

DISTRICT 2 PUBLIC HEALTH
HALL COUNTY BOARD OF HEALTH

July 25, 2016

REQUEST FOR PROPOSAL

For

Employee Time and Attendance
System

District 2 Public Health
1280 Athens Street
Gainesville, GA 30507
770-718-5086

District 2 Public Health, Gainesville, GA

Request for Proposal for an Employee Time and Attendance System

Submittal Deadline: 10:00 AM, Monday, August 29, 2016

**1280 Athens Street
Gainesville, GA 30507**

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District 2 Public Health REQUEST FOR PROPOSAL

Employee Time and Attendance System

I. Introduction

District 2 Public Health doing business as the Hall County Board of Health (herein referred to as "District"), invites qualified vendors to submit responses to its Request for Proposal (RFP) to furnish a cloud-based Employee Time and Attendance solution.

This RFP provides a formal and unrestrictive opportunity for the District to consider the services of responding vendors.

Questions about this process or the requirements must be in writing and forwarded via e-mail to Tamara.Butterworth@dph.ga.gov . No phone calls will be accepted. Questions must be received by August 17, 2016 to allow sufficient time to respond before the submittal deadline.

This RFP is broken into specific sections, which set out various requirements and itemized needs to be addressed by the vendor in its proposal. The specific sections are:

- I. Introduction
- II. Background Information
- III. Formal Submission Instructions
- IV. Format of the Submitted Proposal
- V. Requirements
- VI. Evaluation Criteria
- VII. Terms and Conditions of the Proposed Contract

II. Background Information

The District is headquartered in Gainesville GA and encompasses the thirteen counties in the northeastern corner of the state.

The District employs approximately 370 employees (mixture of hourly, part-time salaried, and full-time salaried). Employees are paid on a Semi-Monthly basis. Normal business hours are 8:00 to 5:00 Monday through Friday; however, a variety of different work schedules are utilized and can include evening and weekend work. Overtime is compensated in accordance with the Fair Labor Standards Act. Employees report to work at a number of facilities throughout the District, and may work in the field or at locations outside of the District.

Most of the District's IT infrastructure is located at the District Office, with individual facilities connected to the District and the internet via VPNs through several different connection types including fiber, DSL and cable. All District IT infrastructure is situated behind firewalls.

The Hall County Health Department main site currently utilizes a separate device, strategically located, for clock in and out purposes.

Accounting and Payroll services are handled in-house using Sage 100 ERP Accounting Software.

The vendor must describe any interface required to integrate with the District's infrastructure and software. The vendor shall be required to work closely with the District's Information Technology Department in assuring that the solution proposed will in no way compromise the security of the District's communication and information infrastructure.

The target “go-live” date for the Time and Attendance System is December 1, 2016.

III. Formal Submission Instructions

Sealed proposals from vendors (one original and one digital copy) will be received until **Monday, August 29, 2016 at 10:00 AM, legally prevailing time** by:

Purchasing Department
District 2 Public Health
1280 Athens Street
Gainesville, GA 30507

After the time and at the place noted above, the proposals will be publicly opened and read. No extension of the proposal period will be made.

Envelopes must be clearly marked on the outside as 'Employee Time and Attendance Proposal.'

In order for your proposal to be considered, the District is required by law to **receive at time of your submission** (10:00 AM, Monday, August 29, 2016) the E-verify document identified and attached as Exhibit A.

A **separate envelope** must accompany your submission **clearly marked on the outside as "E-verify Affidavit"**.

No proposal or bid may be withdrawn for a period of 30 days after time has been called on the date of opening. The District reserves the right to reject any or all proposals and to waive technicalities and informalities.

The proposal shall address your technical approach to furnishing a cloud-based Employee Time and Attendance solution to the District and shall address all informational, functional and general requirements of the RFP document. The proposal shall also include an itemized cost proposal for the scope of the services and deliverables required by this RFP. All costs necessary

to your solution must be included in your cost proposal. Any costs for optional components, if provided, must also be fully itemized.

Payment terms will be negotiated and be based on performance. Under no condition will payments be made prior to delivery of any services or products to be furnished and prior to successful operation of the time and attendance system. Prices proposed must be valid until November 30, 2016.

The proposal must be signed and dated by an individual authorized to enter into a binding agreement in the name of the vendor. Late proposals will not be accepted.

The District may issue change orders altering the original scope of work to address changes or unforeseen conditions necessary for the project completion.

IV. Format of the Submitted Proposal

A. The Technical Proposal

1. The Company
 - a. Name and address of company.
 - b. The name of the contact person that the District should contact for questions and clarifications concerning your company's proposal. Include phone number, fax number, and e-mail address.
2. References and Clients
 - a. A representative listing of references that the District may contact. Please include references where the company has completed engagements similar to this RFP, most preferably with County Boards of Health or Georgia State Agencies, along with a brief (one or two sentence) description of the application provided.
 - b. Include the length of the relationship you have had with each client you use as a reference. Please include contact information for each reference.
3. Provide a specific response to each of the requirements set out in **Section V: Requirements** of this RFP.
4. Explain your approach to problem resolution and how you will deal with problems that may arise in the operational use of your solution, including whether or not a third party is responsible for support.
5. Specify the information, space, equipment, staff, or other resources needed by the vendor to complete this project to the extent the vendor expects the District to provide such resources.

