



Des Moines Public Schools
Request for Proposal
RFP 6591

NOTICE TO VENDORS

Des Moines Public Schools will receive sealed proposals for Time & Attendance software until 9:00 A.M., on November 15, 2012 . They will be received by the District's purchasing agent at his office: 1915 Prospect, Suite 103 Des Moines, Iowa 50310.

Bidders are requested to submit a signed original and an electronic copy. In addition to other requirements of this RFP, the proposal shall contain a cover letter and a completed Form of Proposal. The Form of Proposal shall be sealed in a separate envelope and clearly marked; the remaining required information shall be placed in a different envelope and affixed to the Form of Proposal envelope.

Inquiries regarding interpretation of this request and other questions shall be addressed to Mark Mattiussi via email: mark.mattiussi@dmschools.org.

Calendar of Events

Issuance Date	10/18/12
Inquiries Deadline	11/01/12
Due Date	11/15/12
Tabulations Completed	11/19/12
Committee Review & Evaluation	12/03/12
Submitted for Board Approval	12/04/12
Anticipated Award	12/11/12
Project Initiated	01/01/13

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RFP 6591 Time & Attendance Software

I. INTRODUCTION

Des Moines Public Schools (“the district”) is currently soliciting bids from interested parties for the purchase of a Time and Attendance System with a Business Plus (SunGard) interface; this includes; electronic time and attendance data entry (card reader clocks and web based time entry for example); full integration with our Business Plus (SunGard) system, security and confidentiality features, electronic approval process, real-time reporting, cost of all software (including initial cost and recurring rate cost), setup, installation, programming, personnel training and software specific equipment.

II. BACKGROUND

The District is located in Des Moines, Iowa, the capital city of the state and employees approximately 5,000 teachers and staff. The District has over sixty two sites which include K-12 education, special education, operations and administration offices. It educates approximately 30,000 students annually and has provided education services for the past 100 years. In order to maximize the use of funds and to comply with state and federal mandates the District is seeking proposals for time and attendance software.

III. GENERAL TERMS AND CONDITIONS

A. General

- 1) Bidders shall make all investigations necessary to thoroughly inform themselves regarding the delivery of services, materials and equipment as required by the solicitation. No plea of ignorance by the Bidder of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying from the requirements of the District or the compensation to the Bidder.
- 2.) The terms and conditions of the Request for Proposal, the resulting contract(s) or activities based upon this Request for Proposal shall be construed in accordance with the laws of Polk County, Iowa. Wherever differences exist between Federal and State statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interests of the District.
- 3.) Bidders are required to state exactly what they intend to furnish to the District via this solicitation and must indicate any variances to the terms, conditions, and specifications of this Bid; no matter how slight. If variations are not stated in the Bidder's Proposal, it shall be construed that the Bidder's Proposal fully complies with all conditions identified in this bid.
- 4.) Bidders are advised that the District endorses the participation and utilization of local vendors in its purchasing effort. Accordingly, Bid Proposals of equal price and quality will be awarded to Bidders residing within the geographic area when available. This policy does not prohibit Bidders who reside outside of the area from participating in the purchasing process as long as these Bidders can offer quality products and services at competitive pricing.

B. Clarification and Modifications

- 1.) Where there appears to be variances or conflicts between the General Terms and Conditions and The System Requirements outlined in this Bid solicitation, The System Requirements shall prevail.

B. Clarification and Modifications

- 2.) The apparent silence or omissions within this Bid solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only workmanship of first quality are to be used.
- 3.) If any Bidder contemplating submitting a Proposal under this solicitation is in doubt as to the true meaning of the specifications, the Bidder must submit a written request for clarification to the District's Purchasing Agent by the date designated by the Calendar of Events by email @: mark.mattiussi@dmschools.org.
- 4.) The Purchasing Agent for the District will work with the authorized agent of the District to respond to all inquires and will render an official interpretation of the question in writing. The District shall not be responsible for verbal interpretations offered by employees of the District who are not agents of the District's Purchasing Department.
- 5.) The District shall issue a written addendum if substantial changes, which impact the technical submission of Proposals, are required. A copy of the addenda will be posted online at our website: www.dmschools.org .The Bidder shall certify its acknowledgement of the addendum by signing the addendum and returning it with their proposal. In the event of a conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

C. Pricing

- 1.) If the Bidder is awarded a contract under this Bid solicitation, the prices proposed by the Bidder shall remain fixed and firm during the term of the contract; provided, however, that the bidder may offer incentive discounts from this fixed price to the District at any time during the contractual term.
- 2.) Bidders will neither include Federal, State nor applicable local excise or sales taxes in bid prices, as the District is exempt from payment of such taxes. An exemption certificate will be provided where applicable upon request
- 3.) The Bidder, by affixing its signature to this Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations offering a Bid Proposal for the same items, or with the District. The Bidder also certifies their proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

D. Bid Preparation and Submission

- 1.) The Proposal must be typed or legibly printed in ink, on the Form of Proposal supplied; use of erasable ink is not permitted. The authorized agent of the Bidder must initial all corrections made by the Bidder in ink.
- 2.) Bid Proposals must contain the signature of an authorized agent of the Bidder. If the Bidder's authorized agent fails to sign the Bid Proposal, it shall be considered a non-responsive offer and shall not be considered.

