Request for Proposals

SOLICITATION TITLE: **Scheduling, Time, Leave and Attendance Reporting System**
SOLICITATION NUMBER: 7549216

BID PROPOSAL SUBMISSION DEADLINE:Friday, 2/13/2015, at 10:00 AM

PRE-BID CONFERENCE

☐ **YES**

☐ **Mandatory**

☐ **Nonmandatory**

Location: Click here to enter text.
Date: Click here to enter a date.
Time: Click here to enter a date.

Bidders must attend a mandatory pre-bid conference. The bidder's representative must register with the Division of Purchases at the mandatory pre-bid conference and identify the bidder he or she represents.

☑ **NO**

Questions about this solicitation must be submitted and received by the Division of Purchases no later than **Tuesday, 12/30/2014 at 10:00 AM** (EST) via the online RFP Q&A submission form available at: http://www.omb.ri.gov/tla . Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation.

BID BOND: ☑ **YES** ☐ **NO**

PAYMENT and PERFORMANCE BOND: ☐ **YES** ☑ **NO**

RIVIP REGISTRATION: Bidders must be registered vendors through the online Division of Purchases Rhode Island Vendor Information Program at www.purchasing.ri.gov. To register or update information, click on "Vendor Center," then "Vendor Information" from the dropdown menu on the left.

BIDDER CERTIFICATION COVER FORM: Bidders must complete and submit a Bidder Certification Cover Form with each bid proposal.

David J. Francis
Interdepartmental Project Manager

REQUEST FOR PROPOSALS

Solicitation Date:	**Monday, December 15, 2014**
Project:	Scheduling, Time, Leave and Attendance Reporting System
Term:	Four (4) years with options to renew for four (4) additional one (1) year periods
User Agency:	Department of Administration, Division of Human Resources
Awarding Authority:	The State of Rhode Island Department of Administration, Division of Purchases, 2nd Floor One Capitol Hill Providence, Rhode Island 02908-5855

The State of Rhode Island Department of Administration, through its Division of Purchases, is soliciting proposals on behalf of the User Agency, from qualified bidders to provide a computerized time and attendance software system in order to improve and standardize employee scheduling, time/attendance data collection, labor distribution practices, and management reporting on leave and attendance data , in accordance with the terms and conditions of this solicitation.

Bidders are requested to submit bid proposals by the bid proposal submission deadline.

This solicitation contains, and is subject to the terms and conditions of, the Request for Proposal, Bid Checklist (with applicable forms), Agreement and Bidder Certification Cover Form. The solicitation is available at www.purchasing.ri.gov.

The award of the contract pursuant to this solicitation will be made on the basis of the relative technical merits and other evaluation factors of the bid proposals, in addition to price, or at the discretion of the Division of Purchases, on the basis of price alone. At the opening of the bid proposals received by the Division of Purchases, the names of bidders who have submitted bid proposals will be made available; each bid proposal will be available as a public record upon the award of the contract pursuant to the solicitation.

I. INSTRUCTIONS TO BIDDERS

Compliance with Instructions to Bidders

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation.

Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of a nonresponsive bid proposal and/or the rejection of the bid proposal.

Priority of Terms and Conditions

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

Offer to Contract

Bid proposals constitute an offer to contract with the State of Rhode Island through the Department of Administration Division of Purchases on the terms and conditions contained in the solicitation, the laws of the State of Rhode Island, including all procurement statutes and regulations (available at www.purchasing.ri.gov), and applicable federal and local law, all of which are incorporated into this solicitation and any contract awarded pursuant to this solicitation by this reference.

Comprehensive Review

The bidder is responsible for carefully reviewing all of the requirements of this solicitation prior to preparing and submitting its bid proposal. Failure to submit a complete bid proposal may result in rejection of the bid proposal. Claims for additional costs or time resulting from the bidder's failure to review this solicitation carefully will not be considered.

