

# **Columbiana County Department of Job and Family Services**

## **Request For Proposal**

### **Time and Attendance System / Service**

Issue Date: July 23, 2018

Deadline for Submission  
of Proposals: Columbiana County Department of Job and Family  
Services

7989 Dickey Dr. Suite 2  
Lisbon Ohio 44432

Contact information for  
Technical assistance: Michael Roofner, MIS Specialist  
Human Resources  
Columbiana County DJFS  
7989 Dickey Dr. Suite 2  
Lisbon Ohio 44432  
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## **Section 1 Purpose**

The Columbiana County Department of Job and Family Services (CCDJFS) announces the release of a Request For Proposal (RFP) for the purpose of selecting a vendor(s) to provide Time and Attendance System / Service. Interested vendors are required to follow the procedures outlined below.

## **Section 2 Scope of Work**

Each bidder must submit a summary of the product / system that they wish to provide that will meet the following objectives and or guideline:

- System must be able to interact with County Auditor's computer system (Harris Computer System)
- Serve up to 175 Employees
- Hire to retire package, to include integrated application, scheduling of interviews, pre-hire processing and employee forms inclusion.
- Allow employee access from any type of device, to include GPS logging from mobile devices.
- Generate payroll
- Ease of use, which includes a user-friendly interface
- Time collection flexibility
- Electronic leave requests and approvals, accruals, and usage.
- Audit and reporting capabilities
  - Desktop
  - Email
- Reduced data entry
- Accruals capacity - calculates the balances of each employee's available benefit time, such as vacation, personal, sick time, accumulated comp and FMLA.
  - Vacation
    - ◆ only allowed in .25 hour increments
  - Personal
    - ◆ only allowed in 1 hour increments
  - Sick time
    - ◆ only allowed in .25 hour increments
  - Accumulated comp
    - ◆ used by the minute
  - FMLA
    - ◆ Track the hours an employee has worked toward the 1250 hours required for FMLA eligibility
    - ◆ Track FMLA leave concurrently with other types of leave (i.e. state mandated leave, company medical leave, short-term disability, long-term disability)
- Set carryover limits to restrict the amount of time that can be accrued and carried from year to year
- Support unlimited different pay codes and accruals including codes for vacation, sick leave, leave without pay, bereavement leave, workers' compensation, military leave, FMLA leave, jury duty, etc.
- Support: work schedules (fixed, flex, rotating, as-needed); shift differentials; hourly and salary compensation

- Unlimited shift schedule definition and assignment or no schedule assigned.
- Unlimited different pay and attendance rules and policies to support each group
- The system must produce the following reports using accurate, up-to-the-minute data:
  - ◆ individual employee time sheet,
  - ◆ daily hours by time by project/employee/division/department,
  - ◆ biweekly hours by project/employee/division/department,
  - ◆ monthly hours by project/employee/division/department
  - ◆ exception report by employee/division/department,
  - ◆ absentee report by employee/division/department,
  - ◆ punch detail,
  - ◆ weekly time card by employee/division/department,
  - ◆ vacation and sick leave reports reflecting usage history,
  - ◆ accruals and balances,
  - ◆ leave history for all leave types,
  - ◆ overtime tracking and monitoring including overtime asked/refused,
  - ◆ employee schedules,
  - ◆ history/archival reports,
  - ◆ punch edit history.
- Reports must be available containing history (weekly, biweekly, monthly, annual, etc.) of various data including sick leave, late punches, absenteeism, etc.
- All Reports available in user selected format: HTML, PDF and Excel spreadsheet
- Allow for multiple users access, supervisors would manage their workers
  - ◆ Supervisory ability to review and act upon on-line
- Communication with offsite payroll processor, using Harris software, or ability to create export file that can be transferred and imported into offsite payroll processor's software.
- Data Integrity and Backups
  - ◆ The system must be operable 24 hours a day, 7 days a week, 365 days a year.
  - ◆ The system must provide for data integrity in the event of power outages or damage to all or part of the database platform.
  - ◆ The system must allow for punching, editing, calculating, rounding, reporting, and system backup without going offline or suffering noticeable degradation of performance.
- Software
  - ◆ TAS (Time & Attendance Service) software license
- Application must be compatible with agency's current hardware, Microsoft window server 2012R2 and Microsoft SQL server 2012.
- Implementation services
- Post-warranty support
- CCDJFS seeks to purchase this system with the availability of an ongoing maintenance agreement

### Section 3 Available Funds

The amount of any award is dependent upon the availability of funding through allocations received from the Ohio Department of Job and Family Services.

### Section 4 Submission Criteria

Proposals must be submitted to CCDJFS in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

Proposals must be received no later than **4:30 P.M. on August 17, 2018**

Proposals must be mailed or hand delivered to Columbiana County Department of Job and Family Services, ATTN: Rachel Ketterman at 7989 Dickey Dr. Suite 2., Lisbon, Ohio. Proposals may also be emailed to [rachel.ketterman@jfs.ohio.gov](mailto:rachel.ketterman@jfs.ohio.gov). Faxes will not be accepted. No confirmation of mailed proposals received can be provided. Materials received after the deadline date will not be added to previous submissions and will not be considered. Proposals must be **typed** using a **12-point font, double spaced on 8.5 X 11 paper**.

