



## REQUEST FOR PROPOSAL

### Time & Attendance – RFP #2024- 0112

#### Invitation to Submit Proposal

Troup County School System (hereinafter, “TCSS”), in an effort to maximize the use of funds and to comply with state and federal mandates, is seeking proposals for Time and Attendance software. Qualified parties are invited to submit proposals for a Time and Attendance System with a Munis (Tyler Technologies) interface. This includes electronic time and attendance data entry (web-based and mobile-based options), security and confidentiality features, real-time programming, personnel training, and software-specific equipment.

Any inquiries regarding the school district or this invitation should be directed to:

Christy Tidwell  
 Budget & Procurement Analyst  
 100 North Davis Road, Building C  
 LaGrange, GA 30241  
 Phone: (706) 812-7900  
 Fax: (706) 883-1534  
 tidwellcm@troup.org

#### Updated Submission Schedule (\*Revised 1/10/2024)

Request for Proposal Issued	Wednesday, December 6, 2023
RFP Question Deadline	Friday, January 5, 2024
Proposals Due	* Friday, January 19, 2024
Proposal Evaluations (Technical and Financial)	* Tuesday, January 23, 2024
Vendor Interviews ( <i>if needed</i> )	* Week of January 29, 2024
Respondent Notification of Contract Award	* Week of February 5, 2024*
*Upon determination of the winning proposal, if Board approval is needed, respondents will be notified on the day following the regularly scheduled Board Meeting to be held on Thursday, February 22, 2024.	

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## **Instructions for Submission of Request for Proposal (RFP)**

All proposals must be received at the above address no later than:

**Friday, January 12, 2024, at 2:00 PM EDT**

Please submit your sealed response, labeled **"TCSS RFP #2024-0112"** to the Finance Department Office at the address listed above. Late and/or incomplete responses will be disqualified. Section I (Technical Proposal) and Section II (Pricing) must be labeled and submitted in separate sealed envelopes labeled **"Section I"** and **"Section II"**.

Section I. Technical Proposal: Submit five (5) copies of all related documents. Include responses to all items in the Specifications section found on pages 5 and 6.

Section II. Pricing: Submit five (5) copies of the Bid Form, and supporting documentation of the financial proposal.

TCSS reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be awarded to the vendor, who based upon evaluation of all proposals, is determined to have submitted the best proposal, considering both technical and cost factors. TCSS will not pay any vendor any cost incurred in making their proposal or presentations or for any information learned in the course of the selection process.

## **General Project Information**

Troup County School System is located in Troup County, GA. This county is comprised of 3 cities: LaGrange, Hogansville, and West Point. The system employs approximately 2000 employees. The district has over 25 sites that include K-12 education, special education, operations, and administration offices. It educates approximately 12,000 students annually.

The employees are broken down into several different pay groups based on different qualifications including but not limited to; certified, classified, substitute, temporary, part-time, full-time, exempt, and non-exempt. All groups are paid based on days worked throughout a 12-month period. Examples include: 190 days for teachers, 240 days for 12-month employees. All full-time/part-time employees are given a base monthly salary that is paid over the 12-month period, but to meet state and federal labor and recordkeeping laws, we will need to be able to track all time (including overtime) for specific employees.

Due to the geographic location of each employee, we would like to have a system that would accommodate clocking in/out within certain parameters. We would like to explore all hardware options: cell phone, tablet, computer, etc.

## Specifications

The specifications described below contains the minimum requirements of the solicitation. Please address each specification as numbered. Any deviations from these specifications shall be listed on a separate page titled "Deviations from Specifications."

