



Anoka County

FINANCE & CENTRAL SERVICES DIVISION

Respectful, Innovative, Fiscally Responsible

REQUEST FOR PROPOSALS

TIME AND ATTENDANCE MANAGEMENT SYSTEM

APRIL 2015

*ANOKA COUNTY
2100 3RD AVENUE
SUITE 300
ANOKA, MN 55303*

WWW.ANOKACOUNTY.US

ANOKA COUNTY PURCHASING OFFICE

REQUEST FOR PROPOSALS COVER SHEET

THIS INVITATION IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY ANOKA COUNTY WITH A COMMODITY OR SERVICE IN ACCORDANCE WITH THE ACCOMPANYING SPECIFICATIONS.

PROJECT NAME: ANOKA COUNTY TIME AND ATTENDANCE SYSTEM

DESCRIPTION: The purpose of this RFP is to select a software, hardware and professional services vendor to provide Anoka County with a computerized time and attendance management system that will allow detailed & comprehensive employee duty time scheduling, processing of expense reimbursement requests, leave processing, recording of their workday time, and then feeding time & expenses data to existing Payroll System.

RELEASE DATE FRIDAY, APRIL 3rd, 2015

PRE-CONFERENCE: YES

MANDATORY: YES

DATE/TIME: THURSDAY, APRIL 23rd, 2015; 9:00 AM

LOCATION: 2100 3rd AVE, ANOKA, MN 55303 (ROOM 772)

QUESTIONS DUE: FRIDAY, MAY 8th, 2015; 3PM

RESPONSES ISSUED BY: MONDAY, MAY 18th, 2015; 3PM

SUBMIT TO: **THE AUTHORIZED COUNTY REPRESENTATIVE:**

Lindsey Felgate, Purchasing Manager,
2100 3rd Avenue, Suite 300, Anoka, MN 55303
Lindsey.Felgate@co.anoka.mn.us 763.323.5417

PROPOSALS DUE: FRIDAY, JUNE 5th, 2015; BY 3PM

TERM OF CONTRACT: UPON COMPLETION

PROPOSAL SECURITY: YES 5% OF TOTAL INCLUDED WITH PROPOSAL

PERFORMANCE/PAYMENT BOND: Required for projects over \$50,000

BACKGROUND CHECK: YES

PREVAILING WAGES: NO

WARRANTY: NO

Proposals will be awarded to the lowest responsive/responsible.

REQUEST FOR PROPOSAL CONTENTS

REQUEST FOR PROPOSALS.....	- 0 -
I. IMPORTANT RFP INFORMATION AND DATES.....	2
A. INVITATION FOR PROPOSALS DUE DATE.....	2
B. PROPOSAL PRICING LAYOUT.....	2
C. PROPOSER QUESTIONS AND COUNTY RESPONSES	3
D. ACCESSING THE PLANCOMMAND FRANZ SITE.....	3
E. PRE-PROPOSAL CONFERENCE	3
F. PROPOSER INTERVIEWS AND DEMONSTRATIONS	4
G. PROPOSER SELECTION	4
H. IMPLEMENTATION DEADLINE	4
I. RFP RELEASE.....	4
J. PROPOSAL COSTS	5
K. OWNERSHIP OF PROPOSALS.....	5
L. PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIALITY	5
II. STATEMENT OF PURPOSE.....	6
A. PURPOSE OF THIS RFP	6
B. OBJECTIVES OF TIME & ATTENDANCE SYSTEM.....	7
C. PROJECT PLANNING	9
III. BACKGROUND INFORMATION	10
A. INTRODUCTION TO ANOKA COUNTY	10
B. DISTRIBUTION OF OFFICE STAFF	10
C. OVERVIEW OF THE EXISTING SYSTEMS.....	10
D. OVERVIEW OF THE REMAINING SYSTEMS	11
E. INFORMATION TECHNOLOGY DEPARTMENT BACKGROUND INFORMATION AND STANDARDS	11
IV. GENERAL CONTRACT REQUIREMENTS.....	13
V. GENERAL PROPOSAL REQUIREMENTS.....	18
A. GENERAL INSTRUCTIONS FOR PROPOSERS	18
B. SCOPE OF PROFESSIONAL SERVICES TO BE PROPOSED	20
VI. SPECIFIC PROPOSAL REQUIREMENTS.....	25
VII. PROPOSAL EVALUATION CRITERIA	29
A. EVALUATION.....	29
B. KEY COMPONENTS FOR THE SYSTEM:	30
VIII. PROPOSAL FORMS TO BE COMPLETED AND SUBMITTED WITH RFP RESPONSES.....	31
IX. EXHIBITS.....	33

I. IMPORTANT RFP INFORMATION AND DATES

A. INVITATION FOR PROPOSALS DUE DATE

Sealed proposals will be received at:

Anoka County Purchasing Office
Attn: Lindsey Felgate
2100 3rd Ave, Suite 300
Anoka, MN 55303

For the purposes of this project, the County's Authorized Representative is Lindsey Felgate, telephone number 763-323-5417, Lindsey.Felgate@co.anoka.mn.us.

Proposals will be received until **3:00 p.m.** CDT on **FRIDAY, JUNE 5th, 2015** for the provision of software and professional services for a Payroll Time & Attendance Management System for Anoka County.

The following represents key dates for this phase of the process:

04/03/2015	RFP Released To Vendors
04/23/2015	Pre-Proposal Conference
05/08/2015	Proposer Questions Due
05/18/2015	County Responses Provided
06/05/2015	Vendor Proposals Due
06/12/2015	Finalists Notified
07/07-07/09/2015	Proposer Interviews/Demonstrations For Finalists
07/28/2015	Selection of Proposer
06/30/2016	Target date – Substantial Completion of Project
12/31/2016	Target date – Final Completion

The County reserves the right to change these dates as required.

B. PROPOSAL PRICING LAYOUT

The vendor can, at their discretion, format the software and services pricing so that the following modules are presented separately:

- Scheduling.
- Leave Processing.
- Expense Reimbursement Processing.
- Recording work time.

If they are inseparable, single project pricing is acceptable. Anoka County reserves the right to select modules from different proposers.

Furthermore, if there are any specific requirements (see Proposal Forms B & C) which the vendor's software does not handle as sold – Anoka County would welcome a separate estimate to create and include each of those new capabilities.

C. PROPOSER QUESTIONS AND COUNTY RESPONSES

There is one acceptable method for submitting questions regarding this RFP. All questions must be submitted in writing to the above County Authorized Representative by the date and time stated in Section I.A above. A County response will be made available to all no later than the date and time stated in Section I.A above.

Addendums to this RFP will be posted on the following website: (<http://www.ipdservices.com/clients/franz/>). No questions will be accepted via telephone.

