

# REQUEST FOR PROPOSAL

## TIME AND ATTENDANCE SYSTEM AND RELATED IMPLEMENTATION SERVICES



Proposal Due Date: Wednesday, May 29, 2024 by 1:00 PM Local Time

Issued By:  
Anchor Bay School District  
5201 County Line, Suite 100  
Casco, MI 48064

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## **SECTION I INSTRUCTION TO BIDDERS**

### **A. OBJECTIVE**

The purpose of this request for proposal (RFP) is to seek proposals from public and private sector software companies for a Time and Attendance System along with related implementation services to improve efficiency of operations in the District.

### **B. PRE-PROPOSAL MEETING**

A pre-proposal meeting will be held on Wednesday, May 1<sup>st</sup>, 2024, at 10:00 AM via Zoom. If you are interested please contact Robyn Randazzo via email at [rrandazzo@abs.misd.net](mailto:rrandazzo@abs.misd.net) at (586)725-2861 Ext. 1808 to obtain the Zoom meeting link. It is strongly suggested that each interested party attend this meeting.

### **C. TERM**

The purpose of this Request for Proposal (RFP) is to select a vendor to provide a Time and Attendance software solution for a period of five (5) years.

### **D. QUESTIONS OR CLARIFICATIONS OF RFP REQUIREMENTS**

The RFP is issued by Anchor Bay School District. All questions regarding this RFP shall be submitted via email. Emailed questions and inquiries will be accepted from any and all prospective respondents in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before May 15<sup>th</sup> 2024 at 4:00 PM and should be addressed as follows:

Director of Business Services, Robyn Randazzo at [rrandazzo@abs.misd.net](mailto:rrandazzo@abs.misd.net)

Should any prospective Respondent be in doubt as to the true meaning of any portion of this Request for Proposal, or should a prospective Respondent find any ambiguity, inconsistency or omission therein. The Respondent shall make a written request for an official interpretation or correction. Such requests must be submitted via email to [rrandazzo@abs.misd.net](mailto:rrandazzo@abs.misd.net)

All requests for Clarifications must be submitted on or before May 15, 2024 at 4:00 PM

### **E. ADDENDUM**

All interpretation or correction, as well as any additional RFP provisions that the District may decide to include, will be made only as an official addendum that will be posted to <http://www.anchorbay.misd.net> and it shall be the bidder's responsibility to ensure they have received all addendums before submitting a bid. Any addendum issued by the District shall become part of the RFP and will be incorporated in the proposal.

The District will not be bound by oral responses to inquiries or written responses other than written addenda.

### **F. PROPOSAL REQUIREMENTS**

The proposal must be signed in ink by an official authorized to bind the submitter to its provisions. Each proposal must remain valid for at least ninety (90) days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

Each person signing the Proposal certifies that he/she is the person in the Contractor's firm/organization responsible for the decision as to the fees being offered in the Proposal and has not and will not participated in any action contrary to the terms of this provision.

## **G. PROPOSAL SUBMISSION**

All Proposals are due and must be delivered to the District's Central Offices on or before **May 29<sup>th</sup>, 2024 by 1:00 PM (Local Time)**. Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each respondent must submit one (1) original Proposal, two (2) additional Proposal copies and (2) two copies of the Fee Proposals in a separate sealed envelope marked "Fee Proposal" contained with the submitted Proposal. Proposals submitted must be clearly marked: and then list Respondents name and address. Proposals must be addressed and delivered to:

Anchor Bay School District  
5201 County Line, Suite 100  
Casco, MI 48064

All Proposals received on or before the Due Date will be publicly opened and recorded immediately. No immediate decisions are rendered.

Hand delivered Proposals should be date/time stamped/signed by the Procurement Unit at the address above in order to be considered. Normal business hours are 9:00 a.m. to 4:00 p.m. Monday through Friday, excluding Holidays.

