as the District deems necessary or appropriate to have it perform in full accordance with the terms and conditions of the RFP.

Independent Price Determination

The Company must warrant, represent, and certify that in connection with this RFP the following requirements have been met:

1. The costs proposed have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organization or with any competitor.
2. Unless otherwise required by law, the costs quoted have not been knowingly disclosed by the Company on a prior basis directly or indirectly to any other organization or to any competitor.
3. No attempt has been made or will be made by the Company to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Readiness of Offered Products

All system products (hardware, operating system, etc.) offered to the District in the Proposal must be currently manufactured and available for general sales, lease, or licenses on the date the Proposal is submitted. All system products offered must be both forward and backward compatible with the technology environment described above.

Inspection of Work Performed

During and after the installation of the products and system, the District, and its authorized representatives, shall be allowed access to inspect all Company materials, documents, work papers, equipment or products, deliverables, or any such other items which pertain to the scope of work for this RFP and contract. This requirement also applies to any subcontractors who may be engaged by the Company.

###### Attachment 1: Company Identification Form

Designate one individual as the Company’s representative to the District during the term of the contract. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Company hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Company to provide the services required by the District for the specified period. By signing this Company Identification Form, the Company certifies that there are no “PARTIES OF INTEREST” or “CONFLICTS OF INTEREST”, as defined by state and/or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members.

Legal name Representative’s Name Title

Address City/State/Zip Telephone # Fax #

E-mail Address

Years in Operation Years under current structure and/or under previous structure

1. Name of Company’s Officers:

|  |  |  |
| --- | --- | --- |
| NAME |  | TITLE |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. The undersigned hereby acknowledges the receipt of the following addenda:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Addendum Number |  | Date Issued |  | Date  Acknowledged |  | Signature |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals

|  |  |
| --- | --- |
|  |  |
|  | **Company Officer’s Name** |
|  |  |
|  | **Signature Date** |

###### Attachment 2 References and Experience

Each Company must submit a minimum of five (5) references. Each reference must be presently using services similar to those requested in this RFP. No reference may be an affiliate of the Company or the Company’s officers, directors, shareholders or partners.

**List as primary references any current contracts for time and attendance systems currently in force with public school districts; include contacts and telephone numbers for each reference. Use additional pages for additional contracts.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1) | Company Name: |  | | | | | |
|  | Business Address: | | |  | | | |
|  | Name and Title of Contact: | | | |  | | |
|  | Phone Number of Contact: | | | |  | | |
|  | Contract Length: | |  | | | Contract Value: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2) | Company Name: |  | | | | | |
|  | Business Address: | | |  | | | |
|  | Name and Title of Contact: | | | |  | | |
|  | Phone Number of Contact: | | | |  | | |
|  | Contract Length: | |  | | | Contract Value: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 3) | Company Name: |  | | | | | |
|  | Business Address: | | |  | | | |
|  | Name and Title of Contact: | | | |  | | |
|  | Phone Number of Contact: | | | |  | | |
|  | Contract Length: | |  | | | Contract Value: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 4) | Company Name: |  | | | | | |
|  | Business Address: | | |  | | | |
|  | Name and Title of Contact: | | | |  | | |
|  | Phone Number of Contact: | | | |  | | |
|  | Contract Length: | |  | | | Contract Value: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 5) | Company Name: |  | | | | | |
|  | Business Address: | | |  | | | |
|  | Name and Title of Contact: | | | |  | | |
|  | Phone Number of Contact: | | | |  | | |
|  | Contract Length: | |  | | | Contract Value: |  |

References and Experience (continued)

All Contracts terminated within the last five (5) years should be noted below. Termination is defined as notice to stop performance for any reason. Submit full details of all terminations. The District will evaluate the facts and may at its sole discretion reject the Company’s Proposal if the facts discovered indicate that the completion of a contract resulting from this RFP may be jeopardized by selection of the Company. If the Company has experienced no such terminations in the past five (5) years, so indicate.

**Terminated contracts within the last five (5) years.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **#1** | **#2** | **#3** |
| Company Name |  |  |  |
| Business Address |  |  |  |
| Name of Contact |  |  |  |
| Title of Contact |  |  |  |
| Telephone Number of Contact |  |  |  |
| Contract Length |  |  |  |
| Contract Value |  |  |  |

###### 

###### Attachment 3: Decline To Bid Form

If your firm elects not to submit the enclosed REQUEST FOR PROPOSAL, please complete the information below and return to Mary Ann Brann. We are sincerely interested in determining why companies/individuals do not respond.