D. ACCESSING THE PLANCOMMAND FRANZ SITE

The PlanCommand Franz site has been setup to share documents and addendums relating to this RFP, to be posted in a way that allows all interested parties to participate. The site can be accessed at the following link:

<http://www.ipdservices.com/clients/franz/>

To be able to access and download documents on this site, you must register for an account. You will then be able to logon to the site and download documents to become a Plan Holder for the project. The County will be monitoring the site for Plan Holders. When addendums are posted after the mandatory Pre-Proposal Conference, notifications will be sent to all Plan Holders.

E. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at the Anoka County Government Center on the date stated in Section I.A above. The meeting will take place in Room 772, on the seventh floor of Administration, 2100 3rd Ave, Anoka, MN. Proposers should

RSVP to the conference by sending an email to the County Authorized Representative and stating how many people from your organization will be attending. Proposers are required to attend this conference to ask questions and gain clarification regarding the Request for Proposals.

F. PROPOSER INTERVIEWS AND DEMONSTRATIONS

As part of the proposer selection process, Anoka County intends to invite selected proposers to demonstrate their proposed system and to answer questions regarding their proposal. A set of various use cases will be provided to the finalists who will be asked to demonstrate how their software solution handles these examples. Based on the current project schedule, we expect that these demonstrations will be held on the date stated in Section I.A above. Proposers, if selected as a finalist, will be required to make themselves available onsite at Anoka County for these interviews and demonstrations. The County currently plans to notify all proposers as to whether they have been selected as a finalist on the date stated in Section I.A above.

G. PROPOSER SELECTION

Based on the current project schedule, we expect that the final proposal selection will be made on or about the date stated in Section I.A above, followed by contract negotiations, County Board approval and contract execution.

The successful proposer will be selected according to the evaluation criteria in Section VII. of this RFP.

H. IMPLEMENTATION DEADLINE

The completion date for all milestones and deliverables will be included in Exhibit G - Implementation Plan (see section II.C – Project Planning). An Implementation Schedule must be discussed with and agreed to by Anoka County staff and then included in the Contract as an exhibit.

The substantial completion date for this project is the date stated in Section I.A above. Substantial Completion is the stage in the progress of the work when the Work is sufficiently complete in accordance with the Contract Documents so that the Owner can utilize the system(s) for its intended use. Final completion shall be the date stated in Section I.A above. This will be the completion of all punchlist items.

I. RFP RELEASE

This RFP was released on (see coversheet). Anoka County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site at the address: (<http://www.ipdservices.com/clients/franz/>). Proposers are encouraged to check the web site regularly for changes to the RFP or schedule of important dates.

J. PROPOSAL COSTS

Anoka County is not responsible for any costs incurred by the proposer to prepare or submit a proposal, participation in the pre-proposal conference, proposer demonstrations, or for any other cost to the proposer associated with responding to the RFP.

K. OWNERSHIP OF PROPOSALS

All proposals submitted on time become the property of Anoka County upon submission, and the proposals will not be returned to the proposers. By submitting a proposal, the proposer agrees that Anoka County may copy the proposal for purposes of facilitating the evaluation or to respond to requests for public records. The proposer consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party, including copyrights.

L. PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIALITY

Pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.591, the names of all entities that submit a timely proposal to Anoka County will be public once the proposals are opened. All other information contained in the proposals remains private until the County has completed negotiating a contract with the selected proposer. After a contract has been negotiated, all information in all proposals received is public information except "trade secret" information as defined in Minnesota Statutes Section 13.37.

Requests by the public for the release of information held by Anoka County are subject to the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Proposers are encouraged to familiarize themselves with these provisions prior to submitting a proposal. All information submitted by a proposer may be treated as public information by Anoka County unless the proposer properly requests that information be treated as confidential/trade secret data at the time of submitting the proposal.

The request must also include the name, address, and telephone number of the person authorized by the Proposer to answer any inquiries by Anoka County concerning the request for confidentiality. The County reserves the right to make the final determination of whether data identified as confidential by a Proposer falls within the public disclosure exemptions in the Minnesota Government Data Practices Act.

The Proposer's failure to request confidential treatment of information pursuant to this subsection will be deemed by Anoka County as a waiver by the proposer of any confidential treatment of the information in the proposal.

II. STATEMENT OF PURPOSE

A. *PURPOSE OF THIS RFP*

The purpose of this RFP is to select a software, hardware and professional services vendor to provide Anoka County with a computerized time and attendance management system that will allow detailed & comprehensive scheduling of employee work time including leave processing, employee expense reimbursement request processing, recording of employee time, and finally feeding time & expense data to the existing Payroll System.

The County is most interested in a single software package that addresses all of the requirements outlined in this RFP. The County will also consider multiple software packages from a single proposer, provided that they integrate seamlessly and do not require duplicate data entry between the various modules outlined in this RFP.

Any software proposed must not only replace existing functionality, but greatly improve usage and productivity around time management and reporting activities. Furthermore; it must be user friendly and be easily interfaced to other systems for imports and exports of data. As part of time management, functionality to facilitate expense reimbursement requests, scheduling, and leave processing is also needed.

Proposers must provide professional services to implement the proposed application software modules. These services, which are outlined in detail in this RFP, include software delivery installation and configuration, software modification/development, project management, interface development, data migration/conversion, documentation, training, software maintenance and support services. The vendor should indicate which of these services would require County staff. The expected resource commitment should be outlined in the Implementation Plan.

As part of this RFP, the County also requests proposals for a complete turnkey system, including the recommendation for the appropriate server hardware, operating systems software and other system utilities required to operate the proposal application. The County reserves the right to enter into an agreement to implement the selected proposer's application software without purchasing the hardware as part of the final contract. Proposals for hardware only will not be accepted as part of the RFP.

Anoka County staff at the following locations will manage the system: (Employees from the entire county will use it.)

