

**TOWN OF TRUMBULL  
CONNECTICUT REQUEST FOR  
PROPOSAL  
TRUMBULL BOARD OF EDUCATION  
PURCHASE AND INSTALL TIME  
AND ATTENDANCE SYSTEM**

RFP: 6148

DUE: October 13, 2015 @ 2:00PM

**GENERAL INSTRUCTIONS TO  
BIDDERS**

The Town of Trumbull for Town of Trumbull and the Board of Education, Connecticut (hereinafter referred to as "Town & BOE") through the Office of the Town Purchasing Agent, will accept sealed bids from qualified firms (here-in-after referred to as bidder, contractor, and proposer) for a new time and attendance, tracking system for employees. The system hardware (terminals) will reside in fourteen (14) locations throughout Trumbull Public Schools and various locations throughout the Town as well as provide various time collection options through various devices including computer, smart phone etc.. Contractor will meet all federal, state and local codes which relate to this type of installation. **THIS BID IS A REBID OF RFP's 6092 & 6140 PROPOSAL UNDER THOSE BID ARE NOT VALID AND VENDORS SHOULD RESUBMIT BASED ON THE REQUIREMENT OF THIS RFP.**

Site visits may be requested by contacting Mark Deming (BOE) ([Demingm@trumbullps.org](mailto:Demingm@trumbullps.org)) 203-452-4306  
Or Jim Haselkamp (TOWN) ([Jhaselkamp@trumbull-ct.org](mailto:Jhaselkamp@trumbull-ct.org)) 203-452-5031 prior to submitting a bid.

This RFP is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer.

**1. PREPARATION OF BIDS**

Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids. Bidders may also submit under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded.

**2. BID SUBMISSION**

Bids are to be submitted in DUPLICATE in a sealed envelope and addressed as follows:

**BID NUMBER 6148 DUE: October 13, 2015 @ 2:00 PM**

Kevin Bova, Purchasing Agent  
Town of Trumbull  
5866 Main Street, Trumbull, CT 06611

Please be advised that the person signing the formal proposal must be so authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period as is specified.

**3. BID TIME**

- a) Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud. Any bid received after the due date and time noted above shall not be accepted or opened.
- b) A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

**4. TOWN OPTIONS**

- a) The Town & Board of Education reserves the right to reject any and all bids and does not bind itself to accept the lowest bid or any proposal. The Town and the BOE reserves the right to ask for new bids in whole or in part, or to reject any or all bids, or any part thereof, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town and/or of the Board of Education.
- b) If a bid proposal does not meet or better the required specifications, requirements, and scope of work requested on all points that must be outlined in a letter attached to the bid proposal otherwise it will be presumed that the bid as proposed is in accordance with the required specifications.

**5. TAX EXEMPT**

The Town of Trumbull is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the proposal price. The Town of Trumbull Tax Exempt number is 05-010 31-000.

**6. INQUIRIES AND SITE VISITS**

All inquiries regarding this request shall be answered up to the close of business on **October 7, 2015** after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing, Email or by Fax as appropriate to all bidders. Inquiries of a technical nature may be to Mark Deming BOE 203-452-4306 email [Demingm@trumbullps.org](mailto:Demingm@trumbullps.org) or Jim Haselkamp (TOWN) ([Jhaselkamp@trumbull-ct.org](mailto:Jhaselkamp@trumbull-ct.org)). Other questions may be directed to the Kevin Bova, Purchasing Agent (203.452.5042). Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

**7. AWARD AND AUTHORITY**

This project will be awarded in whole but pricing shall be broken down to individual units. The Town Purchasing Agent will issue notification of award in writing after consultation with and approval from the Board of Education Department. Followed by a Purchase order by The Board of Education.

