

Title and Summary

Request for Proposals:	No. FY12-1014
Request for Proposals:	Time and Attendance Software/Hardware
Request for Proposals:	As follows:
	<ul style="list-style-type: none"><li>• 09/29/2011</li><li>• <a href="http://www.orangeburgcounty.org/">http://www.orangeburgcounty.org/</a></li><li>• bulletin board, 3<sup>rd</sup> Fl., Admin. Centre</li></ul>
Invitation Composition	Request for Proposal FY12-1014 is composed of the following:
	<ul style="list-style-type: none"><li>• Title and Summary pages</li><li>• Code Articles 1 through 7</li><li>• Scope of Work/Specifications</li><li>• Vendor Qualifications and Information</li><li>• Evaluation Criteria</li><li>• Certified Cost Proposal Sheet</li><li>• Certification of No Exceptions</li><li>• Certification of Preference(s)</li><li>• Addendum Acknowledgements</li></ul>
Invitation Amendments:	If any, will be published/posted on the following:
	<ul style="list-style-type: none"><li>• <a href="http://www.orangeburgcounty.org/">http://www.orangeburgcounty.org/</a></li><li>• Bulletin boards located in/on<ul style="list-style-type: none"><li>○ 3rd Floor Administrative Centre, Procurement</li></ul></li></ul>
Contracting Entity:	Orangeburg County, South Carolina (“Owner”) A political subdivision of the State of South Carolina
Procurement Coordinator:	Procurement Director Jannella Shuler Orangeburg County Procurement Office 1437 Amelia St. (“Administrative Center”) Orangeburg SC 29115 (803) 533-6121 Office phone number (803) 535-2307 Office fax number <a href="mailto:jshuler@orangeburgcounty.org">jshuler@orangeburgcounty.org</a>

## Pre-Submission of Proposals

- Questions:

If proposers have questions, same shall be

Directed to Procurement Director

Mode of Communication via e-mail only

No later than 10:00 a.m. on

October 5, 2011

## Proposals:

- Submission Composition:

Each submitted proposal is required to be composed of the following, including fully completed and executed forms:

- Code and Articles Acknowledgment
- Certified Bid/Proposal Sheets
- Addendum Acknowledgment
- Vendor's Certification of Qualifications and Information
- Certification of No Exceptions
- Certification of Preference(s)

- Submission Deadline:

11:00 a.m. on October 14, 2011

- Submission Location:

Administrative Centre, 3<sup>rd</sup> Floor Procurement Office

- Opening Time:

11:05 a.m. on October 14, 2011 (Only name of proposers will be read aloud)

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- Opening Location:

Administrative Centre, 3rd Floor Training Room

## Special Conditions

### Intent/Award/Contract:

The intent to award, the contract regarding FY12-1014 is subject to the following special conditions:

- Only as stated in the documents that compose the Bid

Code and Articles Acknowledgement

Request for Proposal FY12-1014 Time and Attendance Software/Hardware

Incorporation by Reference.

Articles 1 through 7 of the Code are incorporated by reference as if set forth verbatim in this Invitation to Bid. As stated in the Code, by submitting a proposal, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.

**ACCESS TO CODE.** On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the "Code"). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html> In addition; a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

<http://www.orangeburgcounty.org>

Method of Source Selection.

The source selection method applicable to this procurement is Competitive Sealed Proposal Services, see Code §5-304.

The undersigned vendor understands and agrees to be bound to the Code regarding all matters arising from the Request for Proposal identified above.

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Printed Vendor Name

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Signature of Vendor's Authorized Agent

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Printed Name of Vendor's Authorized Agent

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Title with Vendor of Vendor's Authorized Agent

## Background

The County of Orangeburg is seeking proposals from qualified vendors to provide a centralized Time and Attendance management system to record and track employee hours and work schedules of various departments throughout Orangeburg County. Orangeburg County currently employs approximately 750 hourly employees. Employees are required to fill out time sheets on a bi-weekly basis. The process of gathering the data varies throughout the County. Currently, all employees record their time worked onto their hardcopy timesheet signed by the employee. The supervisor also signs the timesheet after verifying employee time recorded. If a supervisor makes changes in an employee's recorded time they are required to initial it. The Payroll clerk keys the data into SunGard / HTE Payroll applications.