- Anoka County Finance and Central Services
Anoka County Government Center
2100 3rd Ave
Anoka, MN 55303

B. OBJECTIVES OF TIME & ATTENDANCE SYSTEM

Anoka County seeks user-friendly, flexible and integrated system(s) to support all functions related to complete life cycle of automated time and attendance tasks. Following are key objectives of a new system. See Proposal Forms B (Functional Requirements) and C (Non-Functional Requirements) for details:

1. **Technology.** Capitalize on technology to improve efficiencies with single-point data entry, utilize myriad devices for easy time & project tracking, shift scheduling, costing, expense reimbursement processing, integration with other software, & ability to create output files in various formats to feed other systems.
2. **Workflow.** Automate business rules and workflow processes to be event-driven, as appropriate and extend across departments and work units with electronic notifications and routing, to ensure ongoing data accuracy and compliance with eligibility rules, with manager and supervisor notifications when warranted.
3. **Compliance.** Compliance with FLSA, Minnesota Statutes, and Anoka County financial policies as well as its personnel rules and regulations is required.
 - a. Ref: <http://www.dol.gov/whd/regs/statutes/FairLaborStandAct.pdf>
 - b. Ref: <http://www.dli.mn.gov/laborlaw.asp>
 - c. Ref: <http://www.anokacounty.us/DocumentCenter/Home/View/4268>
 - d. Ref: Exhibit K - Anoka County Personnel Rules and Regulations
4. **Security, Audits and Statistics.** Complete change history for audit trails and performance statistics throughout system(s). Configurable data access and data editing by user, function, and data elements.
5. **Ease of use.** System(s) have user-friendly, customizable screens, user-defined fields, dynamic field labels, on-line help, and table-driven business rules with effective dates to respond to Minnesota legislative changes and Anoka County process improvements.
6. **Reporting and data import/export.** System needs to generate and schedule recurring reports as well as ad-hoc reporting for timely response to research and analysis needs. Ability to process data imports while maintaining data integrity and produce data exports in required formats. System(s) must allow for batch and on-demand printing of special forms, such as individual time sheets & history reports, with user-defined selection criteria and print data.
7. **Inquiry.** System(s) need to retain historic data, including changes throughout system(s), for unlimited number of years, with user-defined search criteria. Need ability to control and release data separately for county departmental inquiries.

8. **Functionality.** System(s) will retain or enhance functions and strengths of legacy systems. All functions should be in accordance with Minnesota Statutes, Standards and/or rules. Those functions include, but are not limited to the following:

a) **Employee TimeEntry.**

- i) **“Time Clock”:** Time clock functions must be integrated throughout county to facilitate all employee attendance tracking methods and utilize various peripheral devices and PC time recording applications.
- ii) **Time Entry Environment:** Time entry maintenance functions allow supervisors and administrators to setup employees, configure pay types, shift & overtime rates & qualifying, follow compliance rules, and maintain consistency within the prepayroll process.
- iii) **Time Interfaces:** Time interface functions allow import of employee work time data from other existing county systems.

b) **Expenses.** Expense processing functions allow employees to request reimbursement for personal costs attributable to county oriented activities. These are guided and approved by administration, then paid via county payroll system.

- i) **Expense Interfaces:** These functions should allow import of employee reimbursement request data from other county systems.

c) **Scheduling.** Scheduling functions allow employees and supervisors to create and coordinate employee shifts / work hours to ensure adequate departmental service coverage and track work time both past and future.

d) **Leave.** Leave processing functions allow employees to request and track various types of time off according to county, department, and union rules. These are guided and approved by administration, with master balances maintained in county SunGard payroll system.

e) **Payroll Prep.** Payroll Preparation function will create a file of time/activity & expense transactions per a designated payroll period - for input to Anoka County’s SunGard payroll system.

**** See Proposal Forms B (Functional Requirements) and C (Non-Functional Requirements) for details on above.**

C. PROJECT PLANNING

Proposers must submit detailed plans stating how they intend to perform the services required and identify an initial schedule (including tasks, milestones, estimated timetable and costs, including travel costs) for the project.

- 1) Detail the fixed bid price.
- 2) Identify milestone dates (to be associated with a payment schedule).
- 3) Identify key deliverables, which are:
 - a) A report identifying any implementation issues (interface needs, functionality gaps, etc.) that have been determined as a result of the initial review.
 - b) A definitive fixed price for all components and services including:
 - i) License Fees for the proposed application software
 - ii) Costs to modify the software
 - iii) System integration and conversion costs
 - iv) Implementation costs
 - v) Training costs
 - vi) Travel costs
 - vii) Other costs
 - c) Recommendation for the infrastructure, network, and hardware required to run the proposed system.
 - d) Detailed Implementation Plan.

III. BACKGROUND INFORMATION

A. INTRODUCTION TO ANOKA COUNTY

Anoka County

Anoka County, Minnesota has grown from a largely rural area in 1857 to the present day urban center. This urban center has diversified industrial, commercial, residential, and professional development. It is one of the largest and fastest growing counties in the State of Minnesota. Anoka County, with its county seat in Anoka, encompasses a 430 square mile area, has a population of approximately 339,234, and is the fourth largest county in the State. Anoka County is the fourth most densely populated county in the state, following Hennepin, Ramsey and Dakota Counties.

The Finance and Central Services Division is a core operation for Anoka County. The division consists of the following departments: Budget, Central Accounting, Central Services, Human Services Accounting, Treasury. A current organization chart of the Division is included as Section IX, Exhibit A & A2.

B. DISTRIBUTION OF OFFICE STAFF

Anoka County

Anoka County staff size is approximately 2,425 year round employees, but can expand to as much as 3,000-3,500 including part time/seasonal workers in summer.

C. OVERVIEW OF THE EXISTING SYSTEMS

These applications / procedures will be replaced with new system functionality:

Time Entry: Accomplished by diverse means: Most county employees with regular computer access use various versions of in-house built applications to enter their time. These are older Microsoft Access tools. Many employees turn in paper timesheets; which are entered by payroll contacts into admin versions of those Access tools. Some departments have other tools which custom applications glean for time data for import to a central Access tool. ** See Exhibit F for more details.

Scheduling: Most Departments use manually driven tools (paper or Excel spreadsheets). Several others, to be replaced, are:

AcuStaf: Parks & Rec scheduling and biometric time clock system.

Aesop Frontline: Library scheduling system. Includes shift trading & substituting.

Google Calendar: Medical Examiners field officers use this.

Leave management: Many departments have paper-based workflow, some coordinate using team Outlook calendars, and some are tracked manually. FTO balances and such, however, are maintained in SunGard payroll system.

Expense Reimbursements: Similar to Time Entry mechanisms and use same tools. However; ALL are substantially manual and still use paper from beginning to end.

D. OVERVIEW OF THE REMAINING SYSTEMS

These will stay in place and need to work with new Time & Attendance system:

SunGard: ONESolution county-wide ERP system utilizing Finance, Payroll and HR modules. This system contains master HR employee data and is used to process payroll for Anoka County employees.

SSIS: Social Services Information System (SSIS). Human Services employees use this system to enter time and expense data.

Case Management: Medical Examiners Case Services system used by field examiners to enter their activity (time) and expense entries.

NewRoads: This Xerox application is used by the Highway Department Accounting staff to capture all project-related costs including time.

DSX Access: ID Badge Security system. Facilities Management currently uses badge swipes to capture in/out time for maintenance workers.

ServiceManager: Microsoft product being used for project tracking by IT department.

Kronos Scheduling: Departments which are part of the Public Safety Data Systems (PSDS) use Kronos Scheduling (Sheriffs, 911, etc.)