One original and **4 copies** of the proposal must be submitted.

The Cover sheet (Exhibit I) of the proposal must be **signed** by the bidder's authorized representative (Attachment I).

An index page should be included at the beginning of your proposal.

All pages shall be **sequentially numbered**.

It is mandatory that proposals be organized in the requested order, and that, wherever appropriate, sections/portions of the proposal make reference by section number/letter to those RFP requirements to which they correspond.

### Section 5 Contact information

Bidders are cautioned that communication attempts which do not comply with instructions provided in this section of the RFP will not be answered.

Questions and comments may be address to Mike Roofner for technical questions at 330.420.6666 or [michael.roofner@jfs.ohio.gov](mailto:michael.roofner@jfs.ohio.gov) or Sheri Beverly for questions relating to content of the RFP at 330.420.6660 or [sheri.beverly@jfs.ohio.gov](mailto:sheri.beverly@jfs.ohio.gov). Questions and comments may also be made in person with a prior appointment at Columbiana County Department of Job and Family Services, 7989 Dickey Dr., Lisbon, Ohio 44432.

### Section 6 Anticipated procurement time table

July 23, 2018	RFP released
July 30, 2018 2:00 P.M	Conference call for Q&A purposes 330-420-6692
August 1, 2018	Q&A period closes. No further inquires will be accepted.
August 17, 2018 4:30 P.M.	Deadline for bidders to submit proposal
September 7, 2018	CCDJFS issues contract award letters (estimate)

## **Section 7 Selection Process**

The selection process is divided into two phases. In the first phase all the proposal acceptance criteria must be met by the bidder before the proposal will receive further consideration. In the second phase, the evaluation criteria will be judged on a numeric scale by the Review Committee. The Review Committee will be composed of CCDJFS representatives including, but not limited to, the agency director, the deputy director and at least one other program staff member. A proposal which is incomplete, vague, unjustifiably wordy, unclear, or poorly organized may not be successful. CCDJFS reserves the right to select one or more vendors to enter into a contract with and to select all or part of a proposal.

## **Section 8 Public information disclaimer**

All proposals and any other documents submitted to CCDJFS in response to the RFP shall become the property of CCDJFS. After the selection of the vendor, any proposals submitted in response to an RFP are deemed to be public record pursuant to O.R.C. 149.43. The term "proposal" shall mean both the technical and the cost proposals, any attachments, addenda, appendices or sample products. Under the requirements of the Freedom of Information Act (5 USC 552), the contents of proposals or other information submitted to the CCDJFS is subject to public release upon request, except those items specifically exempt from disclosure. Such disclosure shall only take place after this RFP process is completed. The provider shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the provider is alerted that this marking is advisory only and not binding on the CCDJFS. If there is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, the CCDJFS will advise the provider and request further justification in support of the "proprietary" marking. If the CCDJFS, after receipt of the justification, determines that the material is releasable, the provider will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

## **Section 9 Contractual Requirements**

Any contract resulting from the issuance of this solicitation is subject to the terms and conditions as provided in the model contract, [hyperlink to contract](#). Potential vendors are strongly encouraged to read a copy of the model contract to be fully aware of CCDJFS contractual requirements.

## **Section 10 Other Requirements**

CCDJFS reserves the right to waive minor proposal defects, and to require clarifications or other additional information from interested bidders prior to finalizing a selection of a contractor.

Costs incurred in the preparation of this proposal are to be borne by the bidder, and CCDJFS will not contribute in any way to the costs of preparation.

All contracts will require that the contractors maintain confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

CCDJFS is under no obligation to issue a contract as a result of this solicitation if, in the opinion of CCDJFS, none of the proposals are responsive to the objectives and needs of the Department. CCDJFS reserves the right to not select any vendor should CCDJFS decide not to proceed.

## **Section 11 Attachment**

Attachment 1 **Exhibit I Program Information** – must be completed by bidder, returned as part of proposal and signed.

**Attachment 1**

**Exhibit I**

**Program Information**

Name of organization/individual: \_\_\_\_\_

Name of contact person if different than above: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Website \_\_\_\_\_

Tax ID # or Social Security Number \_\_\_\_\_

If submitting a proposal for an organization:

I am an authorized representative of the proposer of this proposal, and if awarded a contract, I affirm that our organization will provide the services as submitted.

If submitting a proposal as an individual:

I affirm that if awarded this contract I will provide the services as submitted.

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Signature of individual/organization's responsible representative

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Printed name of individual/responsible representative

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Title if representing an organization

Date

### **Exhibit I (continued)**

**Please submit a narrative that addresses the following:**

- Your knowledge about federal and state laws, including ODJFS, in regards to requested proposed services.
- Your experience with providing similar services.
- Copies of any audit's completed within the last year. If there were findings within the audit report, the CCDJFS is requesting a copy of any corrective action plan put in place in response to the finding. According to OMD circular A-133 if an entity receives \$750,000.00 or more in federal funds, they are required to have a single audit conducted annually.
- Any other information you feel would be applicable.