D. Bid Preparation and Submission

- 3.) Price proposals shall be sealed in a separate envelope and clearly marked; the remaining required information shall be placed in a different envelope and affixed to the price proposal envelope. Both envelopes must have the RFP# clearly marked on the front.
- 4.) Bidders are requested to submit a signed original and an electronic copy. In addition to other requirements of this RFP, the proposal shall contain a cover letter and a completed Form of Proposal
- 5.) Unit prices shall be provided by the Bidder on their proposal. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
- 6.) The Bidder must include all information and supplemental documentation required in conjunction with this Bid. If the Bidder fails to supply any required information or documents, its Proposal shall be considered non-responsive and shall not be considered
- 7.) The accuracy of the Bid Proposal is the sole responsibility of the Bidder. Bidder will not be allowed to make changes to their Proposal after the date and time of the Bid opening due to error by the Bidder.
- 8.) Information packages should not contain promotional or display materials unless specifically required in The System Requirements section. Informational packages must address the requirements as explained to aid the evaluation. All questions posed by the Request for Proposal must be answered clearly and concisely.
- 9.) This solicitation does not commit the District to pay any cost incurred by the Bidder or any other party in preparation and / or submission of proposals or in making necessary studies or designs for the preparation thereof, nor is the District obligated to procure or contract for such services.
- 10.)The District reserves the right to waive any and all informalities in information packages if such waiver does not substantially change the offer or provide a competitive advantage to any bidder.
- 11.)To facilitate the evaluation of Bidder's proposal, Bidder is to number all pages of its proposal and provide tabs as indicated below.
 - a. **Tab # 1** **Cover Letter:** Introduction and general information
 - b. **Tab # 2** **Experience:** Detail the use of your product by other public entities with the same complexities as those present with the District
 - c. **Tab # 3** **References:** Provide references of the last three public installations of your product.
 - d. **Tab # 4** **Product/Services:** The completed section from The System Requirements
 - e. **Tab # 5** **Exceptions/Alternatives:** Detail any exception with this request

E. Conflicts of Interest

- 1.) It shall be understood and agreed that Bid Proposals submitted are offered independently of any other proposals.
- 2.) In the event that an independent contractor or firm in conjunction with the District developed this RFP, neither this contractor, nor its principals or subsidiaries, shall be allowed to submit a proposal for this solicitation.
- 3.) In the event that this proposal request requires consulting services which may ultimately lead to the purchase of other goods or services in the future, neither the selected consultant, nor its principals or subsidiaries, will be allowed to participate in the acquisition of these specific goods and services in the future
- 4.) Chapter 722 of the Code of Iowa provides that it is a felony to offer, promise or give anything of value or benefit to a person serving in a public capacity including a school district employee with intent to influence that employee's acts, opinions, judgment or exercise indiscretion with respect to the employee's duties. Section 68B.22 governs the solicitation and acceptance of gifts by public officials.

F. Modifications or Withdrawals of Bid Proposal

- 1.) Bids may only be modified in the form of a written notice on company letterhead and must be received prior to the time and date set for the Bid opening. Each modification submitted to the District's Purchasing Office must have the Bidder's name and return address and the applicable proposal number and title of the bid clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the District's Purchasing Department will be considered the valid modification.
- 2.) Bids may be withdrawn prior to the time and date set for the Bid openings. Such requests must be made in writing on company letterhead and signed by a duly authorized agent of the submitting company.

G. Evaluation of Bid Proposal

- 1.) The District reserves the right to reject any and/or all bid proposals or parts thereof, to waive informalities or irregularities in the information packages, and to enter into such contract or contracts as shall be deemed in the best interests of the District.
- 2.) The District reserves the right to reject proposals or parts thereof for the following reasons:
 - a. The Bidder misstates or conceals any material fact in their Proposal.
 - b. The Bidder's Proposal does not strictly conform to the law or requirements of the RFP.
 - c. The Bid Proposal does not include documents including, but not limited to, certificates, licenses, information or specification sheets, bonds, and/or samples, which are required for submission with the Bid Proposal in conjunction with the General Terms and Condition or The System Requirements.
 - d. The Bid has not been properly executed by signature of an authorized representative of the Bidder.