Addenda

Responses to questions from bidders, interpretations of specifications, changes prior to the bid proposal submission deadline, and supplemental instructions and terms will be posted as addenda on the Division of Purchases website at www.purchasing.ri.gov, and all addenda become incorporated into this solicitation upon posting. Bidders are responsible for checking the website to determine the issuance of any addenda. No addenda will be posted within the 5-day period preceding the bid proposal submission deadline except for an addendum withdrawing the solicitation or extending the bid proposal submission deadline.

Prebid Conference

At the discretion of the Division of Purchases, a pre-bid conference - mandatory or non-mandatory -- may be held. Bidders must attend a mandatory pre-bid conference and are encouraged to attend a non-mandatory pre-bid conference. The bidder's representative must register with the Division of Purchases and identify the bidder he or she represents on the sign-in sheet at a mandatory pre-bid conference.

Costs

The bidder is responsible for all costs and expenses to develop and submit a bid proposal in response to this solicitation or to provide clarification or additional information about its bid proposal.

Preparation of Bid Proposal

The Division of Purchases intends to award the contract pursuant to this solicitation to a primary bidder (or primary bidders for the various categories of requirements specified in this solicitation), who will assume overall responsibility, and joint venture and cooperative bid proposals will not be considered. Subcontracts are permitted under the contract awarded pursuant to this solicitation, provided that the bidder clearly identifies each proposed subcontractor and the scope of its participation.

Bid proposals must be made in accordance with the instructions in this solicitation.

Alternative approaches and/or methodologies to accomplish the intended goals of this solicitation are requested; provided, however, that bid proposals that depart from or materially alter the terms, requirements, or project scope specified in this solicitation will be deemed nonresponsive and rejected.

Submission of Bid Proposal

Each bid proposal must be submitted in a separate sealed envelope or package and include: (i) one original technical proposal in a 3-ring binder, five (5) paper copies of the technical proposal unbound and fastened only with binder clips, and one electronic copy of the technical proposal; (ii) one original cost proposal; (iii) one original signed (in ink) Bidder Certification Cover Form; and (iv) one original signed (in ink) IRS Form W-9 (*dated not more than one year prior to the date of submission*).

The technical proposal *may* include a transmittal letter signed by an authorized representative of the bidder and *must* include a table of contents, with sections separated by tabs, and be limited to ten (10) pages, excluding exhibits and appendices. The signed original Bidder Certification Cover Form should be included as the first tab in the original technical proposal with copies of the Bidder Certification Cover Form in the copies of the technical proposal. The electronic copy of the technical proposal (*readable only* CD-Rom in .pdf format) must be placed inside the original technical proposal. The IRS Form W-9 (downloadable from the Division of Purchases website at www.purchasing.ri.gov) should be included only in the original technical proposal.

The cost proposal must be placed inside a *separate sealed envelope* marked "Cost proposal," and if the solicitation requests a copy of the cost proposal in electronic format, the electronic copy (*readable only* CD-Rom in .pdf format) must be placed in that same *separate sealed* envelope.

If the solicitation requires submission of financial statements or other financial information, such information must be placed in a *separate sealed envelope* marked "Financial Information."

The *outside* sealed package and each *inside* sealed envelope must include the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner. *The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped receipted by the date and time specified for the bid proposal submission deadline*.

At that time, bid proposals will be opened and the names of the bidders read aloud in public. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases
One Capitol Hill, Second Floor
Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid Price

The bidder must submit its cost proposal to perform all of the requirements specified in the solicitation, including the cost of any bonds. Unless otherwise specified in this solicitation, all pricing will be considered firm and fixed.

RIVIP Bidder Certification Cover Form

The bidder must download, complete, sign, and submit the Bidder Certification Cover Form for this solicitation as the first document in the technical proposal. The Bidder Certification Cover Form is downloadable with the solicitation from the Division of Purchases website by logging in as a RIVIP vendor and clicking on the applicable "Solicitation Number."

