

Financial Affairs
Richard H. Hinds, Chief Financial Officer

**SUBJECT: REQUEST FOR AUTHORIZATION FOR THE SUPERINTENDENT TO
ISSUE A REQUEST FOR PROPOSALS TO DESIGN AND IMPLEMENT
AN AUTOMATED TIME AND ATTENDANCE SYSTEM**

Authorization is sought to issue a Request For Proposals (RFP), to select a firm with experience designing and implementing a turn-key electronic system to manage time and attendance, and interface with an in-house developed front-end payroll system.

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

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.

The selection of the firm will be determined by a committee on the basis of several factors, including background, qualifications, and experience. The selection committee will consist of the following:

- Representative, Department of Payroll
- Representative, Office of the Controller
- Representative, School Operations
- Representative, Personnel Management and Services
- Representative, Office of Management and Compliance Audits
- Representative, Office of Information Technology
- Representative, Division of Business Development and Assistance
- Representative, Division of Procurement Management and Materials Testing

The estimated timeline for implementation is as follows:

Procurement Contract Review Committee	May 10, 2001
Request Authorization to Issue RFP	May 16, 2001
Mailing of Request For Proposals	May 21, 2001
Opening of Proposals	June 14, 2001
Evaluation of Proposals	June 18, 2001
Oral Presentations (If Required)	June 21, 2001
Fringe Benefits Council	June 25, 2001
Recommendation for Award	August 22, 2001

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RECOMMENDED: That The School Board of Miami-Dade County, Florida:

1. authorize the Superintendent to issue a Request For Proposals, to select a qualified firm to design and implement an automated time and attendance system; and
2. approve the Selection Committee that will evaluate the submitted proposals.

REQUEST FOR PROPOSALS #196-AA10
TIME AND ATTENDANCE AUTOMATION

I. NAME AND ADDRESS OF REQUESTOR

Miami-Dade County Public Schools
Office of the Controller
1450 N.E. Second Avenue, Room 664
Miami, Florida 33132

II. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this Request For Proposals is to obtain the services of an entity to design and implement a turn-key electronic system to manage Time and Attendance, and interface with an in-house developed front-end payroll system.

III. INSTRUCTIONS FOR SUBMISSION OR REQUEST FOR PROPOSALS

Ten (10) copies of this proposal, one of which must be an original, must be received by 2:00 p.m. (Eastern Standard Time), June 14, 2001 at: Bid Clerk, Division of Procurement

The School Board of Miami-Dade County, Florida
Bid Clerk, Division of Procurement Management and Materials Testing
1450 N.E. Second Avenue, Room 351
Miami, Florida 33132

The responsibility for submitting this proposal to the District on or before the stated time and date will be solely and strictly the responsibility of the proposer. The District will in no way be responsible for delays caused by the United States mail or any other delivery service or caused by any other occurrence. The proposal package must contain all the items described in Section V of this document. Failure to submit these items may render the proposal non-responsive. The proposal must be signed by an officer of the firm legally authorized to conduct business in its name. The proposal shall be submitted in a sealed envelope or box, marked "PROPOSAL FOR TIME AND ATTENDANCE AUTOMATION".

It is anticipated that a proposal may be presented to The School Board of Miami-Dade County, Florida, on or about August 22, 2001. If accepted, notification to the successful proposer will be on or after August 22, 2001.

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IV. GENERAL INFORMATION

Miami-Dade County Public Schools (M-DCPS), the fourth largest school district in the United States, is seeking an entity to design and implement a **turn-key** electronic system to manage Time and Attendance, and interface with an in-house developed front-end payroll system. The Time and Attendance System is intended to be used by all employees of M-DCPS, which presently consists of approximately 53,000 employees (full-time, part-time, substitutes and contract personnel).

The school district is divided into six (6) regions, with approximately 400 remote sites encompassing in total approximately 600 departments/work locations.

V. REQUIREMENTS FROM PROPOSERS

Proposers are to address the following requirements and be able to initiate the automation process upon acceptance by M-DCPS:

- A. System must be able to support complex shift scheduling.
- B. Proposers will be required to deliver a custom application to meet and accommodate M-DCPS needs.
- C. M-DCPS must be able to customize the software when revisions or amendments are required to its policies or procedures. The ability to customize must include the interface file to the existing front-end (i.e., legacy) payroll system.
- D. System must support reporting in terms of days for full-time employees (half-day increments) and hours for part-time employees. Work scheduling should accommodate employees of same category possessing different reporting and dismissal times. Flexibility in establishing work schedule for different types of employees and ability to establish at least two work schedules for a single employee who performs two separate distinct functions in a single workday is required.
- E. System must provide the ability to electronically sign-in and out at any M-DCPS location and identify the location where the employee reported his/her attendance.
- F. System must be capable of supporting different pay types per shift (i.e., regular, overtime, double time) and handle standard or special workdays and statutory holidays.
- G. System should be capable, if the district desires, of allowing employees to enter upcoming events ahead of time to be reflected automatically on the employee's schedule (e.g., personal days, vacation, jury duty, temporary duty).
- H. System must provide for back-up procedures when the data collection device, network or system server is inoperative. Explain in detail.
- I. System must provide for the ability of archiving Time and Attendance information reported in previous pay periods. Explain the method.
- J. Explain the security and data integrity features of the system. Refer to Section VI, Subsection C.
- K. Indicate and explain some of the reports included in the system (e.g., late arrivals, early sign outs, misread dates, leave time requests, etc.). Does the system contain a report writer for users to generate custom reports?