G. Evaluation of Bid Proposal

- 3.) A proposal may not be accepted from, nor any contract be awarded to, any person or firm which is in arrears to the District upon any debt or contract or which is a defaulter as surety or otherwise upon any obligation to the District.
- 4.) A proposal may not be accepted from, nor any contract awarded to, any person or firm, which has failed to perform faithfully any previous contract with the District, state or federal governmental agency for a minimum period of one (1) year after the previous contract was terminated for cause.
- 5.) A proposal may be rejected if the Bidder is currently under suspension or debarment by any local, state or federal government, and if the Bidder cannot so certify, then it shall submit along with the proposal a written explanation of why it cannot make such certification.
- 6.) A proposal may not be accepted from, nor any contract awarded to, any person or firm, which has pending litigation against the District on the date and time that the bid opens.
- 7.) The award will be made to the bidder that best meets the needs of the District based upon the evaluation criteria. The District is not required to award the lowest cost proposal.
- 8.) The District reserves the right to:
 - a. Reject any and all Bid Proposals submitted by prospective Bidders.
 - b. Re-advertise this solicitation
 - c. Postpone or cancel the Bid process for this solicitation
 - d. Determine the criteria and process whereby proposals are evaluated and awarded.

H. Selection Process

- 1.) The following criteria may be used to assist in selecting the successful contractor:
 - a. **Completeness:** Each response will be reviewed prior to the selection process for completeness and adherence to format.
 - b. **Evaluation Process:** The District will rely on its staff to formally evaluate each complete proposal. The evaluation process will objectively grade the proposal on their merit and responsiveness.
 - c. **Evaluation Criteria:** The District will develop and employ a grading scale when evaluating proposals based on experience, the ability of the bidder's products to meet the District's demands, references from the bidders past customers, and cost.
- 2.) The District reserves the right to select the successful contractor based upon the original response along with whatever other evaluation methodology the District chooses to pursue, in accordance with the District policy.

I. Award of Contract

- 1.) Contract: The Board of Directors for the District shall award a contract to the successful Bidder. The General Terms and Conditions, The System Requirements, the Bidder's Proposal, written letters, addenda and the Purchase Order are collectively an integral part of the contract between the District and the successful Bidder.

I. Award of Contract

- 2.) Insurance Requirements: (If required) Successful bidder shall submit to the District certificates of insurance, prior to beginning work under this contract and no later than ten (10) days after award of the contract.

All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Iowa, and acceptable to the District, and shall carry the provision that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to the District.

The certificates of insurance shall list the Des Moines Public Schools as the additional insured for the specified project as outlined in this RFP.

Successful bidder must provide evidence of insurance coverage for professional liability insurance to cover all of the areas for which they are submitting a proposal. This professional liability shall be written on claims made form with a retroactive date no later than the date of their proposed contract with the Des Moines Independent Community School District. The coverage shall be written with a limit not less than \$5 million for any one claim, with an aggregate not less than \$5 million for all claims in a policy period.

The successful bidder must provide a statement saying that such coverage shall be written exclusively to cover the Des Moines contract or as an alternative guarantee that the aggregate has not already been impaired by other claims if this policy covers other activities and other services for other clients.

Other forms of insurance which must be maintained during the entire term of the contract and any extensions shall be of the following forms and limits:

<u>Forms</u>	<u>Limits</u>
Workers' Compensation	Statutory
Automobile Liability	\$1,000,000 Combined Single Limit
Commercial General Liability, (Including Contractual Liability & Products Completed Operations Coverage)	\$1,000,000 Combined Single Limit
Umbrella/Excess Liability	\$2,000,000

The establishment of minimum limits of insurance by the Des Moines Public Schools does not reduce or limit the liability or responsibilities of the Successful Bidder.

- 3.) Indemnification: The successful bidder shall assume the entire responsibility and liability for any and all damages caused by or resulting from the negligent or willful unauthorized disclosure of any confidential information on the part of the Successful bidder, its subcontractors, agents or employees under or in connection with this contract.

The successful bidder shall, upon written demand by the District, assume and defend, at the successful bidder's sole expense, any and all such suits or defense of claims alleging unauthorized disclosures of confidential information. Any negligent or willful unauthorized disclosure of confidential information on the part of the successful bidder, its subcontractors, agents or employees under or in connection with this contract shall constitute a breach of the terms of this contract. *(The successful bidder shall execute and submit a Non-Disclosure Agreement form if instructed by District personnel.*

I. Award of Contract

Indemnification: The District may proceed by appropriate court action, including seeking injunctive relief, to prevent continuing unauthorized disclosures, and successful bidder shall hold harmless and indemnify the District for court costs, litigation expenses and attorney's fees that it may pay or incur as the result of seeking to prevent or stop any and all unauthorized disclosures of confidential information.

The successful bidder shall hold harmless, indemnify, and save the District, its officers, employees, and agents, from any and all liability claims, losses or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the successful bidder or any of its agents, employees, or representatives. The indemnity applies to either active and passive acts or other conduct.

4.) Award Requirements

- a. Successful Bidders shall be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, this contract including but not limited to Equal Employment Opportunity Commission (EEOC), the Occupational Safety, Health Act (OSHA), and Title I and Title II of the Americans with Disabilities Act (ADA) regulations. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap or sex or be subjected to discrimination under any contractual award administered by the District.
- b. The Bidder shall not assign, transfer, convey, sublet or otherwise dispose of this contract, including any or all of its right, title or interest therein, or its power to execute such contract to any person, company or corporation without prior written consent of the District.
- c. All employees of the Bidder shall be considered to be, at all times, employees of the Bidder under its sole direction and not an employee or agent of the District. The Successful bidder shall supply competent and physically capable employees in a number that is consistent with the bid requirements. Where required, employees shall be licensed and accredited.