Public Record

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq*. Each bid proposal will be available for inspection upon request as a public record upon the award of the contract pursuant to this solicitation. Pursuant to the "Access to Public Records Act," bidders have the right to identify in their bid proposals any trade secrets or commercial or financial information which is of a privileged or confidential nature and make a request (nonbinding on the Division of Purchases) that such trade secrets or information not be made available to the public.

Taxes

The State of Rhode Island is exempt from federal excise taxes and state and municipal sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

Bid Surety

At the discretion of the State Purchasing Agent, bidders may be required to furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of One Hundred Thousand dollars ($100,000). (*Bidders for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.)* An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful bidder who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue performance of the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all bidders until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61st day following the bid proposal submission deadline; or (iii) the rejection of all bid proposals.

Divestiture of Investments in Iran Requirement

No bidder engaged in investment activities in Iran as described in R.I. Gen. Laws § 37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each bidder submitting a bid proposal or entering into a renewal of a contract is required to certify that the bidder does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws § 37-2.5-3.

Withdrawal

A bidder may withdraw its bid proposal at any time prior to the bid proposal submission deadline. Bid proposals are irrevocable for a period of 60 days following the bid proposal submission deadline.

Reservation of Rights

The Division of Purchases reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all bid proposals, in whole or in part; (iii) waive any technical defects, irregularities, or omissions in any bid proposals; and/or (iv) terminate any contract awarded pursuant to this solicitation, with or without cause.

Award

The Division of Purchases, in its sole discretion, may award the contract pursuant to this solicitation to one or more responsive and responsible bidders who submit the responsive and responsible bid proposals evaluated to be in the best interests of the State of Rhode Island based upon bid price and the other factors specified in this solicitation. The Division of Purchases may also award a contract pursuant to this solicitation on the basis solely of price. The Division of Purchases, in its sole discretion, may require oral presentations from, and participate in discussion with, one or more bidders, and may engage in competitive negotiation with two (2) or more bidders. The successful bidder will receive a tentative letter of award from the Division of Purchases with instructions for the bidder to submit further documentation. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order by the Division of Purchases and, in addition, an authorization from the User Agency. The issuance of the Purchase Order and the continuation of any contract awarded pursuant to this solicitation is contingent upon the availability of funds.

Architectural and Engineering Services

If this solicitation requests proposals for architectural and/or engineering services, the successful bidder, and each of its subsidiaries, affiliates, subcontractors, and sub-consultants engaged by the bidder pursuant to this solicitation, will be ineligible to submit bids in response to any solicitations for construction or consulting services that arise from, or relate to, the architectural and/or engineering services requested in this solicitation.

Continuation of Contract

The continuation of the contract awarded pursuant to this solicitation beyond June 30 of the current fiscal year is subject to the availability of funds and a determination of continued need by the User Agency and the Division of Purchases.

Payment and Performance Bonds

At the discretion of the Division of Purchases, the successful bidder may be required to furnish a payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation.

Licenses

The successful bidder and anyone performing any services on the contract awarded pursuant to this solicitation must possess all of the licenses required by any federal, state, or local law to perform such services.

Insurance

The successful bidder must submit a copy of an endorsement and a certificate of insurance that references the solicitation number and names the State of Rhode Island as "certificate holder" and as "additional insured" upon the issuance of the tentative letter of award, on an annual basis during the term of the contract awarded pursuant to this solicitation, and from time to time upon request. The certificate of insurance must state that 30 days' advance notice of cancellation, nonrenewal, or material change in coverage (referencing the solicitation number) will be sent to: Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02908-5855, fax # 401-574-8387, and provide evidence of the following specific types and amounts of insurance:

Type of Insurance	Amount of Coverage
Comprehensive General Liability	$1 Million each occurrence (inclusive of both bodily injury and property damage)
	$1 Million products and completed operations aggregate
	$1 Million general aggregate

Comprehensive General Liability coverage shall include:

Independent contractors
Contractual (including construction "hold harmless" and other types of contracts or agreements in effect for insured operations)
Completed operations
Personal injury (with employee exclusion deleted)

Automobile Liability

Combined Single Limit	$1 Million each occurrence

Bodily injury, property damage, including nonowned and/or hired vehicles and equipment

Workers Compensation

Coverage B	$100,000
Environmental Impairment ("pollution control")	$1 Million or 5% of contract amount whichever is greater

All insurance required by this solicitation, whether through a policy or an endorsement, shall include: (i) a waiver of subrogation, waiving any right the insurance company may have to recover against the State of Rhode Island; and (ii) a provision that the bidder's insurance coverage shall be primary in relation to any insurance, self-insurance, or self-retention maintained by the State of Rhode Island, and any insurance, self-insurance, or self-retention maintained by the State of Rhode island shall be in excess of the bidder's insurance.

The State Purchasing Agent reserves the right to accept alternate forms and plans of insurance and/or to require additional or more extensive coverage.

Minority Business Enterprises

Any bidder who does not intend to perform all of the work with its own forces must recruit and engage minority/women business enterprises ("MBE/WBE") certified by the, Department of Administration, Office of Diversity, Equity, and Opportunity, Minority Business Office to perform at least 10% of the dollar value of the contract awarded pursuant to this solicitation to receive the full seven (7) MBE points in the technical evaluation. Bidders must submit an executed copy of the "MBE/WBE Participation Form" as part of the technical proposal. Technical proposals which do not include an executed "MBE/WBE Participation Form" shall be deemed to be non-responsive to this solicitation.

Information about Rhode Island's MBE/WBE program and a directory of MBE/WBE businesses certified in Rhode Island is available at www.mbe.ri.gov or (401) 574-8670.

Equal Opportunity

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the Rhode Island Department of Administration State Equal Opportunity Office within the 21-day period following the tentative letter of award. Information about this equal opportunity requirement is available at www.diversity.ri.gov/eeo/eoopagehome.htm or (401) 222- 3090.

Drug-Free Workplace

The successful bidder shall comply, and require that its employees comply, with the State of Rhode Island Drug Free Workplace policy and provide a certificate of compliance within the 21-day period following the tentative letter of award.

Foreign Corporations

No foreign corporation or limited liability company may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State. The successful bidder, if a corporation or limited liability company, will be required to provide a Good Standing Certificate, and if a limited partnership, will be required to provide a Letter of Legal Existence, issued by the Rhode Island Secretary of State within the 21-day period following the tentative letter of award.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") addresses the use and disclosure of an individual's protected health information by certain organizations covered by the law. Contractors (and subcontractors) that perform certain functions or services for such organizations that involve the use or disclosure of identifiable health information, such as claims processing, data analysis, legal, actuarial, accounting, consulting, administrative, and billing services, are considered to be "business associates." If the successful bidder will be performing such types of functions or services, the successful bidder will be required to execute and deliver a "Business Associate Agreement" within the 21-day period following the tentative letter of award that provides for certain safeguards for protected health information that may be disclosed to or accessible by the successful bidder.

Criminal Background Check

The successful bidder may be required to provide a Bureau of Criminal Identification third-party release for a criminal records request to the Rhode Island Department of Attorney General (for each individual who will be performing services under the contract awarded pursuant to this solicitation) within the 21-day period following the tentative letter of award.

Campaign Finance

The successful bidder who has contributed, within the 24 months preceding the contract award, an aggregate amount of more than $250.00 within a calendar year to any Rhode Island general officer, candidate for general office, any member of the general assembly, or any Rhode Island political party, must file a "Vendor Affidavit" with the State of Rhode Island Board of Elections. Information about "Vendor Affidavits" and electronic filing is available at www.elections.ri.gov or Board of Elections, Campaign Finance, (401) 222-2056.