The District will not be liable to any respondent for any unforeseen circumstances, delivery or postal delays. Postmarking on the Due Date will not substitute for receipt of the Proposal. Each respondent is responsible for submission of their Proposal.

Additional time will not be granted to a single respondent; however, additional time may be granted to all respondents when the District determines that circumstances are warranted.

## **H. SELECTION CRITERIA**

Responses to this RFP will be evaluated using a point system, as shown in Section III. The evaluation will be completed by a selection committee of staff from the Anchor Bay School District.

At the initial evaluation, the fee proposals will not be reviewed. The fee proposal will only be opened for the top scored respondents. After initial evaluation, the District will determine which, if any, respondents will be interviewed.

If the District elects to interview Respondents, during the interviews, the selected respondents will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. The District further reserves the right to interview the key personnel assigned by the selected to this project.

The interview shall consist of a presentation by the Respondent, including the person who will be the project manager on this Contract, followed by questions and answers. Audiovisual aids may be used during the interviews.

All Proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the Respondent's response shall be documented and included as part of the final contract.

The District reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the District's sole judgment, the best interests of the District will be so served.

**I. COST LIABILITY**

The District assumes no responsibility or liability for costs incurred by the respondent prior to the execution of a Professional Services Agreement. The liability of the District is limited to the terms and conditions outlined in the Agreement. By submitting a Proposal, Respondent agrees to bear all costs incurred or related to the preparation, submission and selection process for the proposal.

**J. SCHEDULE**

The District has defined the following schedule in regards to this procurement.

<b>Activity/Event</b>	<b>Anticipated Date</b>
RFP Published/Distributed	April 17th, 2024
Pre-Proposal Respondent Meeting (Non-Mandatory)	May 1 <sup>st</sup> , 2024 at 10:00 A.M. (via Zoom)
Deadline for Respondent Questions and Clarifications	May 15 <sup>th</sup> ,2024, by 4:00 PM
Proposals Due	May 29 <sup>th</sup> ,2024, by 1:00 PM
Proposal Evaluations	May 29 <sup>th</sup> ,2024 – June 5 <sup>th</sup> 2024
Due Diligence Meetings with Selected Respondents (if necessary)	June 5 <sup>th</sup> ,2024 – June 19 <sup>th</sup> ,2024
Software Demonstrations	June 5 <sup>th</sup> ,2024 – June 19 <sup>th</sup> ,2024
Approve/Execute Contract	TBD

Note: The above schedule is for information purposes only and is subject to change at the District's discretion.

**K. DISCLOSURES**

All information in a submitter's Proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempted under the Freedom of Information Act.

**L. AWARD PROTEST**

All Proposal protests must be in writing and filed with the District within five (5) business days of the award action email. The respondent must clearly state the reasons for the protest. The District will provide the respondent with the appropriate instructions for filing the protest. The protest shall be reviewed by the District Administrator or designee whose decision shall be final.

**M. DEBARMENT**

Submission of a Proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the Respondent will notify the District of any changes in this status.

**N. SUBCONTRACTORS**

No contract may be sublet without the written consent of the District. Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. The Respondent shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the District for such acts or omissions.

**O. COLLUSION**

The Respondent, by submission of a proposal to this RFP, certifies that their Proposal is made without any previous understanding, agreement, or in connection with any person, firm or corporation making a proposal for the same services and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

**P. IRS FORM W9**

The vendor must have on file with the District an IRS form W-9 before a purchase order can be issued.

**Q. EXCISE AND SALES TAX**

The District is tax exempt from all taxes. The respondent, if awarded a contract for this work, the terms of which require the District to purchase equipment or software licenses from the respondent, its subcontractor or other software license

holder, shall be responsible for all “sales taxes” and “use taxes” as applicable to this work.