The District may require the Successful bidder to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on District property is not in the best interest of the District. In accordance with the District's policy regarding the use of tobacco and alcohol products and/or illegal drugs, no employee of the Successful bidder shall be permitted to use these substances when performing work on District property.

The Successful bidder shall certify that all employees employed in support of this contract who have direct contact with students, which is defined to mean being in the presence of students during regular school hours or during school-sponsored activities, have not been convicted of (i) a felony; (ii) any offense involving the sexual molestation, physical or sexual abuse or rape of a child; or (iii) a crime of moral turpitude.
- d. Award of this contract will be based on an item-by-item basis, group basis, or an aggregate basis; whichever method is most beneficial to the District. The method of award will be determined after bid proposals have been received and opened by the District and shall be primarily determined on the basis of the selection criteria detailed earlier.
- e. The names of all subcontractors known, or contemplated, shall be listed. The District may approve all subcontracts.

I. Award of Contract

5.) Payment

- a. To be eligible for payment, all labor, equipment and materials covered under Successful bidders invoice must be completed and accepted by the District. The District agrees to make payments under this contract within forty five (45) days after receipt of a correct invoice for such payment. Where payment is made by mail, the date of postmark shall be deemed to be the date of payment.
Any amounts due the District under the terms of this or any other agreement may be applied against Successful bidder's invoices with documentation for the basis of the adjustment attached. In no event shall any interest penalty or late fee accrue when payment is delayed because of disagreement between the District and Successful bidder regarding the quantity, quality, time of delivery, or other noncompliance with the contract requirements for any product or service or the accuracy or correctness of any invoice.
- b. Successful bidder shall submit to the District all invoices promptly upon completion of the requirements for installation, delivery, and acceptance of the products and services required under this contract. Invoices shall not include any costs other than those identified in the executed District purchase order awarding this contract or any subsequent change orders issued by the Purchasing Department. All shipping costs are the Bidder's responsibility, except to the extent such charges are identified in the executed District purchase order or change orders. Successful Bidders invoices shall provide at a minimum:
 - Type and description of the product or service installed, delivered and accepted;
 - Quantity delivered
 - Charge for each item
 - Extended total (unit costs x quantity)
 - This RFP number and / or the DMPS Purchase Order number
- c. Payment terms offering a "prompt payment discount" of 20 days or greater will be considered in the evaluation of proposals. All other payment terms shall be net forty-five (45) calendar days or greater.
- d. Special Educational or Promotional Discounts:
Successful bidder shall extend any special educational or promotional sale prices or discounts immediately to the District during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

J. Termination or Cancellation

- 1.) In order to protect the vested interests the District, and to ensure the efficient utilization of dollars, successful bidders shall comply with all contractual obligations contained in the General Terms and Conditions, Special Conditions and The System Requirements. With respect to these obligations, the District will report any non-compliance issues to the successful Bidder for corrective action. Continued non-compliance by the successful Bidder shall be the District's justification for placing the Bidder's contract on probation status or termination.

J. Termination or Cancellation

- 2.) In the event that the successful Bidder defaults on its contract or the contract is terminated for cause due to performance, the District reserves the right to re-procure the materials or services from the next lowest Bidder or from other sources during the remaining term of the terminated/defaulted contract.
- 3.) In the case of termination, costs shall be prorated to the date of termination and the parties shall execute a settlement agreement to specify the terms. Failure to agree on a settlement is subject to arbitration.
- 4.) With the mutual agreement of both the contractor and the District, upon receipt and acceptance of not less than thirty days written notice, the contract may be terminated on an agreed date before the end of the contract without penalties to either party.
- 5.) Either party may terminate the contract because of the failure of the other party to carry out the provisions of the contract. In such case, the party terminating the contract shall give thirty days notice of conditions endangering performance and if after notice the offending party fails to remedy the violation of the terms to the satisfaction of the other party, the contract may be terminated.
- 6.) In the event the filing of a Petition in Bankruptcy by or against the successful bidder, the District shall have the right to terminate the contract by providing fifteen days notice of its intentions to terminate.
- 7.) If funds anticipated for these services do not become available for any reason, the District shall have the right to terminate the contract without penalty by giving not less than 10 days written notice documenting the lack of funding.

K. Bribery, Corruption and Gifts

Chapter 722 of the Code of Iowa provides that it is a felony to offer, promise or give anything of value or benefit to a person serving in a public capacity with intent to influence that employee's acts, opinions, judgment or exercise indiscretion with respect to the employee's duties. Section 68B.22 governs the solicitation and acceptance of gifts by public officials.

L. Disclosure of Information Content

The laws of Iowa require that at the conclusion of the selection process the contents of the information packages be placed in the public domain and be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the packages.