Binding Contract

The form of agreement the successful bidder will be required to execute is included in the solicitation. A binding contract between the State of Rhode Island and the successful bidder will be formed by the issuance of a Purchase Order from the Division of Purchases, *and only by the issuance of a Purchase Order, and only to the extent of*

available funds. The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Request for Proposal, the Instructions to Bidders, the Bidder Certification Cover Form, the Agreement, and also the Purchase Order. The successful bidder will be authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the User Agency.

Compliance with Terms of Contract

Failure of the successful bidder to comply with the terms and conditions of Exhibit D-Professional Services Agreement pursuant to this solicitation may result in nonpayment, suspension or termination of the contract, suspension or debarment of the bidder, or any other necessary or appropriate remedy.

II. BACKGROUND AND PURPOSE

Background

The state's current time collection, leave management, and payroll process is highly complex and is governed by federal and state statute, personnel rules/regulations, and numerous collective bargaining agreements (including associated memorandums of understanding). As a result of this complexity, the process relies heavily on paper and manual data entry into the state's payroll mainframe in order to ensure that the state's 10,000+ employees are paid in accordance with applicable pay rules and statute.

While most state agencies rely on paper time sheets, some state agencies utilize stand-alone Time and Attendance software systems. These agencies include: the Department of Corrections (DOC) (1,400+ employees), the Department of Environmental Management (DEM) (400-700 employees), and the Department of Transportation (DOT) (750+ employees). Of these agencies, only DEM has a direct interface to the state's payroll system. These systems were built and configured to accommodate the unique time collection and financial reporting requirements of each agency. Current time collection, leave management, and payroll process do not provide adequate management reporting capabilities, are costly to operate, and provide a poor experience for the state's employees.

Agencies with shift scheduling needs have similarly manual processes for developing and managing employee schedules. These manual processes often create inefficient schedules, cause shift coverage problems, and are not well suited to accommodate unforeseen shift coverage needs.

Overview

The Rhode Island Department of Administration/Division of Human Resources is soliciting proposals from qualified firms to provide a computerized Scheduling, Time, Leave and Attendance Reporting (STLAR) system in order to improve and standardize employee scheduling, time/attendance data collection, labor distribution practices, real-time cost allocation and management reporting on leave and attendance data.

The purpose of this solicitation is to provide interested vendors with sufficient information to submit a proposal for a commercially off-the-shelf solution (COTS) for a STLAR system that can ultimately be implemented across all agencies.

The state is interested in reviewing proposals for aSoftware as a Service (SaaS) deployment.

The project includes a phased implementation: Phase I) software implementation for approximately 2,100 employees from two to five State agencies, and Phase II) software implementation for approximately 38 state agencies and commissions totaling roughly 8,500 additional employees.

The initial contract period will be for four (4) years, beginning March 2015. Contracts may be renewed for up to four (4) additional 12-month periods based on a number of factors, including but not limited to vendor performance and the availability of funds.

III. PROJECT SCOPE

The time and attendance software system should, at a minimum, automate scheduling, time and attendance data collection, leave and absence management, labor distribution (project and cost allocation); offer custom approval workflows and alerts, and the ability to integrate external data sources in its reporting suite.

The proposed solution will integrate with the state's existing (Mainframe-based) payroll system, a legacy (Mainframe-based) cost allocation system, and the state's financial management system (Oracle Financials).

System Administration Requirements

a. Enable the setup, management and assignment of all time and attendance-related master data, including:
    i. Employee data, work schedule data, position data, activity codes, limits, etc.
b. Allow for agency-specific categorization of employees to groups, crews, shifts, building/location, job-title, union affiliation, etc.
c. Allow for agency-specific schedule creation and multiple pay-period/accrual algorithms
d. Allow for flexibility to capture agency-specific data for timesheets for:
    i. Grants, work orders, tasks, projects, and other data in generic fields, etc.
e. Enable the setup and management of all collective bargaining agreement-specific rules for multiple bargaining units
f. Allow for custom workflow processing, notification rules, hard and soft rule constraints