Thank you for your help and cooperation.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

RFP: PSD – Time and Attendance System

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | |  |
| Company Name: | | | |
|  | | | |
| Street Address: | |  | |
|  | | | |
| City, State, Zip: | |  | |
|  | | | |
| Phone Number: | | | |
|  | |  | |
| My company has elected not to submit a proposal for this bid for the following reason or reasons: | | | | |
| ❑ | Did not have time to complete bid package. | | | |
| ❑ | Did not receive bid information in time. | | | |
| ❑ | Cannot meet specifications of proposal requirements. | | | |
| ❑ | Not interested in PSD business | | | |
| ❑ | Cannot be competitive with other traditional sources. | | | |
| ❑ | Please remove from list | | | |
| ❑ | Other: Please indicate reasons(s) below: | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | |  | |
|  |  | |  | |
|  | Signature | |  | |

###### Attachment 4: Cost Proposal

**TIME AND ATTENDANCE SYSTEM**

Cost should include installation, timekeeping software, programming, training, and various data entry devices. Proposers shall not include Federal Excise Tax, Transportation Tax. or State Retail Sales Tax in their proposal. The District is a tax-exempt entity.

The District intends to utilize a number of data entry devices, and will work with the successful vendor to establish the specific type and number of data entry devices to be used. For bidding purposes only, use the number of devices specified in the table below. Company shall provide details of all costs needed for the system.

**Timekeeping Software System Price: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Purchase price for all items listed below must include installation, programming, and training as specified in RFP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Input Device** | **Model** | **Total Quantity** | **Unit Cost** | **Extended Cost** |
| Badge Reader \* |  | 25 |  |  |
| Biometric Scanner |  | 150 |  |  |
| Computer Terminal |  | 100 |  |  |
| Telephone-Based |  | 50 |  |  |
| Other |  |  |  |  |

\* Any proposed badge system must include equipment which, at a minimum, could produce a badge which would display photo ID, name, building, and magnetic stripe; 5,000 blank badges must also be included with the system.

Additional Equipment:

Please specify the per unit price for each additional data entry device, purchase price only/no installation, if different from cost identified in the table above.

Badge Reader: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Biometric Scanner: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer Terminal Input Device: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone-Based Input Device: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maintenance Cost: The District requests the Company provide a three year cost for software and hardware maintenance, to include all service calls, labor, and replacement parts. Company must provide a detailed description of the maintenance coverage it proposes to provide.

|  |  |  |
| --- | --- | --- |
|  | Software | Hardware |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |

Equipment Service Cost:

On-site $\_\_\_\_\_\_\_\_\_\_\_\_ Per Unit/Per Year after expiration of warranty.

Depot $\_\_\_\_\_\_\_\_\_\_\_\_ Per Unit/Per Year after expiration of warranty.

Emergency Replacement:

Please specify the process, time frame and cost for replacing a failed data entry device (e.g., time clock) on an emergency basis.

Service Center Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Response Time: \_\_\_\_\_\_\_\_\_\_\_ Hours

Purchase of equipment and software maintenance agreement are optional.

Company shall provide with its response complete descriptive literature of system being bid.

The Company, by signing below, acknowledges familiarity with the terms, conditions and requirements of said RFP, and hereby proposes to furnish all labor, equipment, materials, tools, supervision, etc., necessary to perform the work required in compliance with said terms, conditions, and requirements.

The Company further agrees and understands that the District has the right to reject any and all bids, to waive technicalities or other requirements for its benefits, and to accept the bid as genuine and that it is not made in the interest of or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rule of any group, association, or corporation.

The Company acknowledges that there has been no attempt on its part to directly or indirectly induce or solicit any other vendor to submit a false or sham bid.

The Company acknowledges that there has been no attempt on its part to solicit or induce any person, firm or corporation to refrain from submitting a bid.

The Company acknowledges that it has not sought by collusion or otherwise to obtain for themselves any advantage over any other bidder or over the District.

Any subsequent contract proposals from the Company that seek to eliminate the requirements of this RFP may result in immediate disqualification of the Company.