## Scope of Work

The vendor shall furnish all installation, implementation, labor, testing, training and materials necessary for the installation of an automated time and attendance system as described herein. The preferred system should make use of web technologies for reporting and administration to collect data from several different input sources, (1) biometric system (hand scan or finger print) to capture and record sign-in and sign-out times at the physical locations, (2) PC transactions but not to be limited to arrival and departure, (3) telephone, with a reliable and secure means of collecting and recoding time and attendance. In addition the system should be able to easily and effectively integrate with other Orangeburg County systems through APIs or some other automation mechanism.

For each function requirement, the vendor must indicate whether the proposed system will require customization in order to support a specific function. For each requirement that is not an existing capability, the vendor must indicate the cost to develop such capability or function. Please list on separate sheet not on Certified Bid Sheet.

## REQUIREMENTS/SPECIFICATIONS

### ➤ **Functional Requirements**

#### Automation Process

- Eliminate need to use a manual data entry system.
- Software that will automatically track employee working time.
- Provide supervisor with a user friendly review, sign-off process, the ability to input missed punches, planned vacations, sick time, and other PTO types.
- Employee transactions, whether originating from PC workstations or other Data Collection mediums, will be written out immediately to disk, without delay, and available in real-time for reviewing time worked.
- The system will have the ability to collect data from several different input sources.
- Initially the County will use three different input sources for data collection: 1) one biometric "Hand Punch" device for 100 people; 2) telephone entry for 118 people and 3) PC entry for 532 people.
- Biometric device should be tamper proof – They should have the ability to register and stored hand print templates locally, but should also permit access to there templates from a centralized repository.
- Allow for a standard work day to be set up and allow for deviations from standard work day.
- Allow for an automated procedure for corrections both pre-validation and post-validation and track history.
- Future needs may require additional sources for collecting data (i.e. proximity cards, card swipes). Software needs to be flexible enough to build on initial investment.

#### Reporting

- Provide efficient reporting tools that meet normal industry standards.(Optional-provide samples)
- The capability of producing a timesheet that employee can sign as verification of time worked.
- Provides the ability to track employee attendance and tardiness.
- Ability to do "ad hoc" reports as required by County

#### Interfaces

- Ability to provide employee time data for SunGard/HTE payroll package seamlessly.

## ➤ **Technical Requirements**

### Security:

- Detail security capabilities of Vendor's product.
- Multiple levels of user authority per employee.
- Biometric devices will use Hand Biometry by Recognition Systems for employee authentication.
- Telephone and PC input sources needs to use user authentication.

### Data/Input Sources

- Vendor will describe database, storage and system requirements for functions.
- Product supports data backup capability that can be completed daily.
- The system will be hosted on a County server. Detailed hardware/software requirements to run this system need to be provided.
- Detailed PC requirements for client machines to be provided.
- Detailed specifications for recommended Biometric Hand Punch and Telephone devices to be provided. Biometric device needs to be able to connect to standard UPS as a safeguard against power surges/outages.
- Provide data format for file export and import.

## ➤ **Installation and Training Requirements**

### Installation

- Vendor will document system and application configurations, user parameters, based upon best practices, to achieve optimal performance of their application.
- Provide for installation of software and biometric device.
- Ability to import employee information from current system.
- Vendor must furnish operating manuals within thirty (30 Days after Contract Award

### Training

- Provide initial training and documentation for users. Training must be on-site
- Provide training sessions (online) for remote users.
- Provide training following an upgrade.
- Training must be on-site

## ➤ **Technical and Maintenance Support Requirements**

### Support

- Vendor must be able to provide ongoing technical support as required by County
- Provide annual technical/software agreements and maintenance costs after first year. (The effective date of any maintenance service agreement will be the day following the date of the warranty period expiration.)
- Provide for upgrades as part of ongoing maintenance costs.
- Provide maintenance agreement/support for biometric device
- Provide sample maintenance agreements.

