



**CITY OF DULUTH  
PURCHASING DIVISION**

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

May 11, 2011

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

Please provide the City of Duluth with a proposal for **A Time and Attendance System** per the attached 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 May 24, 2011**.

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

The City of Duluth reserves the right to reject all proposals, to select more than one to give presentations or to select the best one and enter into further negotiations with the vendor. Any final decision rests wholly with the City of Duluth after committee review.

RFP information can be obtained by calling Purchasing at 218-730-5340.

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

Thank you.

# Functional Specifications for Time and Attendance System

## 1. Introduction

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

## 2. Overall Description

- a. *Product Perspective*- To replace existing separate database time keeping systems with one system that will accommodate all departmental needs, simplifying the payroll process.
- b. *Product Features*-Track all employee time worked; capability of various login types (biometrics, internet, phone, etc); web based; robust reporting capabilities; import/export capabilities.
- c. *User Classes and Characteristics*
  - i. Fire Department - schedule shifts, bid for vacations and shifts, track time worked, track FLSA, track out-of-class and holiday hours, other contract related items.
  - ii. Police Department - schedule shifts, bid for vacations, track accruals, schedule extra duty shifts, schedule department overtime, ability to send alert to all employees for overtime, create a daily worksheet for all scheduled officers and vehicles for 911.
  - iii. Maintenance Operations - track labor and equipment hours, schedule and track overtime, ability to invoice by project, and interface with RT Vision.
  - iv. Utilities - track labor and equipment hours, schedule and track overtime based on seniority, ability to invoice by project both internally and externally, ability to address other contract related items.
  - v. Attorneys - track all time worked (not necessarily paid) by project
  - vi. Engineering - track labor hours, costs and miscellaneous for many projects
  - vii. Fleet - track labor and equipment for work orders.
  - viii. Exempt and non-exempt employees - track actual time and exception time
- d. *Operating Environment*
  - i. Microsoft Windows Server 2008 R2 - all servers (application, database, etc.) need to be able to run within a virtual environment
  - ii. SQL 2008 R2
  - iii. Web based
- e. *User Documentation* - user manuals, online help and tutorials.

## 3. System Features

- a. *Automation*-
  - i. Automate staff scheduling process while following union contract language and best practices
  - ii. Ability to view or update schedule for two week pay period on one screen

- iii. Electronically manage shift/vacation bidding; notifying employees automatically via email, work phone, cell phone, pager
- iv. Electronically capture, in real-time, work hours, request/approve leave, create time sheets
- v. Allow default schedules by work group including holiday rules
- vi. Accurately manage leave and benefit accruals – vacation, comp, sick, personal, FMLA, etc
- vii. Provide real time daily rosters
- viii. Allow managers to view real time schedules by employee, department or shift for past, present and future dates
- ix. Ability to restrict and limit pay codes by work groups
- x. Electronically manage overtime based on contract rules, seniority and department rules; notify employees via email, phone, etc
- xi. Ability to charge overtime to various projects or specific departments/GL accounts
- xii. Ability to perform FLSA calculations based on contract rules
- xiii. Track all changes by user and date
- xiv. Ability to contact large group of employees for emergency overtime
- xv. Ability to send notifications to all employees
- xvi. Track and report all notifications and employee responses
- xvii. Manage project schedules, time worked, create and track invoices
- xviii. Automatically add meal allowance based on contract rules for overtime
- xix. Display error message if cycle hours are not met in pay period and notify appropriate staff
- xx. Ability to electronically approve assigned staff timesheets
- xxi. Separate approval process for overtime by work group
- xxii. Ability to assign proxy approvers
- xxiii. Ability to track approvals and send reminder notifications
- xxiv. Automatically create import files compatible with New World Systems and RT Vision/One Office
- xxv. Support existing pay codes
- xxvi. Ability to track certifications, test results and other user defined fields
- xxvii. Access system through intranet, internet, phone or smart phone

***b. Integration***

- i. Seamlessly integrate with New World Systems Logos.Net application, Infor Enterprise Asset Management application, RT Vision One Office application, Tiburon CAD System application
- ii. Communicate with State of MN and Federal invoice systems for reimbursements on projects and grants
- iii. Seamlessly integrate with RT Vision project tracking application

***c. Reporting***

- i. Create standard reports for managers including labor costs
- ii. Ability to create custom reports easily
- iii. Ability to report historical data
- iv. Ability to view, share, print, email reports on demand

- v. Ability to export reports to Excel
- vi. Employee access reports to personal history, accrual balances and leave requests

**d. Support**

- i. Onsite training
- ii. Detailed user manual
- iii. Online help
- iv. Online tutorials
- v. Technical support

**e. Other**

- i. User friendly
- ii. Adaptable to large groups of employees covered under separate rules or union contracts
- iii. Separate login for each employee - choice of biometrics, computer, phone
- iv. One to one relationship between employee and approver
- v. Ability to override start/end times
- vi. Utilize secure environment
- vii. Support user defined rules
- viii. Ability to add or modify - including, but not limited to:
  - 1. Pay codes
  - 2. Schedules
  - 3. Rules
  - 4. Login preferences by employee
  - 5. Assigned approvers
  - 6. Department assignments
  - 7. Projects
  - 8. User defined fields