1. System should be web/cloud based and should integrate with Google SSO.
2. Describe how the proposed web-based system operates.
3. Outline if proposed pricing is based on District site license, or per-user license.
4. Describe the user interface and the steps staff would need to follow to create a time entry.
5. Describe what options would be viewable to the end user Dashboard for timekeeping.
6. Describe permissions and workflow. Include any limitations in allowing information entry and/or changes by the Administrator.
7. Describe if the system allows the upload of time from an Excel spreadsheet for paid meeting attendance. For example, 100 employees attend a two (2) hour training session.
8. Describe how the proposed system supports electronic approved processing and electronic timesheets that verify time worked.
9. Integrate with Troup County School System's current systems: Munis by Tyler Technologies and Aesop by Frontline Solutions.
  - a. Ability to import or integrate with employee rates including overtime rates from Munis as well as regular contracted hours both in real-time and on a scheduled basis.
  - b. Import or integrate Substitute Jobs from Aesop to determine consolidated work hours used to calculate pay.
  - c. Import or integrate active GL account list from Munis and accommodate the character length of 47 in order to validate accounts.
  - d. Import or integrate Munis' employee job salary record start and end dates and Job Class in order to use the correct pay rate depending on the day worked.
10. Describe any limitations to clocking in and out, rounding, employee's ability to choose their account codes, missed punch alerts, and interfacing with Munis.
11. Ability to determine overtime based on rules. Overtime applies to hours over 40 hours per week. *Many employees have other types of pay where hours worked need to be consolidated in order to determine if they are eligible for overtime and in order to calculate the (blended) overtime rate.*
12. Identify and reference the type of calendar attached to an employee in Munis (some employees work through breaks whereas others do not).

13. Export Functionality
  - a. Data exported based on customized batches. Employees in specific batches have different pay types depending on the type of employee. For example, if they are benefited, benefits should not post to funding for additional timecard hours.
  - b. Built-in exportable reports
  - c. Functionality to create user-defined reports
  - d. Exportation of leave records
14. Ability to set up Custom Options for employees to select that will identify what the employee did as an extension of their regular contract.
  - a. Examples include: Working Out of Class, Bus Riding, Training, After School Event/Sports, Shift Differential, Additional hours, Freelance, etc....
15. Ability to support and identify employees who are assigned multiple positions and/or multiple locations.
16. Custom Permissions based on site/department.
17. Capability of locking out users in order to cut off entries of time worked and/or changes prior to the last day of the pay period.
18. System ability to account for breaks and lunch periods.
19. System ability to track time by web (computer), and/or iPad, and/or Smart Phone. Please describe in the proposal response.
20. Describe if the system has the ability to group employees by work classification codes.
21. System to accommodate and process a minimum of 4000 entries each month.
22. With proposal response, describe data integration with Tyler Technologies Munis Financial System
23. Describe if the proposed system can pull data from routing software and transfer information into the timekeeping system. Manual or automatic process?
24. Describe in detail the reports provided by the proposed system.
  - a. Ability to create and export all data points.
  - b. Ability to create daily, weekly, monthly, and/or annual reports.
  - c. Ability to retain reports.
  - d. Ease of configuring reports.
  - e. Ability for employees to run a verification report of time worked.
  - f. Provide sample reports with RFP response.
25. Describe features and protocols related to data security.
26. Describe server maintenance protocols.
27. Describe system and maintenance support options.

## Evaluation Process

Administration will evaluate based on Technical and Financial attributes:

1. Responsiveness of the proposal in clearly stating the understanding of the specifications listed and in demonstrating the intention and ability to meet the specifications. This includes responses to each of the questions listed in the Specifications section on pages 5 and 6.
2. The vendor's experience in providing Time and Attendance software solutions to School Systems of similar nature, size, and complexity, and the vendor's commitment to maintaining technical expertise in government and K-12 environments.
3. Technical experience and professional qualifications of the vendor.
4. Cost will be considered as a factor in the award.
5. The Technical Score and Financial Score for each Response will be added together for a Final evaluation score, as described below. All calculations will be rounded to two (2) decimal places to prevent a tie.
6. TCSS reserves the right to award the contract based on what it determines to be in the best interests of TCSS.