## Vendor Qualifications and Information

Request for Proposal FY12-1014 Time and Attendance Software/Hardware

**Vendor shall provide with its RFP, the following which should be collated, fastened together, and clearly labeled "Vendor's Certification of Qualifications and Information for Request for Proposal FY12-1014. Vendors interested in being considered for this proposal should respond with one (1) original and two (2) copies of the following information:**

PROPOSAL REQUIREMENTS:

- 1. LETTER OF INTEREST-** limit to two printed pages
2. Qualifications and experience of staff: Identify the team (partners, manager's or seniors, etc. ) that will be responsible for providing the required implementation, installation and training services, and provide a brief summary for each proposed team member to include experience on similar governmental projects. Also indicate the specific individual who will serve as the day-to day contact and be responsible for the work product of the proposal. This individual must be available to respond to specific inquires and calls with a 24 hour notice.
- 3. BUSINESS ORGANIZATION:** State the Offeror's full name and whether the firm is a partnership, corporation, or sole proprietorship. Identify the office and it's location that will be primarily responsible for performing the services described herein and any sub consultants proposed for these services.
- 4. PREVIOUS EXPERIENCE/CAPABILITY:** Offerors shall provide (3) positive contracted references familiar with the vendor's demonstrated ability in providing the services on a scale comparable to that described in this RFP.
- 5. A DESCRIPTION OF ANY LITIGATION WITHIN THE LAST 10 YEARS TO WHICH VENDOR HAS BEEN A PARTY.**
- 6. Implementation Plan** – implementation plan shall describe the method to be used to assure continuity of service and/or to minimize disruptions to existing operations. Any personnel requirements that will be the responsibility of Orangeburg County must be specified in this section of the response. If not, any unspecified items will be the responsibility of the selected vendor including any associated costs. The schedule upon which the implementation will be accomplished must also be set forth. The actual implementation must take place over a period of time acceptable to Orangeburg County and with a minimal disruption of service.
- 7.** A statement of the Offeror's flexibility in performing the work with the firm's current workload.
- 8.** The Vendor must submit a copy of the most recent financial report of the company or other acceptable documentation of vendor's financial stability that is acceptable to County.
- 9.** Any additional information that may prove to the County the Offeror's ability to provide the requested services in this RFP

### Evaluation Criteria

RFP No. FY12-1014 Time and Attendance Software/Hardware

If Orangeburg County decides to go forward with the procurement, the award shall be made to the vendor whose request for proposal determines to be the most advantageous to the County taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the County's review and/or verification of the Vendor Qualifications Responses. The factors to be considered in evaluating are as follows, and are listed in order of relative importance: (see note below)

Operational cost that the County would incur if the proposal is accepted;

Quality of the product or service, or its technical competency;

Reliability of delivery and implementation schedules;

Maximum facilitation of data exchanged and system integration;

Warranties, guarantees, and return policy;

Vendor financial stability;

Industry and program experience;

Prior record of vendor performance;

Vendor expertise with engagement of similar scope and complexity;

#### (Note)

The method of selection, Competitive Seal Proposals, does not require a numerical weighting for each factor. See Code §5-304.7.