6. Include any other information that would assist the District in evaluating your company's experience and ability to furnish the requirements of this RFP.

B. The Cost Proposal

All costs must be included in your response. The District will not entertain any claims for extra costs not specifically stated in the proposal and agreed to in the contract.

1. A description of the services offered by the firm and the billing rates for these services in accordance with the requested services as described in the RFP.
2. The cost of the software system or service, broken out by module where applicable.
3. The cost of any specialized equipment called for in the proposal and the length of time or any warranty on the equipment. Separately state the cost per year of extending the original warranty. Do not include the cost of basic, commodity workstations, mobile devices, servers, etc.
4. A description of any licensing, maintenance, and support fees associated with the proposed solution.
5. A description of the travel schedule and associated travel, lodging, meal, or per diem expenses for any of staff who will spend time working in the District.
6. Detail any costs included in the proposal above, and summarize the total project costs as follows:
 - a. Total costs for the first year. This is to include all original onetime costs as well as the first year costs of any ongoing annual costs.
 - b. Total costs for the second year's ongoing annual costs.
7. Please include the names and addresses of any subcontractors and the portion of your proposal to be assigned to them as part of your cost proposal.
8. Supplemental/Optional Items
 - a. A description of training expenses, and whether the referenced training is to be held in the District or conducted remotely.
 - b. Pricing for both purchase and lease of time capturing devices (time clock hardware).
9. A signature and title of an officer or other individual of your firm authorized to enter into contracts.

District is not responsible for any cost a vendor incurs in responding to this RFP.

V. Requirements

The solution shall be capable of the functions listed in this section. A response is required for all items, with the exception of those marked "Optional".

A. Employee Time and Attendance System Functions

1. Support multiple concurrent application users. State any limitations by number and type.
2. Allow a minimum of 500 employees to be entered into and use the system. State any limitations to the maximum number of employee records allowed by the system.
3. Employee Leave Functions
 - a. Employee leave requests including employee or supervisor requests, supervisory review and approval, and administrative override.
 - b. E-mail notifications of actions made or required.
 - c. Employee and supervisor viewing of leave balances.
 - d. Unlimited different rule-based leave types. Leave rules and capabilities, which vary by type, include accruals, expirations, forfeitures, donations, conversions, and restorations. Leave types include, but are not limited to annual leave, sick leave, personal leave, forfeited leave, educational support leave, leave without pay, worker's compensation, military leave, FMLA leave, court leave, holidays, etc.
 - e. Leave types and accruals must be able to be individualized by employee, depending on the type of employee (salaried, hourly), hours worked, years of service, FLSA status, etc.
 - f. Describe additional features included in the leave function or module.
4. Employee Timesheet Functions
 - a. Employee timesheets to handle multiple work schedules, hourly and part-time/full-time salaried schedules, and compliance with overtime requirements.
 - b. Ability to record time against multiple cost pools per timesheet. Number and type of cost pools available for selection or entry to be individualized by employee. List any limitations to the number of cost pools able to be utilized by a single employee.

- c. Configurable, automated overtime and compensatory time rules and handling of exempt/non-exempt FLSA status.
- d. Electronic signature of timesheets by employees.
- e. Supervisory review and approval of employee time sheets. Ability for supervisor to enter or edit timesheet for employees, with documentation as "supervisor" entry.
- f. Administrator must be able to turn time sheets on or off and individualize by employee.
- g. Describe additional features included in the timesheet function or module.

5. Capturing Time

- a. Describe all the ways in which the proposed system can capture employee time, including options for an employee to punch in/out from a remote location.
- b. Supervisory review of time punches by employee. Ability for supervisor to enter time punches for employees, with documentation as "supervisor" punch.
- c. Administrator must be able to turn time capturing (time punches) on or off and individualize by employee.
- d. List physical time capturing devices, such as time clocks, including proprietary and from other vendors, with which the system can interface.
- e. (Optional) If the provision of timeclock hardware is an option from vendor, give specifications, to include type of hardware available, interface type, whether or not the system is capable of using RFID data to clock in/out, etc.

6. Other Functionality

- a. Administrator ability to input, modify, and update employee and supervisor information and to set rights and individualize options as described above.
- b. Customizable, rule-based notices, such as due date reminders for leave or timesheets, or short term disability reminders for staff on FMLA.
- c. Briefly describe other modules/functionality which could be added to expand the capability of the system across personnel administration at a future date.

- i. Specify all Human Resources modules available, excluding payroll, but not limited to new hire access for on-boarding, payroll/benefit information, policies and policy signoffs, document uploading, transfers, resignations, promotions, and data reports, etc.

