

Request for Proposal

for

District Employee Timekeeping Solution

Raytown Quality Schools

Raytown, Missouri

February 14, 2017

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Information

Currently this District serves 8800 students and approximately 1400 regular pay line employees and approximately 600 temporary/substitute employees. This District covers a 10 mile by 10 mile square community called Raytown. It is made up of two High Schools, three Middle Schools, ten Elementary Schools, Alternative Programs and several an Administration Buildings.

Raytown Quality Schools is seeking sealed proposals for an Employee Timekeeping Solution.

Project Includes:

- Purchase of Employee Timekeeping System and necessary hardware
- Configuring Timekeeping System and integration with current district employee information systems (Frontline Absence Management, My Learning Plan, and Tyler SISFIN)
- Training key district staff

Sealed proposal should be submitted in the form of two-sealed copies with title Timekeeping Proposal – (1) marked “Original”, (1) marked “Copy”. All submissions must be received at the address below by the date and time listed. Attendance at proposal opening is not required.

All documents will be considered the property of Raytown Quality Schools. The request for proposal does not commit the District to any specific course of action.

School District:

Raytown Quality Schools
6608 Raytown Road
Raytown, Missouri 64133

District Contact:

Kimberlee Leech, Systems Administrator
Raytown Quality Schools
10750 E. 350 Highway
Raytown, Missouri 64138
816-268-7120
kimberlee.leech@raytownqualityschools.org

Submit Sealed Proposal:

February 23, 2017 – 10:00 AM

Melissa Tebbenkamp, Director of Instructional Technology
Raytown Quality Schools
10750 E. 350 Highway
Raytown, Missouri 64138

***A formal opening will take place at this time. Attendance is NOT required.**

Overview

Raytown Quality Schools (“District, RQS”) requests sealed proposals from interested vendors (“Provider”, “Contractor”, “Vendor”) for the purpose of acting as an authorized/certified reseller /installer for the proposed Timekeeping System.

Proposal Due Date and Time

In order to be considered, two (2) sealed copies (8 ½ x 11” paper 3-hole punched, tab separated by section in a 3-ring binder) of the proposal, one marked as “Original”, one marked as “Copy”, must be received by Raytown Quality Schools at the address stated by the following date and time:

February 23, 2017 – 10:00 AM

District Terms

Vendor Requirements

1. Vendor proposals shall conform to the requirements listed in this RFP.
2. The selected vendor shall have the responsibility to ensure that the products that are delivered to the District match the proposal and the specifications listed on the Purchase Order.
3. The vendor shall have responsibility for any damage incurred during transit.
4. The selected vendor shall not increase the pricing listed in this RFP through June 30, 2018. If vendor sources reduce pricing, it is expected that this price reduction be passed on to the District.
5. The vendor shall deliver the products to desired locations determined by District.
6. The District shall be allowed 60 days after implementation, to receive full credit for the system if it is not working according to expectations set forth by the product manufacturer and the vendor.
7. The installed system shall carry a full warranty on all parts, labor and shipping.
8. Vendors must be an authorized reseller/installer to bid the proposed solution, no exceptions will be made.

Vendors may withdraw their proposals at any time prior to the closing for receipt of the proposals. If withdrawing, notify Melissa Tebbenkamp, in writing (or email), as soon as possible. New proposals received after the closing date shall not be considered.

Delivery

1. All materials and equipment quoted shall be delivered as agreed upon and directed by the Raytown Quality Schools Technology Support Services department.
2. All services provided shall be conducted as agreed upon and directed by the Raytown Quality Schools Technology Support Services department. No service shall be conducted prior to authorization.
3. The selected provider shall have the responsibility to ensure that the products that are delivered to the District match the proposal and the specifications listed on the Purchase Order.
4. During the time between delivery and acceptance, Raytown Quality Schools cannot be held liable for any damages to or theft of any components. It will, therefore, be the responsibility of the provider to obtain insurance against loss, theft and damage.

5. The provider shall deliver the products directly to the building(s) specified. District shall notify the chosen provider as to the location.
6. Raytown Quality Schools does not allow smoking or the use of any tobacco products within its facilities or any Raytown Quality Schools grounds. This applies to contractors and sub-contractors and their employees as well as Raytown Quality Schools personnel.