E. INFORMATION TECHNOLOGY DEPARTMENT BACKGROUND INFORMATION AND STANDARDS

Following presents an overview of the technology used in Anoka County. It includes standards for infrastructure, protocols, data, and other related items.

(See **Exhibit E – Technology Standards and Infrastructure**)

24/7 Requirements

It is expected that access to the Time & Attendance System be provided on a 24X7 basis. The hardware and software used to support the Time & Attendance System must be designed to minimize downtime and with adequate redundancy and failover capabilities to automatically recover from potential system problems.

Other Considerations

The proposed Time & Attendance System solution must be designed to meet minimum application performance standards ensuring that all inquiry and update transactions will be completed with a response time of less than three (3) seconds when implemented on the hardware configuration defined by the selected proposer.

IV. GENERAL CONTRACT REQUIREMENTS

Anoka County will require the selected proposer to include the contents of this Request for Proposal and all representations, warranties and commitments in your proposal and related correspondence as contractual obligations when developing the written contracts for this project. This requirement includes the vendor response and explanations contained within Section VIII, Proposal Form B, Software Functional Requirements and Proposal Form C, Software Non Functional Requirements. Other contractual requirements that will be part of the final contract negotiations will include:

- 1) Development of an acceptable implementation schedule covering all phases of the project, including software installation, data conversion and required modifications.
- 2) Development of single comprehensive contract.
- 3) Fixed fee progress payments that will be based upon the vendor satisfying specific milestones, deliverables and system acceptance criteria, such as:
 - (i) Completing the Implementation Plan Report.
 - (ii) Installing and testing the base software package.
 - (iii) Completion and testing of required modifications.
 - (iv) Hookup and testing of custom interfaces.
 - (v) Completion and testing of data conversion.
 - (vi) Completion of user training.
 - (vii) Application “go live” dates.
- 4) In addition to a progress or milestone payment schedule, a percentage of each progress payment will be held back from payment until a negotiable acceptance period for the deliverables has been satisfied. This percentage will be negotiated in the Contracts.
- 5) Arrangements for the County to have access to a copy of the source code for the software applications, either via direct ownership or through an acceptable escrow agreement.

In addition to the points listed above, the following standard Anoka County terms shall be incorporated into the Contract with the successful proposer, along with any portions of the specifications and proposal deemed necessary by Anoka County.

A. TERM OF CONTRACT. The Agreement shall commence upon the signing of the Agreement and shall continue in effect through the satisfactory completion of the services to be provided herein as specified in the Request for Proposal documents.

B. INSURANCE. Prior to commencement of a contract term, the successful proposer shall procure and maintain in full force and effect during the term of the Agreement, insurance coverage for injuries to persons or damages to property which may arise

from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors, as well as Workers Compensation and Professional Liability coverage. The insurance coverage shall satisfy the requirements set forth in Section IX, **Exhibit D – Insurance Requirements**, which is attached hereto and incorporated herein.

C. INDEMNIFICATION. The successful proposer agrees that it will, to the greatest extent of the law, save and protect, hold harmless, indemnify, and defend the county, its commissioners, officers, agents and employees and volunteer workers against any and all claims, expenses (including attorneys' fees), losses damages or lawsuits for damage arising from or related to fulfilling its responsibility according to bid document.

It is highly recommended that the proposer confer with their respective insurance carrier or broker to determine in advance of bid submission for the availability of insurance certificates and endorsements as prescribed and provided herein. If a proposer fails to comply strictly with the insurance requirements, that proposer may be disqualified from award of the contract.

D. ORDINANCES AND REGULATIONS. The successful proposer shall comply with all Federal, State and local laws, together with all ordinances and regulations applicable to the work. He shall procure all licenses, permits, or other rights necessary for the fulfillment of his obligation under this Document at his sole expense.

E. FRAUD OR COLLUSION.

1. By submitting a proposal, the proposer certifies that it is the only party interested in its proposal, and that its proposal is made and submitted without fraud or collusion with any other person, firm, or corporation whatsoever.
2. The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion with intent to defraud, or other illegal practices upon the part of the proposer, or for noncompliance with the requirements of these documents.

F. NON-DISCRIMINATION. By submission of a proposal, proposer agrees to abide by all provisions of Minn. Stat. § 181.59, as amended, entitled “Discrimination on Account of Race, Creed, or Color Prohibited in Contract,” set forth herein:

Minn. Stat. § 181.59 DISCRIMINATION ON ACCOUNT OF RACE, CREED, OR COLOR PROHIBITED IN CONTRACT.

Every contract for or on behalf of the State of Minnesota, for any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

1. That, in the hiring of common or skilled labor for the performance of any work under contract, or any subcontract hereunder, no contractor, material supplier, or

vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which such employment relates;

2. That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any such person or persons identified in this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;
3. That a violation of this section shall be a misdemeanor; and
4. That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or subsequent violation of the terms or conditions of this contract.

G. AFFIRMATIVE ACTION POLICY. The following is the Affirmative Action Policy for Anoka County:

DECLARATION OF POLICY OF AFFIRMATIVE ACTION

Anoka County acknowledges that equal opportunity for all persons is a fundamental human value. Consequently, it is the policy of the County to provide equal opportunity in employment and personnel management for all persons; to provide access to, admission to, full utilization and benefit of training and promotional opportunities without discrimination because of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, handicap or disability; and to otherwise promote full realization of human rights within the County to the extent permitted by law. To implement this policy, Anoka County requires that every person making application for, currently employed by, or applying for future vacancies in the employ of the County of Anoka will be considered on the basis of individual ability and merit, without discrimination or favor.

In Furtherance of this policy, the County of Anoka establishes an affirmative action plan, providing for and assuring fair and equitable treatment in all phases of public employment, including selection, compensation, benefits, training opportunities, promotions, transfers, layoffs and other terms, conditions and privileges of employment. The concept of this affirmative action policy is consistent and fundamental to the maintenance of effective equal opportunity and shall be implemented as an integral part of the County of Anoka's personnel system.

In the interest of advancing the goal of open competition and equal opportunity in employment, the County undertakes the responsibility for communicating its affirmative action policy to those from whom it purchases products and services.

H. INDEPENDENT CONTRACTORS. Proposer and all employees of the successful proposal shall not be considered employees of the County while engaged in the

performance of any work or services required herein, and shall be Independent Contractors. Any and all claims that may arise under the Workers Compensation Act of Minnesota on behalf of said employees, and any and all claims made by any third party as a consequence of any act of omission on the part of the work or service provided to be rendered herein shall in no way be the obligation or responsibility of the County.