B. Interface to Payroll

1. Ability to interface with or export data to Sage 100 ERP accounting software and payroll system. Describe any version specificity or limitations.
2. Ability to export data to Excel spreadsheet in a format which can be used for local interface report creation and importation into Sage 100 ERP accounting and payroll system.

C. System

1. Web interface that is fully functional on the Microsoft Windows platform. State any version requirements for the browsers and Windows operating systems.
2. State if a mobile app (Android and/or i-Phone) is available. Indicate any functionality that is missing on the app version.
3. Automatically adjust to time and date changes due to the number of days in the month, daylight savings time, leap year, etc.
4. System operable 24 hours a day, 7 days a week, and 365 days a year.
5. Allow for all routine and administrative functions without going offline or suffering noticeable degradation of performance.
6. Describe system for data storage, data backup and data restoration, as well as the data integrity and data security practices used to safeguard your client's employee data.
7. Describe practice and options for data transfer should contract end with the District.

D. Reporting

1. State the format(s) in which reports are available to employees, supervisors, or administrator (i.e. pdf, html, excel).
2. List pre-defined reports available to employees, supervisors, or administrator.
3. Specify ability of administrator to pull or create customized reports in addition to reports listed above, and whether or not vendor assistance is required.

E. Security

1. Have robust levels of security for supervisors and employees.
2. Individual functions can be selectively turned on and off for individual employees/managers. Unavailable functions and tabs removed from screen and drop down menus, such that an employee won't see an option if they don't have access to it.
3. Maintain an audit trail that tracks changed data, and holds original data and user name of the person modifying an item.

F. Training

1. (Optional) Describe training options available for both system administrators and users.

G. Support

1. Describe process for initial set-up and support, including leave type and rule inputting, and current leave balance transfers. Specify any aspects of initial set-up that the District must perform, as well as any that either the vendor or the District may perform.
2. Describe approach to ongoing customer support, including hours of operation and any use of automated call centers or outsourced support.

VI. Evaluation Criteria

- A. In making its selection, the District will consider cost, but will also consider the combination of attributes that best provides the desired solution, in the opinion of the District. Consideration will be given to vendor's qualifications and experience, client references, vendor's technical description in response to Section V – Requirements, integration capability with current Accounting and Payroll Software, Cost Proposal, and other considerations.
- B. As part of the evaluation process, vendor may be requested to demonstrate the system before a group of end users. Any information gained during the presentation(s) may be used in the evaluation of your proposal. Failure to honor this request may be grounds for rejection of your proposal with no further consideration given to your proposal. The District is under no obligation or requirement to request vendor presentations or to entertain vendor presentations.

VII. Terms and Conditions of Proposed Contract

- A. Any agreement, if required, such as license agreements or other information that the District must review from the proposer's firm shall be received with your proposal response.
- B. Upon evaluation of the RFP, the District has the right to enter into negotiations with multiple proposer(s) not necessarily the proposer with the lowest cost submission. Negotiations could include, but are not limited to, price, functionality requirements, terms and conditions. However, issues may arise that the District may not negotiate due to state fiscal policies, state laws or District policies. If for any reason a proposer and the District cannot arrive at a mutual agreement, the District reserves the right to terminate negotiations, reject the proposal and to continue negotiations with other responsive proposers.
- C. The District reserves the right to issue any resulting contract to the firm whose proposal in the District's judgment most nearly conforms to the District's requirements and best serves the needs of the District. The District reserves the right to award a contract to other than the lowest proposer if the interests of the District are best served. The District reserves the right to waive all technicalities in selecting or rejecting any or all proposals that satisfy or fail to satisfy respectively, the District's best interest.
- D. The vendor is an independent contractor and will not, under any circumstances, be considered an employee, servant or agent of the District. Neither the vendor nor its employees have any authority to bind the District in any respect.
- E. Work assigned under the terms of this request for proposal cannot be reassigned, transferred or subcontracted without prior written approval of the District.
- F. The term of any contract will be determined after review of all vendor submissions and after a potential vendor is selected. The District operates on the Georgia state fiscal year.
- G. The vendor shall comply with the Georgia Security and Immigration Compliance Act.
- H. Any contract shall be governed by the laws of the State of Georgia.
- I. Performance of the contract shall comply with all applicable Federal and State laws and regulations.
- J. The District shall have no liability except as specifically provided in any contract.
- K. The vendor shall be required to provide copies of bonding, business license, and liability insurance with contract.
- L. Either party must be able to terminate any contract by providing the other with thirty days' prior written notice. Any contract will terminate immediately and absolutely at such time as funds are no longer available to satisfy the obligations of the District under the contract.

M. The vendor agrees to comply with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and its amendments, rules, procedures, and regulations. HIPAA may require the vendor to sign a Business Associate Agreement.

EXHIBIT A

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with *Hall County Board of Health* has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with *Hall County Board of Health* contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the *Hall County Board of Health* at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent
SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20__

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)