

Clark County Department of Job & Family Services
By and through the authority of the Board of Clark County Commissioners

REQUEST FOR PROPOSALS

RFP #17-SFY-13

Release Date: May 10, 2017

Responses Due: May 26, 2017 at 3:00 p.m.

The Board of Clark County Commissioners ("Board") is seeking proposals and intends to award one contract to a vendor to provide employee time keeping software and installation and maintenance services for Clark County Department of Job & Family Services ("Department"). Department will be administering the contract once executed by all parties. Interested vendors are required to follow the procedures outlined below. A sample contract can be viewed online ([click here to view](#)). There will be no changes to the contract unless agreed upon by all parties. Board reserves the right to reject any or all proposals or to waive any defect in a proposal which does not materially alter the contract document.

CONTRACT AWARD: The contract will be awarded to the responsible vendor whose proposal is most advantageous to Board. A potential vendor's failure to address all items in its proposal may result in its rejection. Board retains the right to cancel this RFP at any time prior to contract being awarded. Potential vendors will be notified at the earliest possible opportunity. Only Board has the authority to bind Department into a contract. Since Board maintains binding authority and has the right to refuse any proposal, no costs may be recovered for proposal preparation or any process during the RFP process or thereafter.

EVALUATION: Potential vendors will be evaluated based on, in order of importance:

1. Price;
2. The potential vendor's ability to meet all desired tasks;
3. Ability to meet County insurance requirements;
4. Completeness of all required information and forms requested in this RFP;
5. Quality and quantity of items to be provided; and
6. Business references and Demonstration of Experience.

Vendors may be disqualified for failure to meet any of the above requirements. Proposals will be evaluated on all six (6) criteria, which are listed in the order of importance, with price being the most important evaluation factor. The selected vendor will be chosen based on the price and terms that are most advantageous to Department.

Board reserves the right to reject any proposals in which the potential vendor takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that the contracting authority considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority. Board reserves the right to reject, in whole or in part, any proposal that Board has determined, using the factors and criteria Board developed pursuant to this section, would not be in the best interest of the County.

INQUIRY PERIOD: Vendors shall contact Contract Developer at Clark_Contract_Development@jfs.ohio.gov or (937) 327-1746 with any questions regarding this RFP. If the question is submitted via email, the subject line of the email must be "Time Keeper RFP," in order to ensure timely receipt. The inquiry period opens upon release of the RFP, and closes at 3:00 p.m. on May 19, 2017. Department reserves the right to disregard any questions that are not properly or timely submitted. Any questions or answers deemed to be material to all vendors will be sent to all vendors at the email address the RFP was initially distributed to; any other questions or answers will not be distributed to all vendors. Board may conduct discussions with vendors who submit proposals for the purpose of clarification or correction regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

INSURANCE REQUIREMENTS: Interested vendors must meet Board insurance requirements in order to be considered an eligible vendor (see response forms, below).

BUSINESS REFERENCES: Interested vendors' proposals shall include at least three (3) companies or organizations with which it has had time keeper system installation and service contracts or agreements in the past two (2) years. The contracts must not have been terminated prior to the end date due to poor performance and/or acts of negligence. This list shall include the name and phone number of a contact person who is familiar with the vendor's job performance. Neither Department nor Board may be used as a reference. There is a limit of one (1) reference from any other Clark County government agency or department (including Utilities, Courts, Sheriff, etc.). Board may verify the vendor's experience based upon the references submitted or other appropriate sources.

DEMONSTRATION OF EXPERIENCE: Interested vendors shall submit demonstration of previous experience in delivering this, or similar, services. Vendor shall include descriptions and examples of at least two (2) projects or contracts completed in the past five (5) years that demonstrate appropriate experience.

HOW TO SUBMIT A PROPOSAL: Prepare a statement that addresses all parts of the Scope of Work section below, and print and completely fill in a copy of the five (5) page response sheet and included forms listed before Attachment 1. Return the statement of work and all required forms to Clark County Department of Job & Family Services, Attention Contract Developer, 1345 Lagonda Avenue, Building C, Springfield, Ohio 45503, on or before 3:00 p.m. on May 26, 2017. Proposals can be mailed or hand delivered to the receptionist in Building C Lobby. Mailed proposals must be received by the stated deadline. Proposals shall be clearly marked on the outside of the envelope in the lower left hand corner as follows: "Time Keeper RFP."