Schedule Management Requirements

g. Facilitate schedule development, assignment, dispatch and management
h. Facilitate electronic workflow for review and approval including allowing for multiple levels of approval
i. Provide notifications to employees, supervisors, approvers
j. Enable employee/manager self-service to:
    i. View group/crew schedules
    ii. View employee scheduled shifts
    iii. Coordinate shift changes
    iv. Integrates with time and leave functionality

Time and Leave Management Requirements

k. Capture employee time worked and/or leave taken through electronic timesheets
l. Enable time capture for non-employees
    i. Contractors, inmates, volunteers, etc. to allow for calculations such as workers comp premium calculation
m. Enable employee self-service for leave management to:
    i. View leave available
    ii. Request leave by leave type
    iii. View status of leave request (approved/denied), and
    iv. View leave history
n. Enable employee self-service for time reporting to:
    i. Record time worked with appropriate project, activity, etc. coding
    ii. View status of timesheets submitted
    iii. View current leave balances when recording time
    iv. Make adjustments, view status of corrections, and
    v. View timesheet history
    vi. View assignment, work shift or schedule changes
o. Allow for recording time/leave on either an exception or hours-worked basis, with flexibility to move between these calculation methods on a per-employee/per-pay period basis as needed
p. Enable employee/manager self-service help functionality, including views or links to:
    i. Applicable help desk materials
    ii. Department policies
    iii. Statewide policies
    iv. Procedure manuals/materials
    v. Applicable collective bargaining agreement
q. Facilitate electronic workflow for review and approval of timesheets and of leave requests
r. Provide 'action-needed' notifications to employees, supervisors, approvers and payroll
s. Manage hours worked by:
    i. Automatically determining hours to be paid and pay type
    ii. Validating activities, funds, projects, etc.
    iii. Facilitating adjustments, exceptions, and calculations in the system
t. Facilitate the management of special leave situations
    i. FMLA
    ii. Accommodate shared leave or 'sick bank' time
    iii. Accommodate various types of compensatory time

u. Reconcile payroll information to time and leave reported
v. Provide the capability to comply with federal and state laws and any bargaining unit rules
w. Integrate with scheduling functionality

Reporting / Business Intelligence Requirements

x. Provide robust management reporting and data visualization tools
y. Provide built-in reports on all aspects of the system: scheduling, time and leave data recording, attendance, cost allocation
z. Provide ad-hoc reporting tools and access to system data from external applications
aa. Allow for the import of financial and other data from external systems to augment reporting and forecasting
bb. Provide reporting/forecasting for "what-if" scenarios with respect to pay-rule changes

Data Interface Requirements

cc. Provide data interfaces with existing systems, including Payroll, Financial Management, HR, and other agency line-of-business systems as required

Optional Component: Staff Augmentation

The Division of Human Resources may expand the scope of the reporting system at the same time during the term of the contract. Bidders may include cost proposals for two additional staff members to work on any expanded scope of the time and attendance system. These additional staff members would work to augment current in-house development staff. The duration of the staff augmentation is estimated to be 18 (eighteen) months from the start of the project.

This is an optional component and bidders are not obligated to submit pricing for the additional staff augmentation. Optional Component proposals will not be scored by the technical review committee. Staff is to be on-site at One Capitol Hill, Providence RI. Location may be subject to change to another state location.

Desired qualifications for staff are enumerated in Section V. of this solicitation.

Cost and selection of the additional staff augmentation will be evaluated separately from the time and attendance portion of the RFP.

IV. TIMETABLE AND DEADLINES

This section of the solicitation contains the schedule governing the issuance, evaluation, and award of the contract. The Division of Purchases reserves the right to modify the schedule in the best interest of the State of Rhode Island.