|  |  |
| --- | --- |
|  |  |
|  | Signature |
|  |  |
|  |  |
|  | Print Name |
|  |  |
|  |  |
|  | Firm Name |
|  |  |
|  |  |
|  | Mailing Address |
|  |  |
|  |  |
|  | Fax (including area code) |
|  |  |
|  |  |
|  | Telephone (including area code) |

| **VENDOR INFORMATION QUESTIONNAIRE** | |
| --- | --- |
| **Please provide answers that are complete and as brief as possible.** | |
|  |  |
| 1. **General Information** |  |
| How many years has your organization been producing time and labor solutions? |  |
| How many customers are presently using the proposed time and labor solution? |  |
| Does your organization maintain a local service office in our vicinity? If so, indicate location. |  |
| Does your organization produce, implement and support all of the components of the proposed solution including hardware and software? |  |
| Please show the approximate number of employees your organization has in each of the following areas: service, customer support, engineering and training. |  |
|  |  |
| 1. **Implementation** |  |
| Describe the implementations services that you provide for the proposed solutions. |  |
| Please describe the implementation team that would be assigned to our account. |  |
| What is your implementation methodology? |  |
| Please indicate what percentage of your solutions and implementations have required custom or “customer specific” coding to the primary application. How many of these accounts do you have? |  |
| List several organizations similar to ours that have implemented the proposed solution. |  |
|  |  |
| 1. **Educational Services** |  |
| How many people in your organization are dedicated to creating and providing customer education? |  |
| On average, how many years experience does each of your training staff have in the area of training and development? |  |
| Does your organization have a certification process in place for trainers to guarantee quality of delivery? |  |
| What is the closest regional training facility to our District? |  |
| Does our organization have the option to purchase a license to teach your courseware so that our own internal training staff can train our employees? |  |
| What type of live, internet-based training does your organization offer for the proposed solution? |  |
|  |  |
| 1. **Customer Support** |  |
|  |  |
| **Help Screens and Documentation** |  |
| How many employees work in your technical publications department and how is it organized? |  |
| Describe the written documentation and online help provided with the proposed solution |  |
| **Product Support** |  |
| Describe the different support options available for the proposed solution |  |
| How many employees in your support department are dedicated to time and labor solutions and what percentage of your support department is this? |  |
| What is the average experience (time with your company) of your support personnel? |  |
| Do you provide direct manufacturer support on-site? |  |
| Please describe and provide an example of the support available via the internet. |  |
| Can you remote in to troubleshoot if needed? |  |
|  |  |
| 1. **Technology** |  |
|  |  |
| **Software Quality Assurance** |  |
| How many engineers are employed in your Software Quality Assurance (SQA) department? |  |
| Please describe your organization’s SQA approach and processes |  |
| What type of security does your application require for the user login and password? |  |
| How are the transmissions from your web-based applications kept secure? |  |
| Describe the access security mechanism available in the proposed solution. |  |
| How quickly are most customer service issues resolved? |  |
|  |  |
| **Reporting/Query** |  |
| What reports come standard in the proposed solution? |  |
| Describe the reporting tool used in the system. |  |
| Does your system provide the ability to perform ad-hoc queries on any data within the system? |  |
|  |  |
| **User Interface** |  |
| What technologies do you use to provide a dynamic and interactive user interface? |  |
| How does your product enable enhancements to the user interface? |  |
|  |  |
| **Integration** |  |
| How does your product support the deployment of other web applications, i.e., enterprise portals? |  |
| Describe the features available for tight integration with other enterprise applications. |  |
| Please provide a sample section of the database reference documentation |  |
| What are export capabilities of your software? |  |
| Does your system integrate with BusinessPlus HR and Payroll module to provide for transferring employee demographic data, job assignments, hours worked (regular and overtime) and hours not worked for leave accounting? |  |
| Does your system integrate with Aesop? |  |
| **Architecture** |  |
| Is your solution based on an open architecture or do you rely on proprietary technology for your product? |  |
| What aspects of your architecture optimize the system’s scalability and ensure robust access to the product over a WAN? |  |
| Is your product web-enabled or web-based? |  |
| How does your solution eliminate, or at least minimize, the need for developing custom code? |  |
| Which commercial databases does the proposed solution run on? |  |
| Does your system support MAC OS and ipad IOS? |  |
| Does your system support Windows XP, Windows 7? |  |
| Describe in detail your Service Level Agreement (SLA)? |  |
| Do you provide for a hosted solution? |  |
|  |  |
| 1. **Time and Attendance Functionality** |  |
|  |  |
| **General Functionality** |  |
| Is your solution 100% table or parameter driven? |  |
| Will it require any custom coding in order to be able to handle our organization’s pay policies? |  |
| How do you program and store pay rules in the system? |  |
| Is your pay rules engine on-line, delivering real-time on-demand labor information, or is it batch based? |  |
| What time and attendance polices can you handle with standard functionality? |  |
| Does the attendance functionality administer multiple types of programs (i.e. points/occurrences, hours missed, percentages, and perfect attendance)? |  |