M. Disposition of Information Packages

All information packages become the property of the District and will not be returned to the respondent.

N. Audit or Examination of Contract

Contractor agrees that any authorized auditor, the Office of Auditor of State and where federal funds are involved, the Comptroller of the United States or a representative of the United States Government, shall have access to and a right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the contractor relating to the orders, invoices, or payment of this contract.



IV. SYSTEM REQUIREMENTS

Experience: (Tab # 1)

Include a cover letter introducing your firm

Experience: (Tab # 2)

Your response must address the questions below

- Primary business address: (Include all office locations assigned to the project)
- Web site:
- Sales contact information: (Include a brief resume)
- Senior Management (assigned to this project) information: (Include a brief resume)
- Provide your bank reference:
- Provide credit references: (two suppliers)
- Provide a credit bureau report no older than three months:
- Describe your company ownership structure: (LLC, sole proprietorship, etc.)
- Details the number of years of continuous operations:
- Detail the number of years your company has provided this product / service:
- Detail the number of employees:
- Detail the size of your client base:
- Detail any pending litigation or investigations against your firm:
- Provide a brief statement detailing your firm's prior experience, resources, and management systems, which demonstrate your ability to provided product/service:
- Detail the project team members including a brief biography of their education and experience as it pertains to the product / service proposed:
- Detail any subcontractors your firm plans to use to provide the product / service proposed:

References: (Tab # 3)

Your response must address the request below

Please provide references of the last three installations of your product. Where the demographics and complexity of those installations are similar to the District. (Please send the enclosed questionnaire to your references, have them complete them and send them directly to the District's Purchasing Department. Part of your evaluation will be based on the response from your references response to this request.)

Product & Services: (Tab # 4)

Your response must address the requirements below

General Information:

Des Moines Public Schools ("the District") is currently soliciting bids from interested parties for the purchase of a Time and Attendance System with a Business Plus (SunGard) interface; this includes; electronic time and attendance data entry (card reader clocks and web based time entry for example); full integration with our Business Plus (SunGard) system, security and confidentiality features, electronic approval process, real-time reporting, cost of all software (including initial cost and recurring rate cost), setup, installation, programming, personnel training and software specific equipment. A description and the specifications of the System are detailed below.

Compatibility with Current H.R. / Payroll Software System

- The proposed system should leverage an interface into the District’s ERP solution of Business Plus (SunGard) for its database implementation.
- The system will need to provide a comprehensive security methodology for any data access outside the county’s network via the **internet**.
- The system will need to provide a comprehensive security methodology for any data access from outside the county’s **network**

Background:

This new system will support a payroll of approximately 5,000 employees, which includes a mix of salaried employees (approximately 50%) and hourly employees (approximately 50%). The employees are broken into six pay groups currently, defined as either bi-weekly pay periods or semi-monthly pay periods. Overtime is accrued in accordance with the Fair Labor Standards Act. Employees report to work at a large number of facilities (~63 locations) scattered throughout the city of Des Moines, Iowa.

The Des Moines Public Schools has a totally converged voice and data network with both fiber optic cable and wireless connecting 63 buildings. The Des Moines Public Schools has standardized on Microsoft Windows 2008/2003 Server, Microsoft SQL 2005/2008, Windows XP/7 and Office 2007/2010 Professional.

The district deploys an Ethernet network with a 10 GB backbone, 1GB to every building and 100 MG/1GB to the desktop. The district uses an IP phone system (VOIP) and a legacy voice mail system.

The Information Technology (IT) department provides support for over 15,000 computers, over 120 servers (both physical and virtual), 2,000 iPads, network and local printers, as well as, various audiovisual equipment, and specialized peripherals. In addition, the department provides software support for all district approved applications and is responsible for both data and voice networks. The district employs 35 highly qualified individuals in the Information Technology Department. The Information’s Technology’s education experience ranges from degrees in Computer Information Systems, Education, Computer Science, A+ Certification, Cisco Certification and Microsoft Certification.

The Information Technology Department strives to better prepare our students and staff to be 21st century learners by providing a reliable and responsive network with enhanced technology and improved efficiency.

Products

System Basics

Provide the basic functions associated with an Employee Time and Attendance System. Specifically, the system must be capable of capturing employee time, the automation of payroll processing, and the generation of reports and be able to easily support the following over existing District wireless and/or fiber optic.

1. 500 (minimum) concurrent application users (i.e. Supervisors, Administrative Assistants, System Administrators, etc.)
2. 1000 (minimum) clocking employees
3. 1000 (minimum) employees using the system to check leave balances and leave history
4. < 1second card swipe response time per employee if card based time capturing devices are utilized/biometric-capturing devices are preferred.
5. The district currently has proximity badges that could be utilized instead of a physical swipe.
6. Support: Biweekly and Semi- monthly pay periods; work schedules (fixed, rotating, as-needed); hourly and salary compensation; and compliance with overtime requirements (Fair Labor Standards Act).