- I. SUBCONTRACTS OR ASSIGNMENTS.** All work referenced herein shall be performed by the successful proposer. The work may only be performed by a subcontractor or assigned to a third party if specifically authorized in writing by the County and must be identified under the References section of your response.
- J. COSTS NOT PROVIDED FOR.** No claim for services or supplies furnished by the successful proposer, not specifically provided for in this proposal and subsequent contract, will be honored by the County.
- K. OWNER'S RIGHT TO CARRY OUT WORK.** If the Contractor defaults or neglects to carry out the work in accordance with the Contract Documents and fails within seven days after receipt of written notice from the County to commence and continue correction of such default or neglect with diligence and promptness, the County may, without prejudice to any other remedy it may have, make good such deficiencies. In such case an appropriate Change Order shall be issued deducting from the payments then or thereafter due the Contractor the cost of correcting such deficiencies. If the payments then or thereafter due the Contractor are not sufficient to cover such amount, the Contractor shall pay the difference to the County.
- L. PERFORMANCE AND PAYMENT BONDS.** The Contractor shall be required to furnish performance and labor and material payment bonds in the full amount of the executed contract. Such bonds shall be issued from a reliable surety company licensed to do business in Minnesota and acceptable to the County. These bonds shall remain in effect for the duration of the contract. The bonds are to insure that all work has been done according to the specifications of the proposal documents.
- M. PROPOSAL SECURITY.** Each proposal shall be accompanied by a proposal bond in the sum of not less than 5% of the total proposal amount made payable to Owner, conditioned upon the Proposer entering into a contract with Owner in accordance with the terms of their proposal. Any bonding company used must be licensed in the state of Minnesota.

It is agreed that the proposal/proposal security will constitute liquidated damages, and not a penalty, for the failure or refusal of the successful proposer to execute and deliver the contractual documents, in a correct form, within ten (10) days after receipt of the contractual documents.

This proposal/proposal security shall be returned within 30 days after the proposal opening or, in the event of a successful proposal, return shall be made after the completion of work or after the proper posting of a performance bond.

N. CONTRACT NEGOTIATIONS. Owner reserves the right to negotiate a contract after the successful proposer is selected. Selection will be based only on the proposals received and subsequent interviews/demonstrations, if any; therefore, proposals must be complete as described herein.

O. DATA OWNERSHIP: By storing County's data on proposer's equipment, system, or database; the proposer shall not obtain any ownership interest in County's data except to the extent that the proposer is obligated to keep said data intact and secure and to regularly backup the data for redundancy and disaster recovery purposes. As between County and the proposer; Client Data is and shall remain the sole and exclusive property of County, including applicable rights to patents, copyrights, trademarks, trade secrets, or other proprietary or intellectual property rights thereto.

P. OTHER CONTRACT TERMS. Other standard County contract terms, if applicable, may be included also.

Q. JOINT POWERS PURCHASING AGREEMENT. Members of the Hennepin County Cooperative Purchasing Program who may wish to purchase under the contract but are not named in the Specifications may do so with the written permission of the Contractor.

Whether an instrumentality is named in the Specifications or whether Anoka County and Contractor permit an instrumentality to purchase under the contract, the ordering and payment for any item which may be purchased under the Specifications by any such instrumentality shall be the sole responsibility of such instrumentality and in no manner shall be the responsibility of Anoka County.

Cooperative Purchasing for Members of the Joint Powers Purchasing Agreement-Counties

- Members of the Joint Powers Purchasing Agreement- Counties (JPA County Members) may make purchases under this contract by entering and executing their own separate purchasing document with the Contractor.
- Anoka County shall have no obligation, liability or responsibility for any order or purchase made under the contract between the JPA County Members and the Contractor.

V. GENERAL PROPOSAL REQUIREMENTS

This section outlines the information that must be included with your proposal. Vendors should review this list to ensure that their proposals include all requested information prior to submission. All proposals must contain a Table of Contents at the beginning of the proposal, which clearly outlines the content of each section.

A. GENERAL INSTRUCTIONS FOR PROPOSERS

1. All proposals shall be submitted on the forms provided. All blank spaces may be filled in electronically, and the form must be fully completed and signed when submitted. All proposals by corporations shall bear the official seal of the corporation, if applicable, along with the signature of a duly authorized officer of the corporation.
2. All proposal envelopes must be sealed and bear the inscription: "ANOKA COUNTY TIME AND ATTENDANCE SYSTEM" together with the name and address of the proposer. The proposal envelopes shall be addressed to:

**Anoka County Purchasing Office
Anoka County Government Center
Attn: Lindsey Felgate
2100 3rd Ave Suite 300
Anoka, MN 55303**

Hand-delivered proposals should be delivered to the Anoka County Purchasing Office, on the third floor of the Anoka County Government Center at the address above.

3. Proposers must submit eight **(8)** complete hard copies of their proposal and one electronic copy on a USB flash drive with PDF Sheets of the entire proposal. Please only include one (1) hard copy of marketing materials (if applicable). Proposals shall be in neat 3-ring binders in the order detailed in the Table of Contents under Section VIII and the below order. All documents shall be 8.5" x 11" when possible. Folded 11" x 17" drawings, connectivity diagrams or Gantt charts are acceptable. Each binder shall also include a USB flash drive with PDF sheets of the entire proposal.
 - a. Proposal Form
 - b. Introduction and Statement of Qualifications
 - c. Narrative Response to the Proposal
 - d. Response to Anoka County Software Requirements Checklist
 - e. Additional Proposal Forms
4. In the case of a variance between written words and figures, the amount(s) stated in written words shall govern. In case of unit price difference from extended figure, the unit price shall govern.

5. All alterations or erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. The corrections must be initialed in ink by each person signing the proposal.
6. All proposals must comply with and not deviate from the provisions of the specifications and other proposal documents or such proposal may be rejected by the County.
7. Any questions from proposers must be submitted by email to Lindsey.Felgate@co.anoka.mn.us by the date stated in Section I.A above. Responses to the questions submitted via email and at the pre-proposal meeting will be posted on the County's PlanCommand Franz site by the date stated in Section I.A above. (<http://www.ipdservices.com/clients/franz/>). **No questions will be accepted via telephone calls.** Revisions or modifications to the RFP shall be made by addendum and posted on the County's website with a notice of change posted on PlanCommand Franz site. Proposers should regularly visit this website to check for addenda or modifications to the RFP.
8. Any modification, insertion, omission, or change, except as caused by a County addendum, made by any proposer to any material contained on the RFP shall be cause for the rejection of the proposal. Should any proposer wish to submit amplifying data with his proposal, he should make a statement on the bottom of the proposal that such amplifying material is a part of the proposal and attach said material to the proposal.
9. The County reserves the right to accept or reject any or all proposals, or any part of any proposal, and to waive any defects of technicalities or to advertise for new proposals where the acceptance, rejection, waiving or advertising of such would be in the best interests of the County. The County also reserves the right to award in whole or in part, by item, group of items, or by section where such action serves the County's best interests.
10. The proposer shall not be allowed to take advantage of any errors or omissions in the specifications. Where errors or omissions appear in the specifications, the proposer shall promptly notify the County of such error or omission. Inconsistencies in the specifications are to be reported before proposals are received, wherever found.
11. Proposals received prior to the proposal due date and time will be kept secured and unopened. No proposal received thereafter will be considered and will be returned to the proposer unopened.
12. The County shall not physically release or return to the proposer any proposal for the purpose of modification, withdrawal, or any other purpose whatsoever.
13. No responsibility will attach to the County for the premature opening of a proposal not properly addressed and identified. No proposer may withdraw a proposal within sixty (60) days after the actual date of the opening thereof.