CONTRACT TERM: One year term with the potential for up to four (4) additional one year terms at the discretion of the Board, Contractor must be able to have the software ready for employee use beginning July 14, 2017.

SCOPE OF WORK: The selected contractor will provide and maintain time-keeper and attendance software to serve as the time and attendance system for Department employees to self-manage and track scheduled work time, punches, and time-off. The selected contractor will also be responsible for migrating existing timesheet data to the new system. Department is seeking time-keeper and attendance software capable of the following noninclusive list of specifications from either a vendor-hosted or on-premise, customer hosted solution:

Please indicate whether your product is capable of the following:	Vendor Hosted	Customer Hosted
1. Serving at least 250 employees with the potential for up to 2000 or more employees;		
2. Allowing at least 40 supervisors access with the potential for up to 350;		
3. Exporting data in a format that is able to be imported to Sage Abra, and BS&A software;		
4. Allowing employee access from any device;		
5. Calculating various accruals based upon differing characteristics such as length of service, bargaining versus non-bargaining, hire or other specified change date;		
6. Tracking and exporting the following data elements:		
a. Employee identifiers;		
b. Pay type;		
c. Date and hours worked;		
d. Actual hours worked;		
e. Total weekly hours;		
f. Total daily hours and earnings;		
g. In and out times.		
7. Maintaining timesheet data indefinitely;		
8. Calculating employee time pursuant to current Department policies such as:		
a. Tracking time in 15 minute increments;		
b. Rounding time to the quarter-hour.		
9. Calculating overtime in both pay and compensatory time;		
10. Allowing three levels of timesheet approval, i.e. employee, supervisor, and payroll;		
11. Distinguishing time entered outside of specified parameters;		
12. Calculating employee time by hours and minutes;		
13. Generating reports such as:		
a. Daily timesheets;		
b. Bi-weekly timesheets;		
c. Unapproved hours;		
d. Vacation balances.		
14. Keeping timesheets for two-week period;		
15. Allowing proxy rights to supervisors for cover.		

PRICING: Potential contractors shall indicate pricing for all categories specified below. No costs other than those specified in the proposal will be paid by Department unless agreed to in writing in advance of purchase or work being completed. All costs for each project, whether or not included below, must be approved by the Business Administrator prior to the start of any work. Proposals should include applicable pricing for vendor-hosted, as well as on-premise, customer hosted solutions if available as indicated in the chart below (additional pricing or proprietary forms may be included as addenda):

CATEGORY	PRICE/UNIT		UNIT	TOTAL COST	
	Vendor Hosted	Customer Hosted		Vendor Hosted	Customer Hosted
Employee Time Keeper Application (price/employee; Department plans to utilize the application for at least 250 employees and could potentially utilize the application for up to 2000 employees)					
Supervisor Access (price/access; Department initially needs up to 40 supervisors with the potential for up to 350)					
Software Purchase Cost					
SAGE Abra / BS&A Payroll Integration or Migration Costs					
SAGE Abra / BS&A data Import/Export Costs					
Installation Costs					
Training Costs					
First year Service/Maintenance					
Continuing/Yearly Maintenance					
Annual Software Updates and Service Renewal (up to 4 additional years)					
Service Labor Charges (if separate from maintenance agreement)					
Other Costs (include individual item detail)					
TOTAL					

THE FOLLOWING FIVE (5) PAGES MUST BE INCLUDED AS PART OF VENDOR'S RESPONSE

RESPONSE SHEET

NAME OF VENDOR:

VENDOR'S FEDERAL TAX ID NUMBER:

CONTACT INFORMATION (include address, email address, and phone):

THREE PROFESSIONAL REFERENCES (include address, email address and phone):

1.

2.

3.