District's Responsibilities Regarding Service Requirements

Provider must identify the exact tasks and/or equipment requirements that Raytown Quality Schools must satisfy and/or be responsible for in regards to service and delivery of equipment.

Service Calls & Performance Reporting

District requires the ability to receive, from the successful Provider, progress reporting and ticket history/information for any requests entered for service, scheduled maintenance, or repairs.

Penalties for Missed Deadlines

1. Raytown Quality Schools will reserve the right to impose penalties in the amount of \$500 per day, for Provider failure to meet prescribed deadlines. Final deadlines and provisions for work performance will be agreed upon between District and Provider during contract negotiations.
2. Penalties will not be imposed whereby conditions under the District's control have precluded work to be performed by the Provider.

Subcontractors

Subcontracting of any services requested under this RFB must be disclosed in the proposal response and agreed to by the District in advance of service initiation and start of work.

Proposal Requirements

1. Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.
2. Proposals will be date and time stamped upon receipt by the Raytown Quality Schools.
3. The District will select the lowest or best proposal. The District reserves the right to design the evaluation criteria to be used in selecting the best proposal, including, but not limited to: price, value, quality of product, history of performance, recommendations and other qualities important to the district.
4. The District reserves the right to waive minor technical defects in a proposal, reject any and all proposals, reject any part of a proposal, advertise for new proposals, or make the purchase on the open market if the product or service can be obtained at a better price.
5. The District reserves the right to provide the final contract for mutual consideration and agreement.
6. If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.
7. The Raytown School District reserves the right to separate, accept, or eliminate any item(s) listed under the Request for Proposal that it deems necessary to accommodate budgetary and/or operational requirements.

8. The District also reserves the right to not select any vendor or purchase any goods and services resulting from this Request for Proposal.
9. If the District elects to reduce or increase the number of items from your original proposal, please state your pricing conditions. Also it is expected that prices quoted in the response to this RFB not increase if additional product is purchased through June 30, 2018.
10. Any proposal may be withdrawn prior to the scheduled time for the opening of proposals. Any proposal received after the time and date specified shall not be considered.
11. Contractor proposals shall conform to the requirements listed in this RFP, any amendments thereto, agreed upon documented exceptions and schedules, and the final contract.
12. If the contractor takes exception to any of the requirements, describe the exception and give the details of any alternative offered. The School District shall judge the acceptability of any such alternatives.
13. Should any differences arise as to the meaning or intent of specifications in this document and amendments thereto, the School District's decision shall be final and conclusive.
14. Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and polices will be considered null and void.

Payment and Retainage

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/provider.

The District will retain 10% of final payment until the completion of a successful implementation and acceptance period. The Timekeeping System shall undergo a 60 day acceptance period from the "go-live" date. All system components shall operate as specified for the full 60 days before any final payments shall be made to the contractor.

There shall be no hidden costs associated with this proposal. If the contractor/provider foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the proposal.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

Selection Process and Minimum Requirements

Each company must meet the following minimum qualifications

- Contractor shall conform to the requirements listed in this request.
- The selected contractor(s) shall assign a project manager/point of contact to this project. This person shall become the central contact person for the contractor once the project begins.
- Contractor personnel may be required to submit drug testing results. Contractor must use District approved provider.

- Contractor must provide the District Personnel Office with proof of a satisfactory FBI background check for each person working on school property (delivery and service calls) and/or working directly with district data.
- The selected contractor shall have the responsibility to ensure that the products that are delivered to District match the request and the specifications listed.
- The selected contractor shall not increase pricing through June 30, 2018. If the contractor source reduces pricing, it is expected that this price reduction be passed on to the School District.
- Contractor must have a proven working interface to Tyler Technologies SISFin with at least 5 active customers using it.
- Contractor must provide seven (7) total references.

Required Proposal Format and Content

Two (2) sealed copies (8 ½ x 11" paper 3-hole punched, tab separated by section in a 3-ring binder) of the proposal, one marked as "Original", one marked as "Copy", must be received by Raytown Quality Schools by the specified date and time.

The proposal should contain the following sections in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

- Proposal Cover Sheet /Signature Page
- Proposal Acknowledgement and Exceptions
- Letter of Interest
- Profile and Experience
- Staff
- Project Budget
- Additional Requirements
- Litigation
- References

Section 1: Proposal Cover Sheet

Fill out completely the Proposal Cover Sheet which is the last page of this document. Place said cover sheet as the first page of the proposal that has been prepared for consideration.