| How is the system updated when there are revisions or amendments to our policies due to new contracts or changes in benefits? |  |
| What standard configurable user tools do you provide to streamline common labor managements tasks? |  |
| What tools do you provide to select employees based on hours worked, demographics, exceptions, etc.? |  |
| What happens when we need to upgrade the system? |  |
| How does your on-line timesheet eliminate the end of pay period batch processing and facilitate real-time labor access and analysis throughout the pay period? |  |
| Indicate number of simultaneous calls system will allow. |  |
| Does your solution provide the ability for a supervisor to quickly determine who has or has not clocked in/out for a given day or time? |  |
|  |  |
| **Employee Functionality** |  |
| How does your on-line timesheet enable accurate and simple employee submittals? |  |
| Describe how the application can automatically track an employee transfer from one cost center or location to another. |  |
| How does your system accommodate the requirements for a broad spectrum of employees, i.e., hourly employees, professional hourly, and professional salaried employees? |  |
| How do employees enter time or an event that occurred in the past or will occur in the future? |  |
| Can the employee view accrual balances (vacation time, sick time, etc.) At their desktop and at the clock? |  |
| What features does your badge terminal provide for eliminating errors? |  |
| What functionality is available at the badge terminal when the network or system server is inoperative? What if phone system is down? |  |
| In case of power outage, how long will punches be stored before they are lost? |  |
| What features does your badge terminal provide for eliminating errors? |  |
| What functionality is available at the badge terminal when the network or system server is inoperative? What if phone system is down? |  |
| Do you have a telephone clock-in/out solution? If so, does it utilize caller-id to verify caller location? |  |
| Can system support 1,000 employees? Can it be expanded to accommodate 1,500 or more employees? |  |
| Can an employee use a designated phone to enter time rather than PC or badge terminal? |  |
| How long does it take individuals to dial in and complete the process? |  |
| Does your system allow for real time changes in employee work status including movement among buildings, changes in job assignment, etc? |  |
| Describe how your system provides security to prevent employees from accessing or updating information for another employee |  |
|  |  |
| **Supervisor Functionality** |  |
| Does your system provide standard reports for payroll and supervisor users? |  |
| What supervisor functions do you provide for managing timecards? |  |
| Does the system track adjustments made to an employee’s timecard? |  |
| Does the proposed application allow one supervisor to notify another supervisor that a timesheet needs to be reviewed? |  |
| Can more than one supervisor approve an employee’s timesheet? |  |
| Does the proposed solution provide employee leave balance information to supervisors that is accurate up to the minute? |  |
| Can supervisors edit employee balances online? How? (What kind of audit trail is created?) |  |
| How does the system reveal leave patterns, for example, abusing sick leave for long weekends? |  |
| What tools does the proposed solution provide to help a manager resolve a dispute over leave balances and to review employee leave events? |  |
| How do managers locate employees with significant leave issues, such as balances that are too high or too low or excessive use of leave? |  |
|  |  |
| 1. **Scheduling Functionality** |  |
|  |  |
| **General functionality** |  |
| Is the scheduling software integrated with the other parts of the labor management software? If no, are there standard imports or interfaces designed to share schedule and employee data between these software systems? |  |
| Does your scheduling solution allow schedule shift patterns to be automatically repeated, or rolled forward to future weeks? |  |
| Does your scheduling solution support special off-times or temporary changes to an employee’s standard schedule, while still allowing the employee’s regular or permanent schedule to be saved? |  |
| Can you compare actual worked hours to the scheduled worked hours for a past time period in your scheduling software? |  |
| Is it possible to assign a group of employees to the same shift pattern? |  |
| Is it possible to limit each manager’s access to different groups of employees, so that they may only access the groups of employees for whom they have scheduling responsibility? |  |
| Is it possible to schedule meals and breaks, as well as start and end times? |  |
| Is it possible to save “templates” of the most commonly used shifts so that these can be used for ease of editing? |  |
| Can you enter schedule information for future periods or weeks? |  |
| Does the system maintain a log showing all additions, deletions and changes to employee records by user, date and time? |  |
|  |  |
| 1. **Employee Information Terminals** |  |
|  |  |
| Describe the functionality of employee information terminals you supply with your solution. |  |
| Does your organization manufacture, install and support the recommended employee information terminals? |  |
| Can the terminal limit the employee’s ability to clock in early or clock out late, thereby minimizing the number of exceptions that supervisors need to review and edit? |  |
| How many terminals have you sold? |  |
| Describe the flexibility to program the clock locally or remotely |  |
|  |  |
| 1. **Scenarios** |  |
|  |  |
| Describe how your proposed software solution would address the following unique pay issues. |  |
| Custodians who cover for lead custodians and receive “acting” lead custodial pay for those days/hours. |  |
| Ensuring that the correct account number is associated with hours entered. |  |
| Employees who have different jobs, with different pay rates, on the same day. |  |