Cost Proposal Sheet

Application Software Proposal  
(Software to include employee viewing/time entry)

Proposed Cost

A.) 100 employees – Biometric (Hand Punch Device) \$ \_\_\_\_\_

B.) 100-120 employees – Telephone entry \$ \_\_\_\_\_

C.) 500-540 employees – PC entry \$ \_\_\_\_\_

D.) Application Hardware 1 Biometric Hand Device \$ \_\_\_\_\_

E.) Installation/Implementation of Software & Hardware \$ \_\_\_\_\_

F.) Training / Consulting \$ \_\_\_\_\_

G.) Other Negotiable Costs (Describe) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL PROPOSAL COSTS \$ \_\_\_\_\_

Additional Information

1) Base number of Hand Biometric Devices \_\_\_\_\_

2) Number of Training Hours Included  
On-Site: \_\_\_\_\_

Remote or Web-based \_\_\_\_\_

3) Cost for each additional Hand Biometric Device (3 year hold on price) \$ \_\_\_\_\_

Cost Proposal Sheet (con't)

1. The Total Proposed amount, above, is inclusive of all costs to include labor, supervision, materials, supplies, transportation, permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the scope of work/services described in this Request for Proposal FY12-1014.

2. Warranty: The vendor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the vendor gives any entity for such goods or services. At a minimum, all work shall be guaranteed by the vendor against defects resulting from the use of inferior materials, equipment, or workmanship for one (1) year from the date of final acceptance of the entire project by Orangeburg County in writing. Attached copy if available

3. Vendor understands and agrees that, due to budget constraints, Orangeburg County reserves the right to adjust or amend the work requirements and/or negotiate with the lowest, most responsive, qualified, and responsible bidder in an effort to reach a cost that is fair, reasonable, and acceptable to both parties.

4. The foregoing proposal: contains proposal prices that are firm for a minimum of 90 days from the date of opening; is made without prior understanding, agreement, or connection with any other submitting vendor; and is in all respects fair and without collusion or fraud.

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Printed Vendor Name

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Signature of Vendor's Authorized Agent

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Date of Signature

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Printed Name of Vendor's Authorized Agent

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Title with Vendor of Vendor's Authorized Agent

Certification of No Exceptions  
Request for Proposal FY12-1014 Time and Attendance Software/Hardware

The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Invitation to Bid and the incorporated Code as a contract term. See Code §4-302. In connection with that requirement, a vendor must complete this certification and include it in its submission.

Vendor certifies the following regarding its bid:

1. Vendor AGREES to all of the terms of the Invitation to Bid (including the incorporated Code terms) and takes NO EXCEPTIONS:  Yes  No

2. Vendor does NOT AGREE to all of the terms of the Invitation to Bid (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below:

Yes  No

Vendor's Identification Of Excepted Term	Description of vendor's substituted term	Initials
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Exception 1:

Exception 2:

Exception 3:

Exception 4:

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the Invitation to Bid (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

\_\_\_\_\_  
Printed Vendor Name

\_\_\_\_\_  
Signature of Vendor's Authorized Agent

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent

Certification of Preference(s)

Request for Proposals FY12-1014 Time and Attendance Software/Hardware

The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

Preference 1. Vendor is a resident of the State of South Carolina:	<input type="checkbox"/> Yes	<input type="checkbox"/>
<input type="checkbox"/> No		
Preference 2. Vendor is a resident of Orangeburg County, SC:	<input type="checkbox"/> Yes	<input type="checkbox"/>
<input type="checkbox"/> No		
Preference 3. Vendor is an MBE:	<input type="checkbox"/> Yes	<input type="checkbox"/>
<input type="checkbox"/> No		

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

\_\_\_\_\_  
Printed Vendor Name

\_\_\_\_\_  
Signature of Vendor's Authorized Agent

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent

Addendum Acknowledgement

Request for Proposal FY12-1014 Time and Attendance Software/Hardware

Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

<u>Addendum No.</u>	<u>Addendum Date</u>	<u>Initials of Vendor's Authorized Agent</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Printed Vendor Name

\_\_\_\_\_  
Signature of Vendor's Authorized Agent

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

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Title with Vendor of Vendor's Authorized Agent