ACTION	ANTICIPATED SCHEDULE
Issuance of Solicitation	Monday, December 15, 2014
Online Question Submission Deadline	Tuesday, December 30, 2014
State Responses to Questions	Monday, January 12, 2015
Bid Proposal Submission Deadline	Friday, February 13, 2015
Evaluation of Bid Proposals	February / March 2015
Oral Presentations (as necessary)	February / March 2015
Tentative Selection Letter	Wednesday, April 8, 2015
Finalization of Purchase Order	Wednesday, May 6, 2015

V. TECHNICAL PROPOSAL

A. Bidder Overview

Provide a brief overview of the bidder and its organization.

B. Capability and Staff Qualifications

Provide a detailed description of the bidder's experience in performing similar services, including the following components:

1. Employees

Describe the number of employees the bidder currently employs. Describe the number of employees, grouped by job function, that the bidder currently employs in Rhode Island.

2. Customer Support Team

Provide staff resumes/CV, references, and describe qualifications and experience of key staff who will be involved in this project, including their experience with Time and Attendance system development, integration, deployment and maintenance.

3. Billing, Account Management, Reporting, and Auditing

Provide an overview of the bidder's billing, account management, internal auditing, and reporting capabilities. Describe the bidder's billing dispute resolution procedures.

4. References

Provide a list of a minimum of three (3) professional or trade references for the bidder's performance of similar services within the last five (5) years, including: (i) names, addresses, contacts, telephone numbers, and email addresses; and (ii) a brief description of the services provided each reference. At least one of these references must be for a public sector client.

Provide a list of any contracts that have been terminated as a result of the bidder's breach or default within the last five (5) years, including a description of the breach or default.

Optional Component: Staff Augmentation – Desired Qualifications

Solutions Architect
Five to seven years' experience architecting process improvements within financial systems. Extensive experience working with third party solution providers and in house development staff to develop new workflows and process improvements. Must have

very strong financial experience working with integrating cloud solutions with in-house financial systems. Specifically, cloud solutions providing time and attendance solutions and in-house financial systems. In-house financial systems include a payroll system developed on an IBM Mainframe VSE COBL environment. Ability to gather requirements from different sources such as third party vendor, in-house development staff and in-house financial staff and develop new workflows and process improvements. Excellent written and verbal communications skills a must.

Senior Cobol/CICS Programmer
Five to seven years' experience working in a IBM VSE mainframe environment utilizing IBM COBOl, CICS, Rational Clearcase and other mainframe utilities such as BIM and ICCF. Programming experience in developing and maintaining financial (payroll and cost accounting) systems required. Integration to Oracle E-Business Financials a plus. Experience utilizing other VSE technologies such as ICCF and BIM preferred.

C. Work Plan

Describe the bidder's understanding of the requirements of the State of Rhode Island pursuant to the solicitation, including the intended results.

Address each of the components described under **Scope of Work**, as well as any technical issues that will or may arise in performing the requested services.

Include a specific plan detailing the manner in which the bidder will develop, provide, and monitor the requested services.

D. Complete Exhibit A – Detailed Business and Technical Requirements Matrix

Completion of the **Detailed Business and Technical Requirements Matrix,** available as a spreadsheet labeled Exhibit A and attached to this solicitation, is a mandatory component of the technical proposal.

Please complete the RESPONSE and EFFORT columns for each requirement row on each of the eleven (11) numbered tabs related to business and technical requirements.

Detailed instructions are listed on the tab labeled 'Instructions' within the spreadsheet.

E. Complete Exhibit B – Detailed Business Scenario Narrative

Completion of the **Detailed Business Scenario Narrative** worksheet, available as a document template labeled Exhibit B and attached to this solicitation, is a mandatory component of the technical proposal

Detailed instructions are listed at the beginning of the document.

F. COMPLETE EXHIBIT E- MBE/WBE PARTICIPATION FORM

Completion of the **MBE/WBE PARTICIPATION FORM**, available as a document

template labeled Exhibit E and attached to this solicitation, is a mandatory component of the technical proposal. Failure to submit an executed MBE/WBE Participation Form shall render the proposal non-responsive to the solicitation. The MBE/WBE Participation Form must identify proposed MBE/WBE subcontractors who shall provide goods or services during the course of the contract, the type of goods/services to be performed or delivered by MBE/WBE subcontractors, and the estimated amount (%) of the contract which shall be performed by MBE/WBE subcontractors.

