

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-15

Release Date: July 21, 2017

Responses Due: August 4, 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 tracking software 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 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: All Potential vendors will be evaluated based on, in order of importance:

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

Proposals will be evaluated on all six (6) criteria, which are listed in the order of importance. Vendors may be disqualified for failure to meet any of the above requirements. As part of the evaluation under the above criteria, proposals must include screenshots of user-interfaces, any training materials available, samples of reports, step by step instructions to input time, and step by step instructions for supervisor review and approval of time. A minimum of three vendors whose proposals most closely match Department's needs, as evaluated under the above criteria, will be asked to provide a product demonstration. The product demonstration will be evaluated as listed below.

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 would not be in the best interest of the County.

Final selection will be based upon the Proposal Review Team evaluation of the overall ability of vendor to meet the Scope of Work based upon both written proposal and demonstration items cited below.

COMMUNICATION PROHIBITION & INQUIRY PERIOD: From the issuance date of this RFP until the date Board awards a contract there may be no communications concerning the RFP between any potential proposer and any employee of Clark County, or any other individual, regardless of their employment status, who is in any way involved in the development of the RFP or the selection of Contractor. The only exception to this communication prohibition is during the specified inquiry period and in the manner as follows:

-Vendors shall contact Contract Developer via email at Clark_Contract_Development@jfs.ohio.gov with any questions regarding this RFP. The subject line of the email must be "Time Tracker RFP," in order to ensure timely receipt. The inquiry period opens upon release of the RFP, and closes at 3:00 p.m. on July 28, 2017.

Department reserves the right to disregard any questions that are not properly or timely submitted. Any questions or answers will be distributed to all vendors at the end of the inquiry period. 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 tracking system installation and service contracts or agreements in the past. 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.

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. Return the Scope 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 August 4, 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 Tracker RFP."

CONTRACT TERM: One year term with the potential for up to four (4) additional one year terms at the discretion of the Board.

SCOPE OF WORK: The selected contractor will provide and maintain time-tracking software to serve as the time tracking system for Department employees to self-manage and track, among other things, actual work time, arrival and departure times, and actual time-off. Department is seeking software that is user-friendly and intuitive. The time-tracking software must be capable of the following noninclusive list of specifications:

1. Serving at least 250 employees;
2. Allowing at least 40 supervisors access;
3. Importing leave balance data from BS&A after payroll is complete;
4. Allowing employee access from any device with internet connection;
5. Tracking and exporting the following data elements:
 - a. BS&A Employee number;
 - b. Pay Code/Type;
 - c. Actual hours worked;
 - d. Date and hours worked;
 - e. In and out times;
 - f. Total daily hours;
 - g. Total weekly hours;
6. Maintaining timesheet data indefinitely;
7. Capable of unlimited number of pay codes/types;
8. Calculating employee time pursuant to Department policies such as:
 - a. Tracking time in 15 minute increments;
 - b. Rounding time to the quarter-hour;
9. Calculating overtime;
10. Comparing time entered with available leave balances to prevent overdrawn leave balances;
11. Allowing three levels of timesheet approval, i.e. employee, supervisor, and payroll;
12. Distinguishing time entered outside of specified parameters; i.e. More than 8 hours in a day, weekends, etc.
13. Calculating employee time by hours and minutes;
14. Generating reports that can be exported in various formats such as:
 - a. Daily timesheets;
 - b. Bi-weekly timesheets;
 - c. Unapproved hours;
 - d. Supervisor Approved/Unapproved timesheets;
 - e. Vacation balances
 - f. BS&A Payroll Import
15. Keeping timesheets for two-week period based on payroll schedule;
16. Allowing proxy rights for supervisory coverage.

PRODUCT DEMONSTRATION: A minimum of three (3) vendor proposals will be asked to provide a demonstration of their product. The demonstration objectives are as follows:

1. Demonstrate that the Scope of Work is satisfactorily met by the proposed solution with the following (if applicable):
 - a. The steps to add a new employee (user);
 - b. The steps to inactivate an employee;
 - i. What happens to the historical data of the employee?
 - ii. Does an inactive employee count against our employee count?
 - c. The steps to setup a new supervisor;
 - d. The steps to assign/reassign an employee to a supervisor;
 - e. The steps to reset a user password;
 - f. How supervisors can assign proxy rights for supervisory coverage;
 - g. The process for importing external leave balance data from an external text file;
 - h. The steps for exporting timesheet data to an external text file;
 - i. How to access the software from any device with internet connection;
 - i. Is this product browser specific?
 - j. How to configure the software to track the required data elements;
 - k. How to configure software for calculating employee time pursuant to Department policies such as:
 - i. Tracking time in 15 minute increments;
 - ii. Rounding time to the quarter-hour.
 - l. How the software displays time entered;
 - m. How the software calculates/displays overtime;
 - n. How to add new Pay Code/Type;
 - o. How software compares time entered with available leave balances to prevent overdrawn leave balances;
 - p. How software will display hours worked, date and hours worked, In and out times, total daily hours, and total weekly hours;
 - q. How software distinguishes time entered outside of specified parameters; i.e. More than 8 hours in a day, weekends, etc.
 - r. How to access the historical timesheet data;
 - i. Is there a limitation of how long data can be stored?
 - ii. Is there a tool to purge data?
 - s. How software displays timesheets for a two-week period based on payroll;
 - t. The timesheet approval process;
 - u. How to generate reports;
 - i. Does software allow for custom reports created by customer?
2. Demonstrate the user interfaces;
3. Demonstrate ease of navigating all desired functions;
4. Demonstrate the intuitive level of the operation and system;
5. Demonstrate the effort required to access desired functions;
6. Demonstrate the screen layout, menu navigation, data formats, and display functionality.

Chosen Vendors will provide demonstrations during the week of August 14, 2017 to August 18, 2017, subject to change upon reasonable notice, either in person at Department or via the internet over Cisco WebEx. The vendors will be contacted to arrange the demonstration after the close of the RFP time frame.

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 & Attendance Application (price/employee; Department plans to utilize the application for at least 250 employees)					
Supervisor Access (price/access; Department initially needs up to 40 supervisors)					
Software Purchase Cost					
BS&A Payroll Integration-tool to manually import data from BS&A to new software (Initial Employee Data & Leave balance information)					
BS&A Payroll Integration-tool to manually export data from new software to BS&A (See 5 in Scope of Work)					
Migration of data from existing software to new software					
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 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 _____)
COUNTY OF _____) SS.

_____, 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 _____, 201_____.
[Signature]

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 _____, 201__.

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