**8. PRICING**

- a) Bidders are requested to quote the system and install it all locations.
- b) All prices quoted are to be firm for a period of at least 180 days following bid opening.
- c) Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

**9. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

**10. HOLD HARMLESS CLAUSE**

Bidder agrees to indemnify, hold harmless and defend the Town and Board of Education from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

**11. WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town and Board of Education in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. The contractor shall comply with all applicable laws and regulations relating to State and Federal employment practices, nondiscrimination, safety and health regulations.

**12. INSURANCE**

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town and the Board of Education Department shall be named as an additional insured with Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

<b>Commercial General Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000
<b>Comprehensive Auto Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Including coverage of owned, non-owned & rented vehicles	\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Town's Purchasing Department.

**13. LOWEST RESPONSIBLE PROPOSAL**

- a) The Town along with the Board of Education shall determine the "lowest responsible qualified proposer" on the basis of the Proposer submitting the lowest "Total Proposal", responsiveness of his Technical Proposal; and demonstrating a history of the ability and integrity necessary to perform the required work; and certifying that it shall perform the work in accordance with the Bid Documents, Specifications and requirements.
- b) Proposals will be compared on the basis of the "Total Proposal" of the items listed in the Proposal and on basis of the Proposer's experience and competence.
- c) If the Lowest Total Proposal exceeds the amount of funds available for the project, the Town along with the Board of Education reserves the right to increase or decrease any class, item or part of the work. After determining the "lowest responsible qualified proposer", the Town will issue a Notice of Award to the successful Proposer.
- d) In the event that the lowest responsible qualified proposer fails to execute the Contract and/or fails to provide the required documents within the time period prescribed, the Town and Board of Education, at its option, may consider the lowest responsible qualified proposer to be in default, in which case the Bid Guarantee shall become the property of the Town.

**14. ADENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any Addenda to this request shall be posted on the Town of Trumbull website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) under the Purchasing Department Section. Bidders may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

**15. WARRANTY**

Selected bidder agrees to warranty all work completed for this requirement for a period of at least twenty-four (24) months starting upon Completion.

**16. STATEMENT OF QUALIFICATIONS AND REFERENCES**

Bidders shall complete and submit the "Statement of Qualifications" section of this request along with the References form. The Town and Board of Education may make such investigations as necessary and it deems appropriate to determine the qualifications of the proposer to perform the work required. If the Town is not satisfied that the proposer is properly qualified, the Town along with the Board of Education reserves the right to reject the proposal of said proposer.

**17. SPECIFICATIONS**

- a) Should any Bidder find discrepancies in the bid or be in doubt as to the exact meaning, the bidder shall request clarification to Kevin Bova, Purchasing Agent. Mr. Bova may then, at this option, issue Addenda clarifying any issues. The Town and Board of Education shall not be responsible for oral instructions or misinterpretations of the specifications.
- b) The Town reserves the right to issue Addenda at any time prior to the Bid Opening. All such Addenda become, upon issuance part of the Specification. Each Bidder shall cover such Addenda in the proposal and shall acknowledge receipt of same on the blank provided therefore.
- c) The Town reserves the right to require any or all Bidders to submit statements as to previous experience in performing comparable and as to financial and technical organizations and resources available for this work. The mere opening and reading aloud of a Bid shall not constitute or imply the Town or the Board of Education acceptance of an award.

**18. CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town or BOE ) be secured from any officer or employee of the Town or from any partnership or Corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and The fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) Days before such purchase are made, in the office of the agency making such purchase and in a public place in The Trumbull Town Hall.

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DUE: October 13, 2015 @ 2:00PM

**GENERAL SPECIFICATIONS**

The Town of Trumbull and the Board of Education is accepting proposals for a new time and attendance, tracking system for its employees. The system hardware will reside in fourteen (14) locations throughout Trumbull Public Schools and several locations in the Town as well as allow data collection from other sources including computer and other devices.