Section 2: Proposal Acknowledgement and Exceptions

The Contractor shall acknowledge compliance with the requirements listed in this RFB and any amendments thereto. If the contractor takes exception to any of the requirements, describe the exception and give the details of any alternative offered. The School District shall judge the acceptability of any such alternatives.

Section 3: Letter of Interest

The proposal should be introduced with a letter of interest that includes a synopsis of the company's services and highlight the capacity to perform the work. The letter should be signed by the individual with contract signature authority for the company.

Section 4: Profile and Experience

Outline company history, scope of services offered, size of the vendor, and location. Give additional detail that the company feels may elaborate on profile and experience. List out in a matrix format experience.

Section 5: Staff

List the experience and qualifications of any staff that will be assigned to the project. Name the person who will fill the role of Project Manager/Sales Manager. Note any additional personnel that will be responsible for onsite activities once the project begins.

Section 6: Project Scope and Budget

- Complete in its entirety, the pricing table provided in this RFP (Specifications: Pricing Tables). Explain any blank areas. Submit the company's total project budget to fulfill the requirements of this proposal. The proposed budget response shall be listed in the same format and order as provided below.
- Vendors should complete the below service feature and pricing tables and also include information on how prices will be calculated for items not on the sheet in the **COMMENT** section below. The quantities are annual estimates and are based on historical data.
- Vendors should respond to all questions in the Scope section in addition to the service feature table.
- The unit price should reflect the price the district should expect to pay if a single unit is purchased. If a discount or price savings is offered for larger quantities in an order, describe the discount/savings and conditions in the **COMMENT** section below.
- Proposals must identify all costs as presented in the pricing table. Please provide pricing for software and hardware warranties reflected as an annual renewable cost (1-year cost for support/warranty). If a discount is provided for multiple year commitments, please provide that discount in the **COMMENT** section below.
- Pricing should be guaranteed through June 30, 2018. The below quantities represent the desired order, but, any minimum order or further quantity discount should be listed.
- The vendor must provide assurance that items ordered will be by agreed upon timeline. Please state expected delivery/configuration time in the **COMMENT** section below.
- Vendors should outline process for return, for instances where defective or "DOA" items have been received, giving details of how credits are made and what restrictions are placed on returns in the **COMMENT** section below.
- Please show applicable discounts separately, if any will be included.
- Proposal budget should reflect cost for approximately 1400 regular pay line employees and 600 substitutes/temporary employees. If pricing is based on FTE, notate per FTE cost.

Scope of Products and Services

The vendor proposal must meet the following scope and requirements. Agreement with the below requirements shall be noted in the **COMMENT** section below. Any variation from the below requirements must also be noted in the **COMMENT** section below.

- Employee Timekeeping system for approximately 1400 regular pay line employees and 600 substitutes/temporary employees.
- System must be able to be configured for automated integration with district employee information systems including Frontline Absence Management, My Learning Plan and Tyler SISFIN.
- System must allow for group based permissions and multi-tiered workflows.

Complete the following service feature chart and answer the questions below. If a feature requires an “add-on” service or package, please note the additional cost in the comments section.

1. Describe your systems/products security to avoid changes by the user/employee.
2. Describe system backup utility.
3. Describe security for terminated employees.
4. Describe key staff training for system implementation.

