

Office of Superintendent of Schools
Board Meeting of May 16, 2001

May 3, 2001

Financial Affairs
Richard H. Hinds, Chief Financial Officer

**SUBJECT: REQUEST FOR PROPOSAL – TIME AND ATTENDANCE
AUTOMATION**

In an effort to further automate the district's payroll procedures, staff in conjunction with United Teachers of Dade (UTD) representatives have reached agreement to automate the time and attendance procedure. Accordingly, a Request for Proposal is hereby submitted for the Board's review.

Numerous benefits and efficiencies, such as a reduction in operational costs; reduction of paper; and more accurate attendance reporting, thus reducing potential overpayments, will be derived by implementation of this new system. This new system should enhance and strengthen controls over the payroll, which constitutes the major portion of the district's operating expenditures.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to advertise and distribute a Request for Proposal to select a firm to automate the time and attendance procedure and to approve the appointment of a Selection Committee to review the proposals and to present a recommendation to the Board.

RHH:egc

G-13