### A. Technical Evaluation:

Category	Max Points	Percent
1. Responsiveness of the Proposal & Specifications (answers to list in Specifications section)	480	60%
2. Experience in providing Time & Attendance software solutions to School Systems	160	20%
3. Technical Experience & Professional Qualifications of the Firm	160	20%
<b>Total</b>	<b>800</b>	<b>100%</b>

Up to 800 points can be awarded per evaluator for the technical portion of the proposal. Evaluators will assign a score of 1 (lowest) to 10 (highest) in each category, and the scores will be weighted according to the percentages shown above to arrive at the points awarded. The technical score is derived by using the formula below:

The proposal with the highest number of points is given a Technical Score of 800. Technical scores are given to the other vendors using the following formula:

**$P/H \times (\text{Maximum points available for Technical Proposal}) = V$ ; where:**

P = Technical score of the proposal being adjusted

H = Original Technical score of the highest ranking proposal

V = Assigned points for the proposal being adjusted

**B. Financial Evaluation:**

Category	Max Points	Percent
Lowest Fees	200	100%

The Financial proposal with the lowest fees is awarded the full 200 points. All other Financial proposals receive a prorated score calculated using the following formula:

**$L/P \times (\text{Maximum points available for Financial Proposal}) = V$ ; where:**

L = Total cost of the proposal with the lowest fees

P = Total cost of the proposal being adjusted

V = Assigned score for the proposal being adjusted

### **Vendor Interviews**

Depending on the outcome of the Technical and Financial Evaluation, certain Vendors may be asked to meet with TCSS personnel to provide an in-person presentation which consists of the solution that was proposed in the RFP response, benefits of the proposal submitted, and a working demonstration of the solution. If selected for an interview, Vendor(s) will be notified via email within three (3) business days following the Proposal Evaluation Date.



## **Additional Provisions**

- A. The vendor shall be an independent contractor and their officers, agents, and employees shall not be deemed officers, agents, or employees of TCSS.
- B. The vendor shall not assign or transfer or subcontract this agreement, any interest therein, or claim thereunder without the prior written approval of TCSS.
- C. TCSS may terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the vendor. Any contract cancellation notice shall not relieve the vendor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the cancellation. In the event of termination by mutual agreement, the vendor shall be compensated for all hours worked at the specified contractual rate.
- D. The vendor shall be required at all times during the term of this agreement to subscribe to and comply with the Workers' Compensation laws of the State of Georgia and to save harmless TCSS from any and all liability from or under said act.
- E. Vendors contracting with the State of Georgia (or entities thereof as defined in the Act) further certify that they will comply with the Drug-Free Workplace Act, Official Code of Georgia Annotated, Section 50-24-1 et. seq. in carrying out any contract resulting from this proposal.
- F. TCSS operates all of its schools and offices as smoke free work places. Vendor agrees to abide by smoking restrictions in place for the offices and locations where the vendor will work under the terms of this contract.
- G. Except as otherwise provided by law or rule, vendor agrees not to publish or distribute any information concerning work done for TCSS.

## Proposal Content & Format

- A. **Title Page:** Include the RFP subject, the name of your firm, address, contact numbers, name of contact person and date.
- B. **Table of Contents:** Include a table of contents identifying the material by section and page number.
- C. **Letter of Transmittal**
  - 1. Briefly state your understanding of the requested services and describe the processes used to reach the objective.
  - 2. List the person(s) who are authorized to make representations for your firm. Include their titles, addresses, email addresses and phone numbers.
- D. **Profile of the Firm**
  - 1. Provide a brief overview of your firm to include size, type (national, regional, local, etc.), and location of the office from which the work is to be done.
  - 2. List current or former clients with engagements similar to the engagement described in this RFP. Indicate the scope of work, date, total hours, and the name and telephone number of the client contact.
- E. **Services to be Provided**
  - 1. Express agreement to meet the requirements of the engagement as stated in the “General Project Information” section of this RFP.
  - 2. Provide responses to each item listed in the Specifications section.