Feature	Y/ N	Additional Cost Y1	Additional Cost Y2	Comments
Capability to calculate weighted or blended overtime for employees that work multiple job descriptions with varying pay rates.				
Capability to track annualized employee's time based on multiple calendars and schedules.				
Capability to track substitutes and track their clocking transactions by campus and teacher, with budget information based on either the teachers or substitute's funding source.				
Capability for viewing of information by employees, i.e. calendar, schedules, etc., from a P.C. and the clocking terminals.				
Able to track multiple types of leave including compensatory, vacation, sick, personal, etc.				
Allows multiple approval levels by user or group.				
Able to restrict the employee/user from changing scheduled hours and rates of pay.				
Able to restrict employees to performing clocking functions at specified clocking terminals and PC's. Describe your systems/products security to avoid changes by the user/employee in the COMMENTS section below..				
System has a process for missed punches. Describe process and approval route in COMMENTS section below.				
Ability to restrict to physical locations by geo-fencing or IP address.				
Mobile application with the ability to restrict use of mobile app and restrict mobile app to specific IP networks.				
Employee scheduling functionality able to restrict employees clocking functions by pre-determined schedules.				
Capability to retain data for inactive or terminated employees.				
Employee punches recorded in in real-time on time clock and app/computer				
Allow for the clocking terminals to have an offline mode - e.g. continue to collect time when not able to communicate in real-time with server database.				
The system must be able to accept imports in standard ASCII, comma separated, or fixed length file format from 3 rd party applications.				
The system should operate using a centralized database (preferred solution Enterprise level Microsoft SQL database)				
Allow real-time reporting for employee time and attendance to include multiple jobs, hourly & salaried staff, work orders, etc.				
Allow for a variety of time collection methods including biometric fingerprint, biometric hand scanning, proximity badge swipe, bar code badge swipe, magnetic badge swipe, PIN number entry, and P.C. clocking (both by installed client and web browser). All of these clocking methods must be able to be used in conjunction with each other on the same database.				
Allow for the chosen clocking terminals to operate in a real-time two-way communication with the database, allowing for all punches to be validated on the spot against the database addressing possible conflicting shifts, missed punches, unauthorized punches outside of scheduled time or over allowed hours (overtime).				
Allow for software and clocking terminals to synchronize to the server time and adjust automatically for standard/daylight savings time changes.				
Clocking terminals to support Power-over-Ethernet (PoE).				
Allow for the sending messages to individual staff members or staff groups at the chosen clocking terminal or clocking PC For example: "Please report to the secretary"				
Custom report writer to allow or provide the ability to export reports and data to multiple, common formats (pdf, .xls, .csv, and .txt).				

Ability to schedule running and retrieving jobs and reports via email or sftp.				
Provide a reporting functionality that will contain a useful number of generic/"canned" reports and the ability to generate those reports through multiple criteria filters Export data to common formats, e.g. pdf and csv.				
Software manufactured, developed, and supported by the bidder.				
Supports single sign on/AD integration using LDAP or SAML (please specify)				
Auto integration with Absence Manager to place absences on timesheet.				
Ability to manage different labor contracts or bargaining agreements.				
Ability to track different jobs and positions daily				
Ability to define payroll periods and associate them with employee groups				
Ability to associate a user to a specific pay rate based on job type, pay range or seniority step.				
The ability to determine source employees or subs are being paid from				
The ability to use more than one accounting code for a job				
The ability to round clock in/out times for employees to a district defined increment.				
Report for ACA Healthcare that shows average hours for a time period and alerts if they are approaching the benefits threshold.				
Report for retirement 550 that shows average hours for a time period and alerts if they are approaching the work hour threshold.				
Ability to compare and flag actual worked time and expected time.				
Administrators can only view and approve their allotted group of employees.				
Approvals can be routed to multiple different approvers.				
Timesheets are locked when payroll is being processed.				
Digital signature of timesheets by employee and approver.				
Have different time approval periods than the payroll periods.				
System must include district employee ID as part of the user record.				
Must support display of user specific work schedule calendars.				
Detailed schedules for employees based on different jobs and locations they work at.				
Employee Schedules can vary for each day of the week.				
Allow for comparison between employee's actual worked time and expected time.				
Master Calendar has an administrative only tool that contains district-wide events that affect individual users' schedules and how employees might get paid.				
Calendar Groups can be setup to group their employees' by calendar year (e.g. 180-day, 192-day, 212-day, etc.)				

COMMENT:

Pricing Table

Proposal budget should reflect cost for approximately 1400 regular pay line employees and 600 substitutes/temporary employees. If pricing is based on FTE, notate per FTE cost. If additional packages/fees are required for features, list them separately on a “feature” budget line.