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7. Unlimited different pay and attendance rules and policies to support each group using the same time system.
8. Configurable, automated overtime rules for inclusion and exclusion of non-worked hours pay codes in timecard.
9. Supervisory ability to review and act upon on-line leave requests.
10. Global time entry to clock in/out some or all employees in their group at once by payroll, timekeeper or manager.
11. Global schedule changes by manager/timekeeper for employee/workgroup.
12. Flag time/policy errors on screens with valid solution, current schedule, acknowledgement and comment entry.
13. Configurable error codes, checking and severity policy set by group not system wide.
14. Support unlimited different pay codes and usage accruals including codes for vacation, sick leave, leave without pay, bereavement leave, workers' compensation, military leave, FMLA leave, jury duty, etc.
15. Message system(s) for employee/manager exchange (e.g. messages displayed on the time capturing device(s)). (Preferred not required)
16. Unlimited shift schedule definition and assignment or no schedule assigned.
17. Supports different early and late clock in/out rounding or no rounding as may be required.
18. Must allow for the entry of forecasted time when the time must be submitted to Payroll, before the time is actually worked in limited instances.
19. Must have the ability to charge back/dock hours. System and Integration

Connectivity

1. The District requires that the proposed system support the District's converged voice and data network with both fiber optic cable and wireless connecting all District facilities. The Des Moines Public Schools has standardized on Microsoft Windows 2008/2003 Server, Microsoft SQL 2005/2008, Windows XP/7 and Office 2007/2010 Professional. The district deploys an Ethernet network with a 10 GB backbone, 1GB to every building and 100 MG/1GB to the desktop. The district uses an IP phone system (VOIP) and a legacy voice mail system.
2. Integrate with the District's Ethernet network with 10GB backbone and 100MB/1GB to the desktop and 1GB to every building. The district uses an IP phone system (VOIP) and a legacy voice mail system.
3. For a vendor to be considered the vendor's product must be able to integrate with the District's hardware and software as described above. The selected system must be able to be networked throughout the District's WAN and interface with the current payroll system (SunGard). Preferably the system also interfaces with the District's employee identification badge/access proximity system (Indala).
4. The vendor will be required to work closely with the District's Information Technology Department in assuring that the hardware and software proposed will in no way compromise the security of the District's communication infrastructure.
5. Be capable of user authentication by way of the District's existing Active Directory. User authentication only by Active Directory is acceptable.
6. Automatically adjust to time and date changes due to the number of days in the month, daylight savings time, leap year, etc.

Data Integrity and Backups

1. The system must be operable 24 hours a day, 7 days a week, and 365 days a year.
2. The system must provide for data integrity in the event of power outages, power surges, or damage to all or part of the database platform.

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3. The system must allow for punching, editing, calculating, reporting, and system backup without going offline or suffering noticeable degradation of performance.

Reporting

1. Full data model and detailed database table descriptions to aid in report generation in selected vendor and/or SunGard.
2. All reports available in user selected format: HTML, PDF and Excel spreadsheet.
3. The system must produce the following reports using accurate, up-to-the-minute data:
 - a. Individual employee time sheet
 - b. Daily hours by time by project/employee/division/department
 - c. Biweekly hours by project/employee/division/department
 - d. Semi-Monthly hours by project/employee/division/department
 - e. Monthly hours by project/employee/division/department
 - f. Exception report by employee/division/department
 - g. Absentee report by employee/division/department
 - h. Punch detail
 - i. Weekly time card by employee/division/department
 - j. Vacation/Sick Leave/Comp time reports reflecting usage history
 - k. Accruals and balances
 - l. Leave history for all leave types
 - m. Overtime tracking and monitoring including overtime asked/refused
 - n. Employee schedules
 - o. History /archival reports
 - p. Punch edit history
4. Reports must be available containing history (weekly, biweekly, monthly, annual, etc.) of various data including sick leave, late punches, absenteeism, etc.
5. Specify if any of these are not standard reports already created in the solution being offered.

Capturing Time

1. Time capturing devices must be Ethernet or Wireless based and is capable of holding 72 hours of employee data.
2. Time capturing devices must not have to be polled.
3. It is required that the time capturing devices be capable of using the District ID cards, which are proximity cards (sample card provided upon request)
4. Describe all the ways in which the proposed system can capture employee time.
5. Describe how an employee could clock in/out if they were in a remote location, not near a time clock or computer (i.e. wireless, cellular, etc.).
6. The system must support division/department cost center and job change with code entry at time capturing device.
7. The system MUST have a PC based browser/web clock available for clock in/out
8. The time capturing device or the system must allow restriction to use the terminal to certain employees to certain times of the day, and to certain accounts. In addition, some employees must be granted universal punch-in ability within security clearances.
9. Supervisors (with and without PCs) must have an option to enter punches for employees in the event a card is misplaced.
10. Be synchronized for all time capturing devices based on server time.
11. Card reading devices must have an audible sound that indicates a successful and unsuccessful punch and have a message display that verifies by name that the punch registered.