**PROJECT SUMMARY  
VENDOR INTRODUCTION  
TECHNICAL REQUIREMENTS  
PROJECT IMPLEMENTATION  
TRAINING  
MAINTENANCE AND WARRANTY SUPPORT  
PRICING AND TERMS OF AGREEMENT**

**I. Project Summary**

This bid reflects a joint bid for a time and attendance system for the BOE and the Town. The award may reflect two separate project plans between for the two entities and may also result in a separate award to separate vendors or a joint award to one vendor depending on the selection of the Committee.

1. The BOE envisions a phased implementation with the initial group representing 80-100 employees with additional phases expanding the coverage to several hundred employees. The Town envisions initial implementation to cover most of its full time work force 200-250 employees with additional coverage to seasonal and part time staff over time.
2. The Proposed system shall integrate independently for both organizations with Munis accounting/HRIS/Payroll system.
3. The proposal should provide pricing for a both a vendor hosted environment and an entity hosted environment
4. System will be capable of managing multiple departments within the Town and Trumbull Public School system.
5. System shall be capable of identifying and applying multiple account numbers, jobs and projects as established.
6. System shall be capable of identifying and applying multiple payroll policies with regard to overtime, sick time, holiday pay and other benefit time as prescribed in existing collective bargaining agreements.
7. System shall have card reader, biometric capabilities, along with desktop tracking for administrative staff.
8. System shall have the capability to poll clocks and update data base on multiple prescheduled times and also on demand.
9. System must be capable of applying accruals, carryover of accruals based on several scenarios such as anniversary dates, fiscal year start and possibly other bargaining agreement requirements.
10. System will be capable of allowing all employees to utilize clocks at each of the installed locations.

11. Successful bidder shall provide to BOE and TOWN IT departments necessary information and assurances with regard to network security and integrity prior to a bid award.
12. Successful bidder shall provide detailed training for Administrators, Supervisors, Administrative Staff, Payroll supervisor.
13. Successful bidder will provide Beta testing to insure integration accuracy with Munis Accounting system prior to going live.
14. Successful bidder will provide ongoing training through webinars and other online systems to insure changes in personnel have access to required training.

## II. Vendor Information

1. Provide a brief overview of your company.
2. What services does your company offer?
3. How many employees does your company have?
4. Provide a high-level overview of the solutions you will provide.

## III. Technical Requirements

1. What methodologies do you offer for time capture? (Time clock, Web clocks, telephone, etc.)
2. Does the time card reflect the effects of an edit immediately upon saving the change, i.e., updated total, removed exception mark, etc.
3. Do network time clocks, smart-phone and virtual PC clocks update database in real time without polling?
4. What attendance exception tracking and reporting features are built in to your base product without purchasing additional modules?
5. Does your system offer a single screen that can show managers in real time any employees that have punch exceptions, are absent, and employee IN/OUT status?
6. Does the system allow a configurable multi-level manager and payroll administrator approval process?
7. Does the approval process support level to level locking of the time card further changes?
8. Can the approval process block approval of timecards with missing punches?
8. How do clocks and software handle the changes for daylight savings time?
9. Describe how your system accommodates an employee who may earn multiple wage rates in the same Pay Period.
10. Describe how your system accommodates multiple holiday types.
11. How does your system handle multiple OT (overtime) pay categories and calculations.
12. Does your system include functionality with workflow for employees to make Time Off Requests through an on-line browser?
13. Does your system offer a detailed reporting of attendance exceptions?
14. Does your system allow for restricted viewing by hierarchy, pay group, area, division, etc?
15. Does your system allow an unlimited number of user defined time/earnings codes?
16. Does your system allow company to easily maintain and modify any and all complex pay rules with or without vendor intervention at no cost? Describe.
17. Can the system provide configurable consecutive days worked, worked hours and day of week triggers for overtime and premiums?
18. Does your system allow the calculation and management of multiple Paid Time Off plan entitlements?
19. Does your system allow reporting across any or all levels of the company within the defined data hierarchy?
20. To what file formats can your standard reports be exported?
21. Does your system allow for the viewing of employee historical and current information in a single Standard report?

