



**CITY OF DULUTH  
PURCHASING DIVISION**

Room 100 City Hall  
411 West First Street  
Duluth, Minnesota 55802-1199  
218/730-5340 218/730-5922 FAX

July 6, 2011

**REQUEST FOR PROPOSAL  
11-20DS-A  
Revised Time and Attendance System**

Please provide the City of Duluth with a proposal for **A Time and Attendance System** per the attached REVISED functional system description, requirements and goals.

Please mark your proposal with the above number and title on the outside of the envelope and return to: City of Duluth, Purchasing, Room 100, 411 West 1<sup>st</sup> Street, Duluth, MN 55802 by **2 PM, Thursday, July 21<sup>st</sup>, 2011**. If a Respondent did an original response, they can choose to address the areas of change in further detail of System Feature Requirements, External Interface Requirements and any additional scoring criteria and remit without doing the whole RFP over. Submit 5 copies of RFP or addressed changes for review by committee.

All proposals will be acknowledged aloud in room 106A of City Hall. Proposals will be reviewed by committee and scored according to the following established criteria:

- 1. **Overall description introduction information.**----- 5pts.
  - 2. **The 7 required features (each feature weighted differently up to 70 pts ).**-----70 pts.
  - 3. **Future costs of upgrades, training, support.**-----10 pts.
  - 4. **Ease of navigation and user friendliness (submit other users and contacts)**----10 pts.
  - 5. **Review of preferred additional features. (not requirements)**-----5 pts.
  - 6. **4 external interface requirements. (5 pts each)**-----20 pts.
- Total Pts.**-----120 pts.

The City of Duluth reserves the right to reject all proposals, to select more than one to give presentations if so desired by the City of Duluth, or to select the best one and enter into further negotiations with the vendor.

RFP information can be obtained by calling Purchasing or accessing the City of Duluth home page at [www.duluthmn.gov](http://www.duluthmn.gov) . Scroll down to Bids and RFP to display current bids and RFP's. Click on the RFP and click again on documents.

Contact: Dennis Sears (218) 730-5003  
Purchasing Agent  
[dsears@duluthmn.gov](mailto:dsears@duluthmn.gov)

Thank you.

## Revised

# Functional Specifications for Time and Attendance System

## Introduction

1. **Purpose** - To acquire a time and attendance system for the City of Duluth that will meet the needs of *all* departments.
2. **Intended Audience** - Fire, Police, Maintenance Operations, Utilities, Attorneys, Engineering, Fleet, exempt and non exempt staff
3. **Project Scope** - establishing a mechanism to accurately track and report various types of labor for the City of Duluth.

## Overall Description

1. **Product Perspective** - To replace multiple existing database time keeping systems with a **single** system that will accommodate all departmental needs, simplifying the payroll process.
2. **Product Features** - Track all employee time worked; capability of various login types (biometrics, internet, phone, etc); web based; robust reporting capabilities; import/export capabilities.
3. **User Classes and Characteristics**
  - Fire Department - approximately 153 employees
  - Police Department - approximately 179 employees
  - Maintenance Operations - approximately 40 employees
  - Public Utilities - approximately 162 employees
  - Engineering - approximately 115 employees
  - Exempt/non-exempt/clerical - approximately 200 employees
  - Temporary - approximately 50 to 100 employees
4. **Operating Environment**
  - a. Microsoft Windows Server 2008 R2 - all servers (application, database, etc.) need to be able to run within a virtual environment
  - b. SQL 2008 R2
  - c. Web based
5. **User Documentation** - user manuals, online help and tutorials.

## System Features

### Required:

1. **Public Safety - specifically Police and Fire**
  - a. Electronically manage shift/vacation bidding; notifying employees automatically via email, work phone, cell phone, pager
  - b. Allow default schedules by work group including holiday rules
  - c. Provide real time daily rosters
  - d. Ability to perform FLSA calculations based on contract rules
  - e. Ability to contact large group of employees for emergency overtime
  - f. Ability to track all hours worked; ability to pay a specified amount of default hours (for consistency); ability to reconcile worked vs. paid
2. **Automation -**
  - a. Automate staff scheduling process while following union contract language and best practices
  - b. Ability to view and update schedule for two week pay period on one screen
  - c. Electronically capture, in real time, work hours and requested/approved time off
  - d. Electronically manage time off requests - automatically notify employees and update timesheets

- e. Accurately manage leave and benefit accruals - vacation, comp, sick, personal, FMLA, etc
  - f. Allow managers to view real time schedules by employee, department or shift for past, present and future dates
  - g. Ability to restrict and limit pay codes by work groups
  - h. Electronically manage overtime based on contract rules, qualifications, certifications, seniority and department rules; automatically notify employees via email, phone, etc
  - i. Manage projects - schedules, time worked, accounting - with ability to export data
  - j. Ability to track all time worked (paid or not paid) by project and be able to print informational reports
  - k. Ability to charge overtime to various projects or specific departments/GL accounts
  - l. Ability to send notifications to all employees
  - m. Track and report all notifications and employee responses
  - n. Ability to electronically approve assigned staff timesheets
  - o. Display error message to approver if cycle hours are not met in pay period and notify appropriate staff
  - p. Track and view all modifications made by user and date
  - q. Ability to assign proxy approvers
  - r. Ability to track approvals and send reminder notifications
  - s. Ability to track certifications, training and test results
  - t. Ability to create user defined fields
3. **System**
- a. Automatically create import/export files compatible with New World Systems and RT Vision/One Office
  - b. Support unlimited pay codes
  - c. Access system through intranet, internet, phone or smart phone
4. **Integration**
- a. Seamlessly integrate with New World Systems Logos.Net application
5. **Reporting**
- a. Ability to print timesheets for specified period of time
  - b. Create standard reports for managers including labor costs
  - c. Ability to create custom reports easily
  - d. Ability to report historical data
  - e. Ability to view, share, print, email reports on demand
  - f. Ability to export reports to Excel
  - g. Employee access reports to personal history, accrual balances and leave requests
6. **Support**
- a. Onsite training
  - b. Detailed user manual
  - c. Online help
  - d. Online tutorials
  - e. Technical support
7. **Other**
- a. User friendly
  - b. Adaptable to large groups of employees covered under separate rules or union contracts
  - c. Separate login for each employee - choice of biometrics, computer, phone
  - d. One to one relationship between employee and approver
  - e. Ability to override start/end times
  - f. Utilize secure environment
  - g. Support user defined rules

h. Ability to add or modify - including, but not limited to:

- Pay codes
  - Schedules
  - Rules
  - Login preferences by employee
  - Assigned approvers
  - Department assignments
  - Projects
  - User defined fields
- 

#### **External Interface Requirements**

- New World Systems Finance and HR Payroll application
- Infor Enterprise Asset Management application
- RT Vision One Office application
- Tiburon CAD System application (Police work cards)

#### **Preferred (not required):**

1. Automatically add meal allowance based on contract rules for overtime
2. Communicate with State of MN and Federal invoice systems for reimbursements on projects and grants
3. Seamlessly integrate with RT Vision project tracking application
4. Automatically generate invoices based on labor costs tracked by project