



**TOWN OF STRATFORD
Request for Proposal
RFP #2011-029**

**TIME AND ATTENDANCE SYSTEM
For the Stratford Board of Education**

The Stratford Board of Education is seeking proposals from qualified vendors to provide an electronic time and attendance system.

A. PURPOSE

The Stratford Board of Education (Board) is soliciting the service of a time clock vendor to provide time and attendance services in accordance with the provisions contained in this request for proposal.

B. SCOPE OF SERVICES

The Board is exploring the feasibility of putting into place a process that will capture all the time and attendance of our certified and non-certified staff, and hourly employees and ultimately transfer that data into our current payroll applications.

The Board's payroll software company, Alio Financial Software, will create the employee file that will be used to populate the time and attendance program. They will make available on a daily basis any changes or updates to the original data and the vendor's program will need to be able to import that data at a time to be determined (overnight) to update the time and attendance records respectively.

The Board is seeking a high quality, functional, reliable, manageable, and cost effective solution to our time and attendance requirements. There will be significant emphasis placed on the demonstrated ability of the vendor to consistently deliver a first-class product on time, every time. The Board will also place a high value on flexibility to adapt and respond to the Board's needs at no additional cost once training and the program has been signed off on as complete. All updates made by the vendor to their system shall be made available to the Board at no additional cost.

The vendor will be able to generate a file in the format as designated by our financial software company. This file is what will be exported to our payroll application for payment of our employees.

C. BOARD INFORMATION

The Board currently has approximately 1,200 employees, of which 350 are hourly employees. Hourly, non certified employees are currently required to fill out time sheets on a bi-weekly basis and anytime during the week when the pay period closes.

The school system has fourteen (14) workplaces which consist of two (2) high schools, two (2) middle schools, nine (9) elementary schools, one (1) Alternative High School, and a Central Office. It is anticipated that the work places will need time clocks placed in accordance with the following schedule:

2 - High Schools	2 Time Clocks each
2 - Middle Schools	2 Time Clocks each
9 - Elementary Schools	1 Time Clock each
1- Alternative High School	1 Time Clock
1 - Central Office	1 Time Clock

The hardcopy timesheets are used mainly to track leave and calculate additional time or overtime, leave codes are also used for days not worked. Most all of our non-certified employees' salary is annualized; therefore, we may want only to capture and have transmitted to payroll those hours that exceed their contract. In addition, we have both non union and union employees, who are permanent and part-time employees, with various payroll requirements

D. INSTRUCTIONS TO VENDORS:

Vendors should provide the following information:

- ✓ Vendor's executive summary: information about your company.
- ✓ A minimum of three (3) references demonstrating vendor's ability to deliver reliable, consistent time and attendance data that can be fed into the Board's payroll system.
- ✓ Products/Services
- ✓ Minimum system requirements
- ✓ Recommended system requirement
- ✓ Time Clock options and pricing:
 - Remote data terminals (time clocks)
 - Ethernet interfaced
 - Bio-metric -finger or hand
 - Power over Ethernet capability
- ✓ Training options and pricing:
 - On site training
 - Web based training
- ✓ Systems Support options with pricing:
 - Standard systems contract
 - Extended maintenance contract (option)

- ✓ Management/Supervisor access/license and pricing:
 - Real-time
 - Ability to set Board's policy and procedures
 - Ability to make corrections
 - Hard Copy Reports (Daily, Pay Period, Other)
- ✓ Technical Requirements
 - Detail security capabilities of Vendor's product.
 - Multiple levels of user authority.
 - Provide backup plan and disaster recovery plan

Complete breakdown of costs and how they are billed (monthly, quarterly, annually). We would also like to see the price breaks for the different number of participants (100-500) (500-1,000) (1,001-1500). Vendor should submit five (5) copies of their RFP's according to the time frames and instructions listed under terms and conditions.

E. OTHER SERVICES

The Board requires a designated account service representative that we may contact with any questions or problems with our product.

Please provide information on your institution's service level standards.

Board staff, in their sole opinion, must be satisfied with the types of services, the expertise, and competence of the vendor's personnel assigned to the Board. The vendor proving to be the most compatible, beneficial, and cost effective will be selected to provide services to the Board.

Vendors may also offer other services you find beneficial to the Board. Detail of services should be attached to the proposal in order to permit proper evaluation thereof.

Mr. Michael Feeney, Chief Operating Officer, will serve as proposal coordinator. This individual may be contacted at the Stratford Board of Education, 1000 East Broadway, Stratford, CT 06615. Phone number: 203-386-3149. Technical questions on the procurement process should be directed to Mr. Michael Bonnar, Purchasing Agent. This individual may be contacted at the Stratford Town Hall, 2725 Main Street, Stratford, CT 06615. Phone number: 203-385-4044.