Item	Cost per FTE/each	Total Cost Year 1	Total Cost Year2
Timekeeping System			
“Additional Feature 1”			
“Additional Feature 2”			
Required Hardware			
Dedicated Time Clock (20 units)			
Maintenance/ Support			
Training			
Implementation			
Total Cost			

COMMENT:

Section 7: Additional Requirements

Provider must provide the following information:

- An implementation timeline proposal with a pilot beginning June 1, 2017 and all service fully implemented by August 1, 2017 (“go-live” date).
- The Service Level Agreement (SLA) for your proposal. This includes:
 - a. Customer expectations for support response.
 - b. Trouble reporting and escalation procedures.
 - c. Hours of operation for help or trouble reporting.
 - d. Describe maintenance and trouble notification procedures.
- Vendor Data Governance Policies and Procedures.
- Certification of Cybersecurity Insurance and Cyber Malpractice Insurance.
- Acknowledgement of District Data Governance policies and requirement. Due to individual vendor processes and procedures, data governance expectations will be discussed during contract refinement. At a minimum, the final contract shall include the following data governance expectations:
 - a. The district owns all employee/district data that is shared, collected and/or generated through use of the system
 - b. Access to and use of district data is limited only to those that need to have access to perform required support of the system
 - c. District data cannot be used for marketing, advertising or data mining, or shared with 3rd parties unless allowed by law and authorized by the district
 - d. Vendor must disclose where and how confidential or critical information will be stored and ensure that the information will only be stored on servers in the United States
 - e. All data will be maintained in a secure manner and appropriate technical, physical and administrative safeguards are in place to protect the data
 - f. Vendor must disclose how and when data will be destroyed

- g. In the event that the district and/or vendor terminates services, all data must be provided to the district in an agreed upon method and all data stored on vendor systems must be de-identified and/or deleted
- h. In the event of a data breach, vendor must assume liability of the breach and will immediately notify the district
- i. Vendor will ensure encrypted method of all data transactions with the district
- j. All employee data portals are secured through the use of verified digital certificates
- k. A data inventory and/or dictionary must be provided to the district Chief Information Officer

Section 8: Litigation History

Provider must state whether they have been involved in any litigation during the last five years, and if so, describe the litigation.

Section 9: References

Two financial references must be provided from either financial institutions or suppliers using the format below.

Reference	Contact Name	Phone Number
1.		
2.		

Five project references must be provided of which three must be entities where you have provided comparable projects (overlaps acceptable). These projects must have been engaged during the last two years. These references must be for services provided by the proposing company, not by individuals within the company who may have worked on projects while at another company. The Project Scope must include the quantity of product provided, level of service provided and if OEM or Remanufactured product is purchased. Use the format below. Reference contact information must be current and include working phone numbers.

Reference Organization	Contact Name	Phone Number	Project Scope:	Project Completion Date
1.				
2.				
3.				
4.				
5.				

Requests for Information

Any questions about the Request for Proposal process must be received in writing by **2/20/17**.

If you would like to receive email notification of any RFP amendments, questions and clarifications, notify the district via email your intent to bid.

Proposal Submission Authorization

Proposal Submitted By

Company Name

Authorized Name/Title (printed)