14. All proposals shall be held firm until the contract has been awarded.
15. The County is not responsible for locating or securing any information which is not identified in the proposal and reasonably available to the County. Accordingly, to insure that sufficient information is available, the proposer must furnish as a part of the proposal all descriptive material necessary for the County to determine whether the proposal offered meets the requirements of the Proposed Documents.
16. The selected proposer will be required to execute a contract and return it to County within fifteen (15) days after the contract forms have been mailed to successful proposer.
17. The County may make such investigations as it deems necessary to determine the ability of the proposer to furnish the services outlined herein, and the proposer shall furnish to the County all such information and data for this purpose as the County may request. The proposer must supply upon request, the name of all employees together with reasonable personal data requested, if any, regarding each employee. The County reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy the County that such proposer is properly qualified to carry out the obligations of the contract.
18. After proposals have been received and opened, the County may schedule interviews and demonstrations with any or all proposers submitting a proposal as a part of the evaluation process to determine the most appropriate proposer to whom the contract should be awarded.
19. The County shall send written notice of award to the successful proposer.
20. Pursuant to Minnesota Statutes Section 13.591, the names of all proposers are public once the proposals are opened. All other information in the proposals is not public until the County has successfully negotiated a contract with the selected proposer.

B. SCOPE OF PROFESSIONAL SERVICES TO BE PROPOSED

For all services proposed, please indicate which services will be provided on-site at Anoka County versus remotely from the proposer's location.

As a part of this project, the selected proposer is expected to perform the following required services. Proposers may also suggest additional services as part of their response. Your proposal must include your approach and scheduled tasks to perform the following services. Include your assumptions for on-site work. The County is assuming at least one person will be on-site for the duration of the

implementation phase(s) and potentially through post implementation stabilization period (four (4) successful payroll periods).

REVIEW REQUIREMENTS, GAP ANALYSIS, AND SCOPE AGREEMENT + APPLICATION SOFTWARE, HARDWARE AND IMPLEMENTATION SERVICES

Project will include the following:

1. APPLICATION SOFTWARE DELIVERY, INSTALLATION, AND CONFIGURATION

Detailed review of the County's requirements and identification of any gaps that exist between the County's business processes and the proposed software.

Propose all services required for delivery, installation, configuration, and testing of the proposed software products, including acceptance tests to be conducted by County staff. The system should provide for processing functions/modules described in this RFP and functionality described in Section VIII: Proposal Form B – Software Functional Requirements. To the extent possible, test data for the acceptance tests will be provided by the County. Include all services required to coordinate your activities with the County.

An implementation plan and timeline. This implementation plan should include a detailed statement of work, task lists, resources, and project schedules. See Exhibit G for desired content details of this Report.

2. SOFTWARE MODIFICATIONS/DEVELOPMENT SERVICES

Propose all services required to design and develop software, or modify existing software, to meet the needs of the County, including development of County-specific functional requirements, queries and reports, integration of the proposed applications, and acceptance tests to be conducted by the County's staff.

If multiple solutions are proposed and selected, the vendor or vendors must demonstrate the ability to integrate the systems.

3. PROJECT MANAGEMENT SERVICES

Propose all services required to coordinate necessary County and vendor resources to complete the tasks outlined in the implementation project schedule. These project management services should include facilitating project status meetings, weekly communication of project status reports, problem resolution reporting, and maintaining/updating the implementation plan.

- a. The Contractor shall appoint a single project manager who shall be the main point of contact regarding the project for the County. The project manager is responsible for the following:
 - i. Developing a project schedule that identifies in detail the exact tasks and timelines that the County and/or Contractor, must perform and/or be responsible for in order to accomplish the delivery, installation, and cutover of the system.

- ii. Guaranteeing the work and performance of all employees and sub-contractors who have been hired by the Contractor.
- iii. Coordination of all sub-contractor work and schedules.
- iv. Completing and submitting all required documentation.
- v. Attending all project coordination meetings as required by the County, plus (co-)chairing a weekly project status meeting throughout the duration of the project.
- vi. Maintaining the project status meeting minutes and distributing them to all participants within two days following the meeting.
- vii. Informing the County of all unexpected conditions and problems that may result in delay or expense. The Vendor must report issues immediately upon discovery and must provide the County with the option(s) for resolving them.
- viii. Detailed scheduling and coordination of all system and sub-system cutovers.
- ix. Scheduling of all training sessions.
- x. If the Vendor seeks to change the project manager during the course of the project, such change is subject to prior written approval from the County.
- xi. The County reserves the right to request a new project manager during the course of the project if the project manager does not perform to the County's satisfaction.

4. INTEGRATION DEVELOPMENT

Propose any services required to identify, define and provide application interfaces with other application systems. See Proposal Form J for expected Interfaces.

**Anoka County would like estimates for completing each interface, but reserves the option to accomplish these in-house.

5. DATA MIGRATION/CONVERSION

Propose any services required to migrate and/or convert existing data to the proposed application(s), including acceptance tests to be conducted by County's staff. Test data for the acceptance tests will be provided by the County.

**Anoka County would like estimates for completing migrations, but reserves the option to handle them in-house.

6. HARDWARE, OPERATING SYSTEM AND SYSTEM UTILITIES DELIVERY, INSTALLATION AND CONFIGURATION

- a. Hardware to run Application(s): Provide a recommended hardware configuration that will accommodate current and anticipated future transaction

volumes, while ensuring that the application operates within a response time performance standard maximum of three seconds. Include all services required to coordinate hardware installation activities with the County. The hardware and software used to support the Time and Attendance System must be designed to minimize downtime and have adequate redundancy and failover capabilities to automatically recover from potential system problems. (Geographic locations of servers should be considered).

**Anoka County would like estimates for including this hardware, but reserves the option to utilize in-house servers, networks, etc. to host the application.

- b. Hardware (Devices) used to record time: Provide recommended options to efficiently capture individual employee time worked for non-office employees. See Exhibit B – Statistics for summary of employee types / groups / jobs. Examples may be: Badge readers for facilities maintenance, biometric readers for pool workers, tablets for road maintenance drivers, etc. Provide costs for purchasing/leasing, installing, and ongoing support of such devices.