Sealed proposals (Five (5) copies) must be received by the Purchasing Department, Stratford Town Hall, 2725 Main Street, Stratford CT 06615 ATTN Mr. Michael Bonnar by Friday, 11:00 am April 29, 2011. Responses received after this date and time will not be considered.

Conditions for Proposal

1. The Board of Education reserves the right to reject any proposal if it is deemed in the best interest of the Town of Stratford, Connecticut, Stratford Board of Education, and its students.
2. The Board of Education reserves the right to grant an award in total or for any part thereof for the items or services being proposed. In addition, the Board of Education reserves the right to award this proposal as a package in conjunction with other proposals for similar services/supplies/equipment. The Board reserves the right to award this proposal with preference to State of Connecticut contract holders, and/or local vendors and companies who currently provide services to clients utilizing the Alio Financial Management Software System. When the Stratford Board of Education is evaluating the Request for Proposals, a significant amount of preference will be given to companies that: 1.) have worked with Alio Financial Software, and 2.) have excellent references from current clients.
3. The submission of a proposal shall be conclusive evidence that the vendor has satisfied themselves to the requirements of the proposal specifications, and any controlling conditions which may exist.
4. Vendor may not withdraw their proposal for a period of one hundred twenty (120) days from the date of the proposal opening. The Board of Education and the vendor may mutually agree to extend the time limit.
5. In determining the ranking of qualified proposals, the Board of Education may consider, in addition to price, the quality, availability and type of items, the vendor's experience, the sufficiency of the financial resources of the vendor, and the reputation of the vendor for ability, integrity, judgment and performance, as well as the ability of the vendor to provide future services/supplies/equipment.
6. It is anticipated that the goods and/or services will be needed for the ensuing school year, but the Board of Education reserves the right to cancel or alter this contract because of enrollment changes, budget considerations or for any unforeseen circumstances which require a change.
7. All proposed prices are to consist of the complete costs, including shipping charges. All deliveries must be made prepaid and must be delivered to the location subsequently designated on the purchase orders at no cost over and above the proposal price specified in the proposal. Deliveries must be made inside of the building designated on the purchase order. In no case will we accept / collect shipments or sidewalk deliveries. A packing slip shall be included in each shipment. All packages must be clearly marked for the recipient and content(s).

8. **ALTERNATIVES:** When proposing an alternative item, provide the brand name and model identification on the proposal specification sheet(s). In order for alternatives to be considered, complete specification and catalogues describing the project must accompany the proposal. The Stratford Board of Education reserves the right to request equipment samples on specific items.
9. **SUBSTITUTIONS:** Detail substitutions by name or catalogue number, and detail the net difference in cost to the Stratford Board of Education on the specification sheet(s). Listed substitutions will be considered for approval only after the award of the contract; the Stratford Board of Education reserves the right to require the originally specified material or equipment at the price submitted by the vendor in his/her proposal; notwithstanding the fact that the vendor may have based a price for a specific item on a proposed substitution. In this regard, the determination shall be made in good faith, on the basis of quality and type of article specified. Any benefit in price reduction due to a substitution shall accrue to the Board of Education.
10. **FORM AND STYLE OF PROPOSAL:** All blanks on the specification(s) form, except where otherwise requested, shall be filled in by typewriter or manually in ink.
11. **WARRANTIES:** Whenever an item or service is covered by a specific product or service warranty, such warranties must be submitted with the official proposal or quotation specification sheets. All such warranties shall be to the benefit of the Board of Education.
12. Provide samples of similar work with proposal documents.
13. See attached specification cover sheet to be used.

NOTE: By bidding on this contract the vendor agrees that any or all past clients may be contacted by the Stratford Board of Education. The vendors, by bidding on this contract agree to release and discharge for the vendor him/herself, his/her heirs executors administrators and assigns, release, acquit and forever discharge the Town of Stratford, its Board of Education and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the Town of Stratford, its Board of Education, to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client(s) contacted.

COST PROPOSAL SHEET

Date: _____ Company Name _____

Description	Price
Application Software Proposal	
A.) 100 to 500 Employees	\$ _____
500 to 1,000 Employees	\$ _____
1,001 to 1,500 Employees	\$ _____
B.) Set up Costs	\$ _____
C.) Installation of Time Clocks	\$ _____
D.) Price for Licensing and Annual Maintenance	\$ _____
E.) Training / Consulting	\$ _____
F.) Other Costs (Describe) _____	

	<u>TOTAL PROPOSAL COSTS</u> \$ _____

Additional Information

- 1) Base number of Clocks Provided _____
- 2) Number of Training Hours Included
On-Site: _____
Remote or Web-based _____
- 3) Cost for each additional Time Clock (3 year hold on price) \$ _____

Name: _____

Signature : _____

Title : _____