Security

1. Have robust levels of security for Supervisors and employees. Some examples are:
 - a. An employee can only see certain data as defined by a Supervisor such as time and leave accrual (read only capability).
 - b. Some Supervisors should have read only access to managerial tasks while other Supervisors can have read and write access.
 - c. If an employee has more than one Supervisor, each Supervisor should only be able to see/edit/approve the time that the employee worked for them and not the other Supervisor.
2. Individual functions can be turned on and off for individual employees/managers.
3. Unavailable functions and tabs removed from screen and drop down menus (the employee won't see an option if they don't have access to it).
4. Screen timeout/lockout when inactive for a certain amount of time.
5. The system must maintain an audit trail that tracks data changed, hold original data and user name of the person modifying or viewing an item.

Services: Installation/Implementation

1. The vendor must provide an onsite representative for initial discovery/system documentation/mapping and implementation of the system.
2. The vendor must allow for an overlap of two biweekly/semi-monthly pay periods where the new system will run in tandem with the existing system to assure proper functionality. This test of two pay periods is to begin AFTER the new system is fully operational.

Licensing and Maintenance

1. The District must be entitled to all maintenance and new product updates and upgrades as part of the annual maintenance agreement. Maintenance as stated here should include updates, upgrades, training on these upgrades and support for the base product and the support for the updates and upgrades.
2. Licensing must be based on concurrent users not number of employee records in the database.
3. A maintenance program must be available for the time capturing devices. Discuss the warranty on time capturing devices and clarify situations where the warranty would not cover a damaged device. Discuss warranty replacement issues.
4. If a time capturing device has to be replaced/repared, diagnostics must be performed within 24 hours of notification. Replacement time clocks must be maintained in District stock room at no charge to the District until clock is needed. Replacement clock will be billable to District when used as needed/applicable.

Training

1. The implementation must include training both for system administrators and end users. Indicate the length of time each training session would last and the recommended number of attendees per session.
2. Cost for future training needed should be included.

Support

1. The vendor must be able to provide 24/7/365 support for the system, including system administrator information
2. The vendor must allow some kind of support for regular end users.
3. The vendor must provide a direct support representative(s) that the District can contact. We do not want to have to be on hold with a call center or go through a complex phone menu to reach a support representative.
4. The dedicated support representative (s) must handle all problem resolution and escalation for the District.
5. The vendor must have a response time of two (2) hours or less on reported problems.

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Desired Features

Systems Basics

1. Timekeeper/manager controls initial screen layout and content to meet management by exception approach or other personal style.
2. Flag errors with yellow warning and red as major error on screens.
3. Support all fast entry formats throughout system, i.e. ?a for 7:00a.m.; 6p for 6:00pm; 1700 for 5pm.

System and Integration

1. System should be able to track employee's hours by work order/job key number. This may require employees to punch in the work order number immediately after swiping the badge. An employee could work on several jobs in a day requiring additional swiping/punching.
2. System should be able to upload hours by individual work order/job key number into SunGard, the District Payroll System. This would be a separate upload that would be in addition to the upload noted under "System and Integration".
3. It is highly desirable that end user training be held on-site at the District. We have computer training capability to accommodate.

Capturing Time

1. The system should prevent the issue of "buddy punching."
2. The system should accommodate the deaf and blind.

Penalty Schedule / Miscellaneous

1. If through no fault of the District, full functionality of proposed solution is not achieved within the project deadline, vendor will reduce total cost of project by 5%, and an additional 5% for each 30 day delay thereafter which is not the fault of the District.
2. Time lines to be reviewed at specified milestones.
3. The District will not be responsible for any cost that should have been disclosed but was not in the response to this RFP.
4. List the items included in the maintenance agreement.
5. Any additional costs or constraints on the proposed licenses should be clearly stated.

Product & Services: (Tab # 5)

List and detail any / all exceptions with the statement of work as presented or omissions you feel need to be addressed.



Form of Proposal

Pricing

The district would like to obtain multiple pricing options:

Option # 1

Full-scale rollout and implementation of time clocks at all district locations (~63 locations)

Option # 2

Implementation of time clocks at half of the district locations (~40 locations), with a kiosk set-up at the remaining locations (~23)

Option # 3

A hybrid of solution #1 and #2

Option # 4

Other options that resulted in successful implementations with similar sized Districts

A description of any licensing, maintenance, and support fees associated with any software employed in the proposed applications. The fees should be listed as follows:

1. Fees for the first year

This is to include all original one-time costs as well as the first year costs of ongoing annual costs.

Option # 1	\$ _____
Option # 2	\$ _____
Option # 3	\$ _____
Option # 4	\$ _____

Any hardware requirements: _____yes _____no

If yes explain:

Additional Costs: (i.e. hardware requirements)

2. Total fees for a 3-year period

This is to include all original one-time costs as well as ongoing annual costs. If there are any additional ongoing annual costs other than previously stated – please describe the costs.