7. DOCUMENTATION

Propose any services required to produce comprehensive on-line & hard copy user help, system administration and technical documentation manuals. Please provide relevant sample copies of your documentation with your proposal.

8. TRAINING

Propose any services required to provide thorough, effective training of County staff including end users, systems administrators and technical staff. Describe your intended on-site training plan with off-site and/or remote options. In addition, please provide information regarding any organized system user groups that may exist for the proposed solutions.

9. SOFTWARE MAINTENANCE

Propose any necessary upgrade and maintenance services for all packaged and custom application software, and the date it will start, including the locations from which the services will be provided. Propose services for software updates and enhancements to application and other software. Software maintenance services must include necessary updates to the system to meet all changes to Minnesota State Statutes. Please provide information on the frequency of new releases and new versions and also describe how subsequent versions of the package will accommodate custom written routines.

10. TITLE OF SOFTWARE

By submitting a proposal, the Respondent represents and warrants that it is the sole owner of the software or, if not the owner, that it has received all legally required authorizations from the owner to license the software, has the full power to grant the rights required by this solicitation, and that neither the software nor its use in accordance with a contract with the County shall violate or infringe upon any patent, copyright, trade secret, or any other property rights of another person or organization.

11. Term of Software License

Unless otherwise stated in the solicitation, the software license(s) identified in the pricing schedule shall be purchased on a perpetual basis and shall continue in perpetuity. The County reserves the right to terminate the license at any time, although the mere expiration or termination of this contract shall not be construed as intent to terminate the license. All acquired license(s) shall be for use at any computing facilities, on any equipment, by any number of users, and for any purposes for which it is procured. The County further reserves the right to transfer all rights under the license to another entity to which some or all of its functions are transferred.

12. Third Party Acquisition of Software

The Contractor shall notify the County in writing should the intellectual property, associated business, or all of its assets be acquired by a third party. The Contractor further agrees that the contract's terms and conditions, including any and all license rights and related services, shall not be affected by the acquisition. Prior to completion of the acquisition, the Contractor shall obtain for the County's benefit and deliver thereto the assignee's agreement to fully honor the terms of the contract.

13. ENHANCEMENT REQUEST PROCESS

Describe the process that will be used by the County when making an enhancement request to the proposed software.

14. SUPPORT

Propose all on-going application support that you are able to provide. Describe the types of applications support that you offer (for example, on-site, web-based, telephone, and dial-in), hours of availability, guaranteed response and problem resolution times. Comprehensive support should be proposed for the first five years. The support proposal should keep in mind that the system must be available for continuous operation.

- a. Include proposal & cost for making a regularly refreshed version of production system available for testing – (by Anoka County payroll department users).

15. USER GROUPS

Describe any User Group organizations which support the proposed solution.

16. OTHER SERVICES

Propose any other services considered necessary to complete this project.

17. ASSUMPTIONS ON COUNTY'S ROLE

In addition to the services outlined above, please provide your assumptions and requirements regarding the County's role in the implementation process, including anticipated time requirements for:

- a. Business Analysis (subject matter experts)
- b. Business Project Management
- c. Technical Project Management and Support

- d. Testing
- e. Training
- f. Data Conversion
- g. Interfaces
- h. System Installation and Configuration
- i. Database Installation and Configuration
- j. On-going System Administration, Software and Database Support
- k. Report Development

VI. SPECIFIC PROPOSAL REQUIREMENTS

Vendor proposals should include the following sections (in this order):

1. Anoka County's Proposal Form

Your proposal must include a completed copy of the Anoka County Proposal Form for Professional Services, included as part of Section VIII (Proposal Form A) of this proposal. This form must be completed in its entirety and signed by an executive of your organization with the authorization to enter into a contract with Anoka County.

2. Introduction and Statement of Qualifications

Vendors should include a section in their proposal that provides information regarding your company, your software products and other pertinent information that would aid the County in evaluating your capabilities. It should address the following:

- A. A restatement of the project purpose and goals to demonstrate the proposer's understanding of the project.
- B. Experience with Time & Attendance, Expenses, and Schedule; including:
 - i. Name and major version of products installed
 - ii. Number of installations
 - iii. Size of installations (number of employees & orgs)
- C. Provide information to show your company's stability as a software company and ability to remain a solid entity.
- D. Vendor's projected reinvestment in their product. (To maintain and improve it, in order to keep it a current and robust application.)
- E. Employees within the proposer's company who will be working on this project, including professional resumes.
- F. Describe the level of technical support available to handle critical issues and on-going questions. Define the hours that support is available and the means of communications that are used.
- G. Define the processes used to publish patches and critical fixes to the software. Describe the timing and content of planned updates.
- H. Include information to describe the applicable training available and the methods and location of training. Define the training available for the application users and for technical support.
- I. Other pertinent information that would demonstrate your qualifications to perform this project.

3. Narrative Response to the Proposal

In addition to completing the detailed proposal documents that are included with this RFP, the vendor should provide a narrative section of their proposal that addresses their approach to providing the services outlined for the project.

Proposers are encouraged to use this section of the proposal to further explain aspects of their system that cannot be adequately defined via the requirements checklists and other proposal forms. As part of this section of your proposal, some specific key system requirements have been identified which proposers should make sure are addressed in the narrative section. These key requirements include:

- A. The level of integration provided between the various modules of your proposed systems.
- B. Ability and method of integration with existing Anoka County systems described in Section III.D Remaining Systems.
- C. Database inquiry and reporting capabilities provided as part of your system.
- D. Method of conversion of existing Anoka County Time data to the new system.
- E. Level of compliance with Anoka County's standards for information technology. Proposers should provide details regarding their technology architecture (operating systems and operating system versions, programming language, database environment, etc.) and how this architecture will fit within the current Anoka County environment (see Section III.E. for an overview of Anoka County technology standards)
- F. Features within your proposed system and implementation approach which you believe are unique and will provide Anoka County with a software solution that will be able to meet and exceed the requirements outlined within this RFP.
- G. Other pertinent information regarding your proposal that you believe requires further explanation or clarification.

4. Response to Requirements Checklists

This section of your proposal should contain your detailed response to the functional and non-functional requirements checklists contained in Section VIII of this RFP (Proposal Forms B and C) as well as your response and input to our needs regarding Reports and Interfaces (Proposal Forms I and J).. These lists are contained in a Microsoft Excel document and must be completed electronically. Your proposal should include the required number of printed copies of your completed response to the functional requirements checklist and an electronic version containing your responses.

The software requirements checklists contains multiple columns. If the requirement is satisfied by the core functionality of your system, please put an x in the Core Functionality column. If the requirement will be satisfied by an

optional module or by custom development, place an x in the Optional Module or To Be Developed columns. The Not Available column is provided to indicate functionality that is not available in your system. There is also a column for Proposer Comments where you may provide further clarification regarding your response to the requirement.