## **R. RESERVATION OF RIGHTS**

1. The District reserves the right to accept any Proposal or alternative Proposal proposed in whole or in part, to reject any or all Proposals or alternatives Proposals in whole or in part and to waive irregularity and/or informalities in any Proposal and to make the award in any manner deemed in the best interest of the District.
2. The District reserves the right not to consider any Proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.
3. The District reserves the right to determine whether the scope of the project will be implemented entirely as described in the RFP, a portion of the scope, or that a revised scope be implemented.

## **SECTION II BACKGROUND AND SCOPE OF WORK**

### **A. BACKGROUND**

The District is located in Macomb County, Michigan and has a staff of approximately 800. The District is soliciting proposals from qualified Respondents to provide a Time/Attendance Software solution along with related implementation services for the District, to include, but not limited to:

- Time and Attendance
  - Hours Entry/Scheduling
  - Leave Tracking/Request
  - General Ledger Integration
  - 3<sup>rd</sup> Party timekeeping interfaces
- Financial
  - Accommodates District's General Ledger accounting string
  - Accommodates General Ledger allocation methods
  - Position Budgeting
- Self Service via the Web
  - Timesheets
  - Leave Request
  - Personnel Changes
- Management Reporting
  - General Reports
- Technology
  - Production and Testing Environments
  - Supports District's current interfaces
  - Audit Trail Capabilities
  - Licensing
  - Time and Attendance/Self Service – 800 + users
  - Compatibility with current Badging – (AC-HID-CARD-ICLASS-SE-3000-AVG-NL)

## B. SCOPE OF WORK

**Proposals submission must, at minimum, be able to provide all services/deliverables and meet all timelines stated below:**

### **IMPLEMENTATION**

#### Project Control Plan

The Contractor shall submit a project control plan within ten (10) business days of execution of the contract. The plan shall consist of the following:

1. Summary Project Control Chart
  - a. A chart showing all tasks, the critical path and all task dependencies.
2. Milestone Chart
  - a. A list of milestones with completion dates.
3. Work Plan
  - a. An organized list of specific tasks, including responsibility for each task, level of effort in terms of people hours, and beginning and ending dates. Should include installation, testing, and acceptance plans and dates.
4. Training Plan
  - a. Include proposed course outlines.

This plan must also address anticipated District resource needs.

#### System Implementation:

The Contractor shall:

1. Install the necessary hardware and software at the District sites and initialize the system.
2. Perform necessary tests on the installed system components to ensure system is functional.
3. Develop and conduct training for both administrators and the users. Training is expected to include security configuration, user setup, daily operations, and cover such items as preventative maintenance, troubleshooting, and routine maintenance as well.
4. Provide documentation including operating manuals and online help at no additional cost. A data dictionary and layout for the database should also be provided. The District shall be granted the right to reproduce any training materials for its personal use.
5. Develop a test system designed to aid in the training of personnel and test new functionality prior to its implementation in the production system. This system shall be separate from, but parallel to, the operations version of the system to facilitate training without the possibility of inadvertently affecting live data on the actual production database.
6. Convert data from the current system.
7. Start up and monitor the entire system, taking immediate corrective action on areas which are not operating in accordance with the requirements contained herein.
8. Respond immediately to reports from the District of system failure and take immediate corrective action.

### System Reliability Testing:

The system reliability test will be used to verify that the system is operable within the time parameters and performance levels as described in this RFP. The System Reliability Test period shall begin no later than two (2) business days after the System is ready for District use, and all required data is on the System.

## **SECTION III EVALUATION CRITERIA**

### **Proposal Evaluation**

The Selection Committee will perform an initial evaluation of each proposal based on the criteria described below using a 100-point system.