22. Does your system allow both current and archived employees to be included in a single Standard report?
23. Does your system allow for the reporting of hours worked and dollars earned by employee by selected date range? Explain, and attach sample.
24. Does your system allow the reporting of employee leave balances totals?
25. Does your system allow for Saved reports to be modified and changed prior to viewing?  
Provide a detailed description of how your solution meets the following technical requirements:
26. Does your system use java, HTML, or what method of displaying data across a web browser connection?
27. How does your system archive data to meet needs based on legal requirements:
28. What web browsers are supported?
29. Is your current system web-based? In which version of your system did it become web-based?
30. What language is your system written in? Do you support Microsoft SQL Server 2000 and 2005?
31. What is your current development platform?
32. Does your system use one and the same database for current and historical data?
33. Does your software collect data from Time Clock devices in real time? Is it a "polling" system?
34. What back up capacity do clocks have in case of a power failure? If a battery system, is the battery backup option included with the clock, or is it a chargeable add-on?
35. Please provide your information regarding your SAAS software and PC requirements.

### **III System Versions and Upgrades**

1. How often do you release new versions?
2. What are the charges for new version releases?
3. List the per hour/per day cost for training for new features.
4. List the per hour/per day cost for implementation of new features or configuration changes for the new release.
5. How long are versions supported?

### **IV. Security and Auditing**

1. Does your system provide access to historical information in the core product and for how long?
2. Does your system create an audit trail when punches or totals are edited on timesheets by authorized users?
3. Does your system provide a full and un-editable audit trail?
4. Does your system limit user access to the storage medium?
5. Does the system have password security (ex. Expiration, Alphanumeric characters)?
6. Does your system provide functionality to specify the view and edit rights for each field for each user?

### **V. Interfaces and Integration**

1. Does your system provide a configurable bi-directional interface utility to transfer information between our payroll system and Time System? Please describe.
2. Does your system allow an interface to our employee demographic files so that we can add a new employee and then send that record into the time and attendance software? Describe.
3. Does your system allow for interfacing to other third party applications (ex. Scheduling)?

### **VI. Hardware**

1. Does your time-clock provide the ability for both bio-metric and proximity input on the same clock?
2. Can the employee punch in and out at several locations without storing bio-metric templates on the clock?
3. Please explain how your system maintains the employee bio-metric templates? How are the templates managed?

4. Do you manufacture your own time clocks or do you use a third party vendor?
5. Do your clocks communicate in real time?

**VII. Project Implementation**

1. Cost for implementation and configuration.
2. Please provide a sample project plan.
3. How long after contract signing will implementation begin?
4. Describe your implementation process in detail. Also include a sample timeline.
5. Does your company offer a fixed-price implementation fee?
6. How many hours/days of implementation time and included in your price proposal?

**VIII. Training**

1. Please give an overview of the training methods and staff utilized to perform training
2. What training comes delivered standard with your system?
3. Where will the training classes be delivered?
4. What is the cost for them to go through training a second time?
5. The cost per day for Instructor-led training.
6. The cost for travel to deliver training.
7. The cost for training media.
8. How many seats of training are delivered with your standard implementation?
9. Does your company offer free online training for new administrators/managers, during or after the implementation?

**IX. Maintenance and Warranty Support**

1. What is the cost for Annual Maintenance? What is included?
2. Are upgrades covered under the Maintenance contract?
3. Do you offer our company a dedicated support representative?
4. Does your company have a guaranteed response time?
5. What is the type and cost for emergency/after-hours support?

**X. Pricing & Terms of Agreement**

1. Please list separately your hardware, software, implementation and training costs plus an estimated total cost of the project. In addition, please provide pricing breakdowns if both entities select your system, and pricing for each entity separately in the same vendor is not selected. In addition, please identify pricing options depending on whether the you (vendor) is hosting the system or the Town or BOE hosts. Also, pricing for hardware should indicate the various hardware options available as well as whether there is a price differentiation depending on the number of units purchased.  
Finally, if there are subsystems that integrate with the Time & Attendance module that are not included in the scope of the project, please list the functionality of the subsystem, and the cost for these additional modules.