VI. COST PROPOSAL

Provide a detailed cost proposal for fees to be charged for the services specified in this solicitation. Include a budget and an explanation of the basis and rationale of the proposed fee structure.

The budget must enumerate all licensing, maintenance, and other costs required to maintain and operate the solution.

Alternative fee schedule proposals will be considered. Explain the benefits of any alternative approach.

The cost proposal should assume an initial contract period of four years and four additional 12 month renewals.

In addition to your own cost proposal, you must complete a **Uniform Cost Schedule,** available as a spreadsheet labeled Exhibit C and attached to this solicitation.

Optional Component: Staff Augmentation

Bidders may include pricing for two additional staff members to work on the implementation of the time and attendance.

The cost proposal for the additional staff should be estimated at 2730 hrs. 2730 hrs translates to eighteen months of state work hours. This is based on working 35 hrs a week for 78 weeks minus any official state holidays. Bidders are to provide a cost for these additional staff members based on this duration as a fixed price. In addition, bidders are to provide rates for additional hours should the State wish to extend the augmentation effort.

VII. EVALUATION AND SELECTION

Evaluation Team

The State of Rhode Island will establish a Technical Evaluation Committee, comprised of Rhode Island state employees, to review proposals and make recommendations for award of the contract pursuant to this solicitation.

Evaluation Process

The Technical Evaluation Committee will conduct a comprehensive and impartial evaluation of all bid proposals based on the bidder's responses to the questions and requirements in the solicitation and assign a point value to the different components. The Technical Proposal is worth **70** points. The Technical Evaluation Committee will evaluate each bid proposal to determine whether it is complete and comprehensive. Bid proposals that are incomplete or nonresponsive or otherwise fail to comply with the terms and conditions of this solicitation may be rejected.

The primary criteria are:

- commitment to service the State of Rhode Island and its governmental subdivisions through high standards of performance
- flexibility and innovation in addressing the needs of the State of Rhode Island
- demonstrated ability to perform the requirements specified in the solicitation

The Technical Evaluation Committee will provide a recommendation to the Division of Purchases. The Division of Purchases reserves the right to select the bidder or bidders that it deems to be in the best interest of the State of Rhode Island to perform the services requested in the solicitation or to reject all bid proposals.

The Technical Proposal will be evaluated and scored based upon the following pass/fail criteria and point system:

EVALUATION CRITERIA	MAXIMUM POINTS
***ELIGIBILITY CRITERIA:**	
Bidder must have implemented their solution in at least one public sector entity larger than 2,500 employees which is still using the system.	Pass / Fail
Bidder must have implemented their solution in an environment with complex pay rules defined by multiple collective bargaining agreements.	Pass / Fail
TECHNICAL PROPOSAL:	
Bidder background, capabilities, and experience	8
MBE/WBE Participation Goal	7
Organization and staffing	8
Work plan, description of approach, methodology	12
Suitability of software solution	**35**
MAXIMUM TOTAL TECHNICAL POINTS	**70**
COST PROPOSAL **MAXIMUM TOTAL COST POINTS**	**30**
MAXIMUM TOTAL POINTS (TECHNICAL + COST)	**100**

***Bidders must meet both eligibility requirements in order to proceed to Technical Scoring. Failure to "PASS" either eligibility requirement will result in the proposal being deemed "NON-RESPONSIVE" and dropped from further consideration.**

The bidder's Technical Proposal must receive a minimum of **55** points **(**78.5**%)** out of a maximum of **70** points to be eligible for further consideration. All Technical Proposals that receive a score of at least **55** points will be evaluated on the basis of cost. The Cost Proposal is worth a maximum of **30** points. The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

(low bid / vendors bid) * available points.

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.