Option # 1 \$ _____

Option # 2 \$ _____

Option # 3 \$ _____

Option # 4 \$ _____

Any hardware requirements: _____yes _____no

If yes explain:

Additional Costs: *(i.e. hardware requirements)*

3. Total fees for a 5-year period

This is to include all original one-time costs as well as ongoing annual costs. If there are any additional ongoing annual costs other than previously stated – please describe the costs.

Option # 1 \$ _____

Option # 2 \$ _____

Option # 3 \$ _____

Option # 4 \$ _____

Any hardware requirements: _____yes _____no

If yes explain:

Additional Costs: *(i.e. hardware requirements)*



Form of Proposal

Pricing

4. Total fees for a 7-year period

This is to include all original one-time costs as well as ongoing annual costs. If there are any additional ongoing annual costs other than previously stated – please describe the costs.

Option # 1 \$ _____

Option # 2 \$ _____

Option # 3 \$ _____

Option # 4 \$ _____

Any hardware requirements: _____yes _____no

If yes explain:

Additional Costs: *(i.e. hardware requirements)*

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Form of Proposal
Signatures

Company Name _____

Street Address _____

City / State/ Zip _____

Authorized Representative Signature _____

Representative Name (print) _____

Contact Phone Number _____

Contact Fax Number _____

Contact Email Address _____

ALSO SUBJECT TO THE TERMS AND CONDITIONS AS FOUND ON THE DMPS WEBSITE www.dmschools.org . THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED. THE BIDDER AGREES TO COMPLY WITH ALL PROVISIONS AND REQUIREMENTS AS DETAIL IN THIS REQUEST FOR PROPOSAL. THEY FURTHER AGREE TO PROVIDE ALL PRODUCTS AND SERVICES AS DEFINED IN THE SYSTEMS REQUIREMENTS AND THE TERMS AND CONDITIONS AS SPECIFIED IN THIS DOCUMENT. BIDDER AGREES TO COMPLY WILL ALL LOCAL, STATE AND FEDERAL LAWS. THE BIDDER ASSURES TO THE BEST OF THEIR ABILITY THAT ALL INFORMATION SUBMITTED IS ACCURATE AND WAS SUBMITTED WITHOUT COLLUSION WITH ANOTHER PARTY. BY SIGNING THIS PROPOSAL THE SIGNATORY CERTIFIES LEGAL AUTHORITY TO BIND THE PROPOSING ENTITY TO THE PROVISIONS OF THIS PROPOSAL AND ANY CONTRACT AWARD PURSUANT TO IT. BY SIGNING THIS DOCUMENT, THE BIDDER DECLARES THERE ARE NO CONFLICTS OF INTEREST BETWEEN THE BIDDER AND THE DISTRICT.

Proposal Reference Questionnaire

Proposer Name: _____

Please print your company's name prior to sending to the reference

The above named firm has given your name as a reference for the Des Moines Public Schools request for proposal of a time and attendance software system. Part of the District's evaluation of this firm will be based on the response to our reference request. We ask that you complete this form and return directly to:

Des Moines Public Schools
1915 Prospect Road
Suite 103- Purchasing
Des Moines, Iowa 50310

- 1.) What is the name of the individual, company, organization, or entity responding to this reference questionnaire?
 - i. Organization Name: _____
 - ii. Individual Name: _____
 - iii. Title: _____
 - iv. Telephone Number: _____
 - v. E-mail Address: _____
- 2.) What product / service did the Proposer provide to your company or organization?
- 3.) What is the level of your overall satisfaction with the reference subject as a provider of the product or service described above? *(1 least satisfied to 5 most satisfied)*
- 4.) If the product / services provided by the Proposer are completed, were those product / services completed in compliance with the terms of the contract, on time, and within budget? If not, please explain.
- 5.) If the product / services provided by the Proposer are in progress, are those product / services being provided in compliance with the terms of the contract, on time, and within budget? If not, please explain.
- 6.) How satisfied are you with the Proposer's ability to perform on you expectations and according to the contractual agreements? *(1 least satisfied to 5 most satisfied)*
- 7.) In what areas of service does / did the Proposer excel?
- 8.) In what areas of service does / did the Proposer fall short?

Proposal Reference Questionnaire

Proposer Name: _____

Please print your company's name prior to sending to the reference

The above named firm has given your name as a reference for the Des Moines Public Schools request for proposal of a time and attendance software system. Part of the District's evaluation of this firm will be based on the response to our reference request. We ask that you complete this form and return directly to:

Des Moines Public Schools
1915 Prospect Road
Suite 103- Purchasing
Des Moines, Iowa 50310

- 9.) What is the level of your satisfaction with the Proposer's project management structures, processes and personnel? *(1 least satisfied to 5 most satisfied)*

- 10.) Considering the staff assigned by the Proposer to deliver services described in response to question 2 above, how satisfied are you with the technical abilities, professionalism, and interpersonal skills of the individuals assigned? *(1 least satisfied to 5 most satisfied)*

- 11.) Would you contract again with the Proposer for the same or similar services?
(1 least likely to 5 very likely)

- 12.) Please record any comments regarding the products/ services provided by this Proposer.

Reference Signature: _____

Date: ____/____/____