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V. REQUIREMENTS FROM PROPOSERS - continued:

- L. Although not a requirement, please explain the scalability of the system for other applications, such as: building access/security, substitute/employee locator, etc.
- M. Although not a requirement, please address the system's capability to support employees with no access to data collection devices. Indicate what methods are supported (e.g., IVR, personal computer, etc).
- N. Although not a requirement, please explain the capability of the system to capture and report time and attendance during a period of emergency operation (e.g., hurricane, flooding, etc.), where employees would be required to work outside of their regular work schedule.
- O. Explain the training requirements for users, help desk personnel, programming staff and location of facility to be used, if at a location other than the district training facility. Additionally, discuss responsibility of the development of training and procedures manuals.
- P. Proposer will be required to place source code in escrow in order to assure the continued use and modification of the system in case of involuntary bankruptcy, liquidation, or similar proceedings, or failure to provide on-going support and resolution of technical support during normal operations.
- Q. Proposers are required to provide a list of operational applications in a similar operating environment of size and/or complexity. Please provide name of company/organization, address and contact person, and identify applications currently being used.
- R. Cost of services:
Pricing of proposed system should include the following components:
 - Hardware
 - Software
 - Installation
 - Training
 - Annual maintenance
 - Other costs (list)

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VI. OTHER TECHNICAL INFORMATION

Any proposed automated payroll application software must take into account the following existing technology.

A. Typical School Site Technical Configuration

A typical school site normally has a single/multi-segmented Ethernet local area network (LAN) which is connected to the Office of Information Technology Data Center (OIT) wide area network (WAN) via a TI Frame Relay data circuit. The school site may have an unsecured Windows NT server or Novell server that is used to host local classroom related applications. User computers are typically Intel based, running Windows 95/98/NT or Windows 2000 operating system software. Apple Macintosh computers are also present. A "secured" dedicated computer and printer, as previously described, can be made available to host automated payroll system software. Smaller "remote" schools sites may be connected to OIT via one or more 56 KB "dial in" connections. Extremely isolated school locations should have at least a phone line available for voice communication.

B. OIT Data Center

OIT supports client/server and web driven applications using Windows 2000 server, Microsoft IIS version 5.0 and Microsoft SQL server software. Data files transmitted to/from a school site to the OIT client/server or mainframe environment are typically done so via FTP. All official payroll records are hosted on an IBM 9672 R36 mainframe computer running OS/390 version 2.8 software using the MSA-GEAC Payroll System. Any proposed automated payroll application software must provide a data feed to this system using all existing record/file formats.

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C. Security Concerns

Due to the obvious sensitive nature of payroll related information, any proposed automated payroll application must provide an acceptable level of built-in security, such as local application login and password authentication (if software runs on a local computer), and/or use of SSL if software is browser based. In addition, if the proposed automated payroll application software is "web based", it must work with a "RACF web based" user authentication front-end interface that is currently used by OIT to validate user web access to applications.

VII. TERMS OF CONTRACT

The successful Proposer shall have 120 days from the date of award to prepare and complete the project, unless otherwise authorized by the Superintendent or his designee. The successful Proposer shall provide status reports and minutes of meetings to staff representatives at fifteen (15) day intervals and shall further inform them of any unexpected circumstances or delays.

The School Board of Miami-Dade County, Florida reserves the right to cancel any contract resulting from this proposal in the event that the service rendered does not comply with the provisions of the proposal and/or is not satisfactory and proper, as determined the School Board. The District reserves the right to reject any and all proposals submitted, or any phase thereof. When the final selection is approved by the Board, a professional services agreement acceptable to the Attorney for the School Board will be entered into with the successful proposer. No debriefing or discussion will be held with unsuccessful proposers. The School Board retains the right to waive irregularities and to request clarifications in the proposal. The information contained in this proposal is supplied as an aid to the Proposer in determining whether it will be able to supply the services, which may be required by the School Board.

VIII. Affirmative Action Requirements and M/WBE Participation

A. Equal Employment Opportunity

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic, or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that merit principles will be followed. Each firm shall be required to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender and occupational categories of its work force on Attachment A (Employment Breakdown).

B. Minority/Women Business Enterprise (M/WBE) Participation

The School Board of Miami-Dade County, Florida has an active Minority/Women Business Enterprise Program to affirmatively increase the level of Minority/Women Business Enterprise participation to the maximum percentage of total annual expenditures. In order to achieve its assistance levels, the Board provides the maximum opportunity for Minority/Women Business Enterprise participation.