Authorized Signature

Contact Person for the Bid/Quote/Proposal process

Date

Telephone

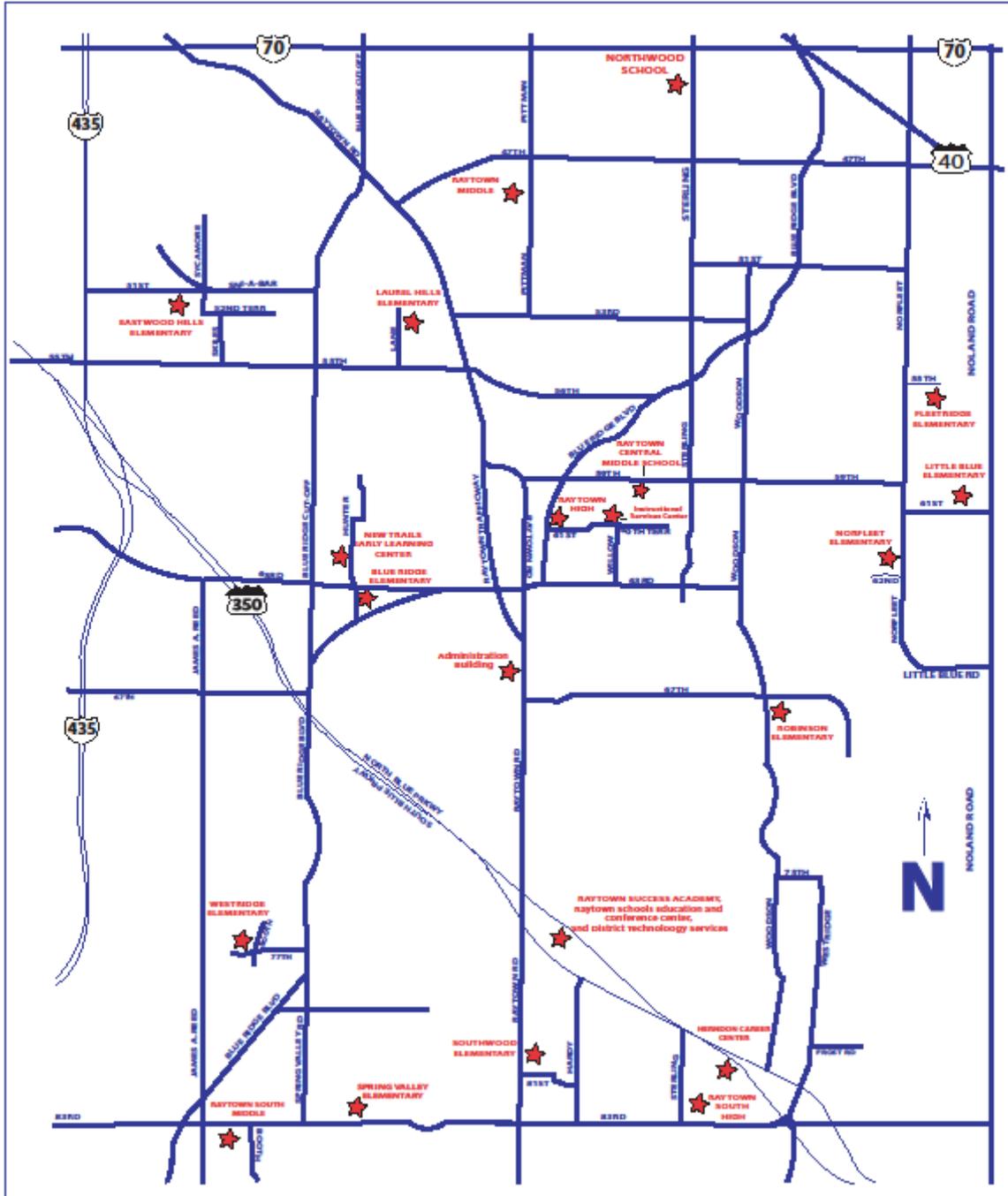
Fax

Email

District Locations

**Raytown
Quality
Schools**

DISTRICT MAP



Locations

	Building	Address
1.	Blue Ridge Elementary (BR)	6410 Blue Ridge Blvd. Raytown Mo 64133
	New Trails Elementary (NT)	6325 Hunter. Raytown MO 64133
2.	Eastwood Elementary	5290Sycamore. KC. MO 64129
3.	Fleetridge Elementary	13001 E. 55th St. Kansas City, MO 64133
4.	Little Blue Elementary	13900 E. 61 st St.. Kansas City, MO 64133
5.	Laurel Hills Elementary	5401 Lane Rd. Raytown, MO 64133
6.	Norfleet Elementary	6140 Norfleet Road. Kansas City, MO 64133
7.	Robinson Elementary	6707 Woodson Rd. Kansas City, MO 64133
8.	Spring Valley Elementary	8838 E. 83rd St. Raytown, MO 64138
9.	Southwood Elementary	8015 Raytown Rd. Raytown, MO 64138
10.	Westridge Elementary	8500 E. 77th St. Kansas City, MO 64138
11.	Northwood School	4400 Sterling. Kansas City, MO 64133
12.	Raytown Middle	4900 Pittman Road. Kansas City, MO 64133
13.	Central Middle	10601 E. 59 th St. Raytown, MO 64133
14.	South Middle	8401 E. 83rd St. Raytown, MO 64138
15.	Raytown High	6019 Blue Ridge Blvd. Raytown, MO 64133
16.	South High	8211 Sterling. Raytown, MO 64138
17.	Herndon Career Center (Buildings A, B,C,D)	11501 E. State Route 350. Raytown, MO 64138
18.	Raytown Success Academy	10750 E. 350 Highway. Raytown, MO 64138
19.	Instructional Services Center	500 E. 60 th Terr. Kansas City, MO 64133
20.	Administration Building	6608 Raytown Rd., Raytown MO 64133