NON-COLLUSION AFFIDAVIT

STATE OF _____)

SS:

COUNTY OF _____)

_____, being first duly sworn, deposes
(NAME)

and says that he/she is _____ for
(POSITION)

_____ the party making the fore-
(COMPANY NAME)

going proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Clark County Commissioners or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

AFFIANT

Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, 2016.

NOTARY PUBLIC

My commission expires _____, _____

BIDDER'S PERSONAL PROPERTY TAX STATEMENT

(See Section 5719.042, O.R.C.)

STATE OF _____)

ss:

COUNTY OF _____)

I, _____, having been duly sworn, state that I am competent to testify to the following:

(COMPLETE APPLICABLE STATEMENT)

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____. On said date, I owed no personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that I have not been charged with having any delinquent personal property tax owed to said District.

OR

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____. I presently am delinquent in the payment of personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that my name appears upon the records of said District as delinquent in the payment of personal property tax as follows:

_____ owed in delinquent taxes, and _____ owed as penalties assessed against said delinquency. As part of the consideration for a contract to perform the above stated bid, I hereby agree that this form be incorporated into said contract to perform work, and further agree that proceeds from said contract shall be paid to Clark County Taxing District in the amount of said delinquent tax and said assessed penalty prior to any payments being made to the bidder or other person under the contract.

DATE

BIDDER

Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, 2016.

NOTARY PUBLIC

My commission expires _____, _____

AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13 OF THE OHIO REVISED CODE

STATE OF OHIO

COUNTY OF _____ SS:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a contract for _____
(Name of Entity) (Type of Product or Service)

to be let by the County of Clark, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the entity (corporation, business trust, partnership, other unincorporated business [including labor unions], association [including professional associations], estate, or trust):

1. That none of the following has individually made within the previous 24 months and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following individually will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$1,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
 - a. myself;
 - b. any partner or owner or shareholder of the partnership (or other unincorporated business);
 - c. any shareholder of the association;
 - d. any administrator of the estate;
 - e. any executor of the estate;
 - f. any trustee of the trust;
 - g. any owner of more than 20% of the corporation or business trust (if applicable);
 - h. each spouse of any person identified in (a) through (c) of this section;
 - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section (only applicable to contributions made on or after January 1, 2007).
2. That none of the following have collectively made within the previous 24 months, and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following collectively will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$2,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
 - a. myself
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any shareholder of the association;
 - d. any administrator of the estate;
 - e. any executor of the estate;
 - f. any trustee of the trust;
 - g. any owner of more than 20% of the corporation or business trust (if applicable);
 - h. each spouse of any person identified in (a) through (c) of this section;
 - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section.

Signature: _____

Title: _____

Sworn to before me and subscribed in my presence this _____ day of _____, 20____

Notary Public: _____

My Commission Expires: _____

CERTIFICATION OF COMPLIANCE WITH COUNTY INSURANCE REQUIREMENTS

The following is a list of required insurance policies:

- a. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.
- b. Commercial General Liability Insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any are used.
- c. Umbrella or Excess Liability* insurance (over and above Commercial General Liability and Auto Liability) with a limit of at least \$2,000,000.
- d. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$1,000,000 Combined Single Limit.
- e. "The Board of Clark County Commissioners" must be named as "Additional Insured" on the policies listed in paragraphs b, c, and d above, as well as the Certificate Holder on all Certificates of Liability insurance.

*Note: Umbrella/Excess Liability coverage may be waived if the following limits are carried for Commercial General Liability and Auto Liability:

1. Commercial General Liability Insurance for a minimum of \$3,000,000 per occurrence with an annual aggregate of at least \$4,000,000, including coverage for subcontractors, if any are used.
2. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$3,000,000 Combined Single Limit.

I, _____, certify that I have reviewed the above insurance requirements, and:

(☐) I certify that as an individual/company/organization submitting a proposal, I am able to meet the above insurance requirements.

OR

(☐) I am not able to meet the above insurance requirements, and would like to request a waiver of the following policies:

_____.

The insurance policies currently held by this individual/company/organization are:

_____. A copy of the current insurance policies is attached.

Signed:

Date

Printed Name, Title