## Fee Structure

Using the Financial Response form on page 15, provide an all-inclusive maximum cost, which is based on total fees, training expenses, supplies/equipment required, and any other related expenses, to implement the Time & Attendance System. Provide renewal rates for subsequent years listed. Attach supporting documentation if needed.

## General Terms & Conditions

- A. **Applicable Law & Courts:** This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia. The vendor shall comply with applicable federal, state, and local laws and regulations.
- B. **Ethics in Public Contracting:** By submitting their proposals, all vendors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other vendor, supplier, manufacturer or subcontractor in connection with their proposals, and that they have not conferred on any TCSS employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Vendors specifically certify by submitting their proposal that they are not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions. Vendors contracting with the State of Georgia (or entities thereof as defined in the Act) further certify that Official Code of Georgia Annotated, Title 45, Chapter 10, Article 2, which prohibits certain public officials and employees of the State of Georgia from transacting business with certain state agencies, has not been and will not be violated in any respect by execution of this proposal and any contract resulting there from.
- C. **Debarment Status:** By submitting their proposals, all vendors certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.
- D. **Insurance:** The successful bidder shall supply to TCSS with proof of insurance for automobile, workers compensation, and general liability. The awarded contractor shall furnish to TCSS a current Certificate of Insurance. Insurance certificates will be reviewed by Oakbridge Agency. Provisions mandating TCSS to purchase insurance, increase policy limits, or name the vendor or other third party as an additional insured party shall not be included in contracts with TCSS. Troup County School System must be shown as Additional Insured with respect to liability. Attach a copy of the policy "Additional Insured" endorsement or state on the certificate that the policy has been specifically endorsed to provide coverage, including Defense Cost Coverage for TCSS as an Additional Insured. Professional Liability is excluded.
1. COMPREHENSIVE GENERAL LIABILITY
- Standard 1986 ISO (Insurance Services Office) Occurrence Form
- Bodily Injury - \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate
- Property Damage - \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate
- Or**
- Bodily Injury/Property Damage - \$2,000,000 CSL (Combined Single Limit) Each Occurrence/Aggregate

2. COMPREHENSIVE AUTOMOBILE LIABILITY  
Including Owned, Non-Owned, and Hired Vehicles –  
Bodily Injury/Property Damage - \$2,000,000 CSL per Accident
3. WORKERS' COMPENSATION  
Georgia Statutory Coverage  
Employer's Liability
  - \$500,000 Each Accident
  - \$500,000 Disease Policy Limit
  - \$500,000 Disease Each Employee
4. UMBRELLA/EXCESS (if appropriate)  
\$5,000,000 limit of liability each occurrence and aggregate
5. PROFESSIONAL LIABILITY (if appropriate)  
\$1,000,000 per person

E. **Mandatory Use of Terms and Conditions:** Return of the complete RFP document is required. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, TCSS reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.



## OFFEROR AFFIRMATION FORM

(This form must be completed and returned with Section I of your response)

Full Company Legal Name: \_\_\_\_\_

RFP Name: Time and Attendance System

RFP Number: 2024-1112

After careful examination of the solicitation document in its entirety, and any addendum(s) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

For consideration of this proposal, the undersigned hereby affirms that:

1. He/she is a duly authorized official of the offeror,
2. No changes were made to the original RFP document,
3. The proposal is being submitted on behalf of the offeror in accordance with any terms and conditions set forth in this document,
4. The offeror will accept any awards made to it as a result of the proposal submitted herein for a minimum of one hundred and twenty (120) calendar days following the date of submission,
5. The offeror accepts that all of the terms and conditions of this RFP will be included in a written contract to be entered between the parties memorializing all of the terms of their agreement.

