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 1st 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

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