In keeping with this policy, each firm will be required to state its Minority/Women Business Enterprise utilization. If a minority firm, which is woman-owned and operated, Hispanic-owned and operated, or African American-owned and operated is used in conjunction with the scope of work, the firm is to indicate the scope of the minority firm's work, experience in this type of required service, and experience of staff who will participate. All Minority/Women firms must be certified by the Division of Business Development and Assistance prior to contract award by completing Attachment B (M/WBE Certification Application). A quarterly report documenting efforts undertaken by proposer to maintain the stipulated M/WBE participation will be required. The report shall include the names and firms, contact persons and expenditures paid to date. The report shall be submitted to the Division of Business Development and Assistance, 1450 N.E. Second Avenue, Room 456, Miami, Florida 33132.

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IX. EVALUATION OF PROPOSALS

Proposals shall be evaluated by a Selection Committee in order to ascertain which proposal best meets the needs of the Board. The Committee shall be composed of representatives from the following areas:

- Department of Payroll
- Office of the Controller
- School Operations
- Personnel Management and Services
- Division of Business Development and Assistance
- Division of Procurement Management and Materials Testing
- Office of Management and Compliance Audits
- Office of Information Technology

Evaluation considerations shall include, but not be limited to the following:

- a. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.
- b. Proposer's ability to meet the requirements listed in Section V.
- c. Qualifications, experience, and/or expertise in providing required services.
- d. Technical ability of the firm to perform required services, including but not limited to, technology, functionality, and service and support.
- e. Affirmative Action/M/WBE participation.
- f. Cost. Although a significant factor, cost may not be the dominant factor. Cost will be a particularly important factor when all other evaluation criteria are relatively equal.

Proposers responding to this Request For Proposals may be required to make a brief presentation to the Selection Committee where they shall have the opportunity to explain their written proposal. The Selection Committee shall, by majority vote, recommend the highest rated Proposer to the Superintendent for approval, based on the written proposal and oral presentation, if required.

The best three proposers will then be interviewed by the Fringe Benefits Council, in addition to the Selection Committee, who will separately recommend the most qualified firm to the Superintendent. No debriefing or discussion session will be held with unsuccessful proposers. Upon completion of the evaluation process, it is anticipated that a recommendation will be presented to the School Board for its approval.

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X. PROOF OF PROFESSIONAL LIABILITY INSURANCE

The successful Proposer, if selected for this Request For Proposals, shall agree to provide proof of Professional Liability Insurance and to the following language:

The proposer shall hold harmless, indemnify and defend the District (as hereinafter defined) against any claim, action, loss, damage, injury, liability, (but not by way of limitation, attorney's fees and court costs arising out of bodily injury to persons including death, or damage to tangible property arising out of or incidental to the performance of this Contract (including goods and services provided thereto) by or on behalf of the Proposer, excluding only the sole negligence of culpability of the District. The District shall be deemed to be: The School Board of Miami-Dade County, Florida, and its members, officers and employees.

XI. PROOF OF INSURANCE COVERAGE REQUIREMENTS

At the time an award is made, the successful Proposer shall be responsible for providing the School Board with certificates of insurance, which indicate that insurance coverage has been obtained and meets the requirements as outlined below:

- A. Workers' Compensation Insurance for all employees of the Proposer as required pursuant to the provisions of Section 440, Florida Statutes.
- B. Commercial General Insurance on a comprehensive basis, in an amount not less than \$300,000 combined, single limit per occurrence. The School Board of Miami-Dade County, Florida, its employees and agents must be listed as an additional insured on the policy.
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work outlined in this Request For Proposals, in an amount not less than \$300,000 combined, single limit per occurrence, for bodily injury and property damage liability.
- D. Proof of Professional Liability (e.g., medical malpractice) Insurance in the name of the Proposer, with limits of liability not less than \$1,000,000, per wrongful act.

All certificates of insurance submitted must be issued by companies authorized to conduct business under the laws of the State of Florida, with an A.M. Best rating (most currently published) must be no less than 'B+' as to management, and no less than 'Class V' as to financial strength. Certificates shall indicate no modification in insurance made within thirty (30) days advanced written notice to the additional name insured or certificate holder.

XII. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals is as follows:

Procurement Contract Review Committee	May 10, 2001
Request Authorization to Issue RFP	May 16, 2001
Mailing of RFP	May 21, 2001
Opening of Proposals	June 14, 2001
Preliminary Evaluation of Proposals	June 18, 2001
Oral Presentations (if required)	June 21, 2001
Fringe Benefits Council	June 25, 2001
Recommendation to School Board for Award	August 22, 2001

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XIII. ADDITIONAL INFORMATION

Any additional information regarding proposal procedures may be obtained from:

Ms. Barbara D. Jones, Director
Division of Procurement Management and Materials Testing
1450 N.E. Second Avenue, Room 356
Miami, Florida 33132
(305) 995-2348

Any additional information regarding proposal specifications may be obtained from:

Ms. Connie Pou, Assistant Controller
Office of the Controller
1450 N.E. Second Avenue, Room 664
Miami, Florida 33132
(305) 995-2001

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