If notified in writing by mail or delivery of the acceptance of the award, the undersigned agrees to furnish and deliver the assigned Procurement officer within five (5) days of the request, a certificate of insurance indicating the coverages specified within this solicitation.

A contract shall be established which will set forth the terms of this agreement. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.

Nondiscrimination in Employment: We, the supplier of the services covered by this bid or contract, have not discriminated in the employment, in any way, against any person or persons, or refused to continue the employment of any person or persons on account of their race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability.

Respectfully submitted,

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Authorized Official Name: \_\_\_\_\_

Authorized Official Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



### OFFEROR INFORMATION FORM

(This form must be completed and returned with Section I of your response)

RFP Name: Time and Attendance System

RFP Number: 2024-1112

Full Company Legal Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Name for Solicitation: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name for Purchase Orders: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purchase orders may be delivered via email or fax. Please indicate your preferred delivery method and provide an email address or fax number.

Email:  \_\_\_\_\_ Fax:  \_\_\_\_\_

Company Website: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_

E-Verify Number: \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_

Does the company utilize an Affirmative Action Plan for Equal Employment Opportunity? Yes  No

Has the company implemented a compliance program in accordance with the Americans with Disabilities Act? Yes  No

Have any conditions or restrictions been placed on this proposal by the company that would cause it to be declared non-responsive? Yes  No

Is the company currently debarred from doing business with any federal, state or local agency? If yes, please provide details and submit on a separate sheet. Yes  No

Has the company ever defaulted on a contract or been denied a contract due to non-ability to perform? If yes, please provide details on a separate sheet. Yes  No

Please attach a copy of your W-9 to this form.



## FINANCIAL RESPONSE FORM

(This form must be completed and returned with Section II of your response)

RFP Name: Time and Attendance System

RFP Number: 2024-1112

Full Company Legal Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Name for Financial Response: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Time Period	Total Fees	Training	Equipment/ Supplies	Other Expenses	All-Inclusive Maximum Cost
Implementation & July 1, 2024-June 30, 2025					
July 1, 2025-June 30, 2026 Renewal					
July 1, 2026-June 30, 2027 Renewal					
July 1, 2027-June 30, 2028 Renewal					
July 1, 2028-June 30, 2029 Renewal					

Please attach all documentation related to your Fee Structure and include five (5) copies in a sealed envelope labeled "Section II".

Signature of Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_



### NON-SUBMITTAL RESPONSE FORM

RFP Name: Time and Attendance System

RFP Number: 2024-1112

**NOTE TO VENDOR:**

If your company’s response is “non-submittal”, Troup County School System is interested in the reason for such response. TCSS desires to ensure that the procurement process is fair, non-restrictive and attracts maximum participation from interested companies. We therefore appreciate your responses to this non-submittal form.

Please complete and fax this form to: (706) 883-1534

Please indicate your reason(s) for responding with a “non-submittal”:

- Unable to meet the requirements for this solicitation.
- Unable to provide the services specified in this solicitation.
- Unable to meet time frame established for start and/or completion of the project.
- Received too late to submit a bid. Received on: \_\_\_\_\_

Other (please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your response will be reviewed and placed in the solicitation file. Your input will assist TCSS in determining changes necessary to increase participation in the solicitation process.

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **SOLICITATION CHECKLIST**

**(This form must be completed and returned with Section I of your response)**

RFP Name: Time and Attendance System

RFP Number: 2024-1112

The following items must be completed and submitted with your response. Please only include pages on which your company has included a response.

- 1. RFP reviewed in its entirety
- 2. The original and five (5) hard copies of Section I in sealed envelope
- 3. Section I of the proposal on thumb drive (1) in PDF format
- 4. Section II of the proposal in separate sealed envelope
- 5. Offeror affirmation form completed and signed
- 6. Offeror information form completed and signed
- 7. Offeror financial response form completed and signed
- 8. Completed and signed W-9 (if not a TCSS registered vendor)