- **Professional Qualifications - 20 points**
  - Qualifications and Experience of Respondent and its Key Personnel
  - Financial Stability
  - Reputation
  - Cultural Fit
  - Public Sector Experience
- **Functionality - 20 points**
  - Usability
  - Flexibility
  - Fit to Requirements
  - Integration
  - Improvements in Efficiency and Effectiveness
- **Technology - 10 points**
  - Integration Capabilities
  - Technical fit to Requirements
  - Fit to standard Tech Stack
  - Uptime percentage
  - Future Plans for Software (Enhancements/Upgrades)
- **Implementation Approach - 10 Points**
  - Implementation Approach
  - Project Management Process
  - Project Timeline
- **Support and Training – 15 Points**
  - Support Model
  - Incident Resolution Service Level Agreement
  - User Group
  - 3<sup>rd</sup> Party Support
- **Price - 25 points**

At the initial evaluation, the fee proposals will not be reviewed. The District reserves the right to not consider any proposal which it determines to be unresponsive and/or deficient in any of the information requested for evaluation.

After initial evaluation, the District will determine the top respondents, and open only those fee proposals. The District will then determine which, if any, respondents will be interviewed. A proposal with all the requested information does not guarantee the respondent to be a candidate for an interview. The Selection Committee may contact references to verify material submitted by a respondent.

The Committee may then schedule the interviews with the selected respondents. The selected respondents will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.

## **SECTION IV**

### **A. FEE PROPOSAL**

***The fee proposal shall be submitted in a separate, sealed envelope.***

The fee proposal shall include a complete detailed fee schedule for every aspect of implementation along with a summarized version of all implementation costs. This needs to factor in the total cost of ownership based on 5 years of operation.

- Hardware
  - Provide a detailed itemized list, description, and costs of all major hardware components proposed for the system with model/part numbers and quantities.
  - Specify whether maintenance will be from original manufacturer, Respondent, or both.
  - Must include redundancy for mobile devices, download equipment, and CPU components.
- Software
  - Provide a detailed itemized list, description, and costs of all system software for the proposed solution including release level information.
- Implementation Services
  - Provide a detailed itemized list and description of all implementation cost associated with the proposed solution. Be sure to provide hourly breakdowns and rates.
- Hosting Services
  - Provide a detailed itemized list and description of all hosting service costs associated with the proposed solution if applicable.
- Optional Cost/Services
  - Provide a detailed itemized list, description, and cost of any other services to be performed that are not included elsewhere in the cost proposal.
  - Provide a detail itemized list, and description of all warranties on hardware and software and any updates/releases for software included as part of the warranty period for the solution as proposed and awarded.
  - under the post installation maintenance agreement
- Sales Taxes
  - State of Michigan law exempts the District from the assessment of State Sales Tax on its direct purchases. Contractors who acquire materials, equipment, supplies, etc. for use in District projects are not likewise exempt. No extra payment will be allowed under the contract for failure of the contractor to make proper allowance for taxes it must pay.
- Fee Proposal Summary Breakdown
  - In addition to your detailed fee breakdowns, please be sure to summarize all your detailed costs into the Total Fee Summary table below. This should give the District a snapshot of the Total Cost of Ownership over a 5 year period of time.

<b>Item Description</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
<b>Total Hardware Cost</b>						
<b>Total Software Cost</b>						
<b>Total Implementation Services Cost</b>						
<b>Total Hosting Service Cost (if applicable)</b>						
<b>Total Options Cost</b>						
<b>Total Options Service Cost</b>						
<b>Annual Maintenance Cost</b>						
<b>Additional Costs:</b>						
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						
<b>Grand Total</b>						

**B. AUTHORIZED NEGOTIATOR**

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the Scope of Work with the District.

**C. APPENDICES**



**ATTACHMENT B– AFFIDAVIT OF BIDDER IRAN ECONOMIC SANCTIONS  
ACT**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the “Bidder”), pursuant to the Iran Economic Sanctions Act (MCL 129.313), hereby represents and warrants that it is not an “Iran linked business”.

BIDDER:

\_\_\_\_\_

By:

\_\_\_\_\_

Its:

\_\_\_\_\_

STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF \_\_\_\_\_)

The instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_,  
by \_\_\_\_\_

\_\_\_\_\_, Notary Public  
\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_