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**STATEMENT OF QUALIFICATIONS**

**Submitted by:**

Name of Organization \_\_\_\_\_

Name of Individual \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

**Schedule A: Prior Similar Projects (Add Additional Pages as Needed)**

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Delivery / Installation

**Schedule B: Current Similar Projects (Add Additional Pages as Needed)**

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Delivery / Installation

Schedule C: Please provide a list of all Connecticut public sector clients with contact information. Additionally, if there are less than five public sector clients in CT, please provide public sector clients in New England, New York or New Jersey.

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REFERENCES

*(To be submitted with proposal – attach additional pages as necessary)*

List references for similar services provided for at least four (4) clients in the past five (5) years (attach any other client references if desired). PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

**CLIENT 1:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 2:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 3:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 4:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

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**PROPOSAL FOR TOWN AND BOARD OF EDUCATION PURCHASE**

**THE UNDERSIGNED AFFIRMS AND DECLARES** that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town & BOE reserves the right to reject any or all proposals or waive any formalities in this request

The following Addenda have been received. The modifications to the bid Documents noted therein have been considered and all cost thereto are included in the total base bid

Addenda# \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for 180 days.

Please provide below your pricing model. Please list your hardware, software, implementation and training separately.

**A. Combined Bid Award: Pricing if awarded project for both entities**

1. Pricing Model VENDOR HOSTED

Hardware \$ \_\_\_\_\_

Software \$ \_\_\_\_\_

Any and all other related costs \$ \_\_\_\_\_

Installation & Implementation \$ \_\_\_\_\_

Total Proposed: \$ \_\_\_\_\_ (EXCLUDING HARDWARE)

2. Pricing Model VENDOR NON-HOSTED

Hardware \$ \_\_\_\_\_

Software \$ \_\_\_\_\_

Any and all other related costs \$ \_\_\_\_\_

Installation & Implementation \$ \_\_\_\_\_

Total Proposed: \$ \_\_\_\_\_ (EXCLUDING HARDWARE)

B. Separate Bid Award: Separate Pricing Same as above for each entity independently

Town of Trumbull

1. Pricing Model: VENDOR HOSTED

Hardware \$ \_\_\_\_\_

Software \$ \_\_\_\_\_

Any and all other related costs \$ \_\_\_\_\_

Installation & Implementation \$ \_\_\_\_\_

Total Proposed: \$ \_\_\_\_\_ (EXCLUDING HARDWARE)

Board of Education

1. Pricing Model: VENDOR HOSTED

Hardware \$ \_\_\_\_\_

Software \$ \_\_\_\_\_

Any and all other related costs \$ \_\_\_\_\_

Installation & Implementation \$ \_\_\_\_\_

Total Proposed: \$ \_\_\_\_\_ (EXCLUDING HARDWARE)

Town of Trumbull

2. Pricing Model: VENDOR NOT HOSTED

Hardware \$ \_\_\_\_\_

Software \$ \_\_\_\_\_

Any and all other related costs \$ \_\_\_\_\_

Installation & Implementation \$ \_\_\_\_\_

Total Proposed: \$ \_\_\_\_\_ (EXCLUDING HARDWARE)

Board of Education

2. Pricing Model: VENDOR NOT HOSTED

Hardware \$ \_\_\_\_\_

Software \$ \_\_\_\_\_

Any and all other related costs \$ \_\_\_\_\_

Installation & Implementation \$ \_\_\_\_\_

Total Proposed: \$ \_\_\_\_\_ (EXCLUDING HARDWARE)

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Proposal (Continued)

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

\_\_\_\_\_  
by (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone & Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

\_\_\_\_\_  
Signature