5. Cost Proposal and Other RFP Forms

Your cost proposal should include all items that pertain to the scope of this project as described in this RFP. Proposers should provide all necessary software modules required to satisfy the requirements of this RFP. Within this section of this proposal, you should detail the anticipated costs related to each element of this proposal outlined in Section V.B. You may utilize your own format for providing cost information within your response. However, this information should also be summarized onto the Cost Summary form included in Section VIII of the RFP (Proposal Form D) and the proposed costs contained in the Cost Summary Form should match your customized cost presentation.

As part of your cost proposal, please provide detailed information regarding your software licensing approach and requirements, including the basis for licensing (e.g., number of users, number of parcels, per module pricing, etc.) in order to provide the County a method for determining future software licensing costs as a result of implementing your system. In addition, please indicate any software licenses that must be renewed after a specific time (e.g., five year license) and the cost of such renewal. Anoka County intends to maintain a test environment in addition to a production environment of the selected system. Please indicate all software licensing costs required to support all environments and provide an example of a standard support/maintenance agreement.

Section VIII includes various forms including cost summaries, reference forms and other information. Your completed forms should be included in this section of the proposal. The following forms must be completed and submitted in this section:

- Proposal Form A – Proposer Introduction Form
- Proposal Form D – Cost Analysis Worksheet
- Proposal Form E – Minimum Hardware Requirements Form
- Proposal Form F – Proposer Information Form
- Proposal Form G – Proposer Reference Form
- Proposal Form H – Proposer Support Questionnaire Form

Please note that some of the proposal forms have multiple tabs within the spreadsheet and that each tab contains a separate proposal response form.

5. **Proposed Project Work Plan**

This section of the proposal should include a proposed project work plan for this project. Specific project tasks and milestones should be included as part of the implementation plan.

6. **Alternate Proposals**

Respondents who wish to submit proposals for more than one solution may do so. However all solution proposals must be complete and comply with the instructions set forth in this RFP.

VII. PROPOSAL EVALUATION CRITERIA

A. Evaluation

This package is not meant to favor any proposer. It is designed to meet the needs of the Owner. The evaluation panel will weigh the proposals based on the proposer's references, qualifications, support as well as technical merit, cost and the proposed system cutover plan.

In awarding the Contract, the review team may take into consideration the proposer's skill, capacity, experience, support capabilities, previous work record, costs, the necessity of prompt and efficient completion of work described in the proposal documents, or other factors we consider relevant. Inability of Proposer to meet these conditions may be cause for rejection of the proposal.

***SUBMIT ALL COST INFORMATION IN A SEPARATE SEALED ENVELOPE IN THE PROPOSAL PACKAGE CLEARLY MARKED 'FEE PROPOSAL'.**

The award shall be based on, but not limited to, the following factors:

- 1) The experience and other qualifications of the proposer and its project team in the area of Time & Attendance, Payroll Processing Systems and track record of successfully implementing these systems for governmental entities. There is a preference for systems that have been installed and successfully used in governmental entities of similar size and operation as Anoka County.
- 2) The ability of the proposer to satisfy the detailed requirements outlined in this RFP.
- 3) The ability of the proposer to satisfy the system objectives outlined in this RFP.
- 4) The ability of the proposer to have a software solution that utilizes open architecture, and has the ability to interface to other systems.
- 5) The proposed system's compliance with Anoka County technology standards.
- 6) References from persons knowledgeable of the proposer's ability to fulfill the terms of the contract.
- 7) Total initial and on-going cost to the County.
- 8) Completeness of work plan and ability to meet the goal of substantially implementing the system by date stated in section I.A.
- 9) Financial stability and years in business.

B. Key Components for the System:

The following items are general keys to a successful system at Anoka County, in no particular order:

- 1) Level of integration between the system modules.
- 2) Ability to generate reports and ad hoc queries.
- 3) Ease of accessing the data in the database.
- 4) Implementation of an open systems architecture.
- 5) Support for mobile workers.
- 6) Strength of vendor development and implementation team.
- 7) Strength of ongoing support and training.
- 8) Ability to handle electronic documents.
- 9) Ease of administration of code tables and business rules.
- 10) Quality of online help.
- 11) Strength of security.
- 12) Ease of configuration, conversion, and rollout of new system.
- 13) Ability to implement universal employee involvement.
- 14) Ability to easily interface with other systems and import/export data.

VIII. PROPOSAL FORMS TO BE COMPLETED AND SUBMITTED WITH RFP RESPONSES

The following proposal forms are referenced in the RFP and must be completed and included with your proposal response. All proposal forms are provided on electronic media with the hard copy version of this RFP package.

A. Proposal Form A – Proposal Form for Professional Services

- This form is required with your proposal and should be provided in the first section of your proposal (See Section VI, Specific Proposal Requirements)

B. Proposal Form B – Software Functional Requirements

- Proposers should answer each question within the requirements checklist by placing an X in the box that signifies your response to the software feature. Refer to Section VI for additional instructions regarding the completion of Proposal Form B.

C. Proposal Form C – Software Non-Functional Requirements Checklist

- This contains general software application attributes which Anoka County considers desirable. The more that a vendor package matches these guidelines the better chances it will be considered for purchase.

D. Proposal Form D – Cost Analysis Worksheet

- Proposers are encouraged to provide more detailed cost information with their proposals for the specific software modules, hardware configurations and other cost elements of your proposal. However, a completed copy of the cost analysis worksheet, documenting your summarized cost proposal must be included with you proposal. Please note that the electronic document containing Proposal Form D is a multi-tab document. These tabs may be used to separate costs for the different components of solution (Time, Leave, Expenses, and Scheduling), or all can be combined onto first tab as vendor sees fit.

E. Proposal Form E – Minimum / Recommended Hardware Requirements

- Proposers must provide hardware configuration recommendations based upon the volume information included in the RFP. If specific hardware items are proprietary or must be specifically configured to operate your application software, please indicate this information within your response.

F. Proposal Form F – Proposer Information Form

- This general information form on the proposer's company must be submitted with your RFP response. Additional information regarding

your company is encouraged to be included within the narrative sections of your proposal.

G. Proposal Form G – Vendor References Form

- o Proposers must submit at least 3 references of accounts of similar size as Anoka County who are utilizing your proposed applications. Please note there are three separate tabs for Proposal Form F (one for each reference).

H. Proposal Form H – Vendor Support

- o Proposers are asked to answer questions designed to understand what methodology exists for quality assurance, testing, how testing is accomplished and the associated metrics.

I. Proposal Form I – Reports

- o Proposers are asked to review county’s list of basic required reports and respond whether a report fulfilling that need is provided with their software, is configurable, needs customization to create, or is unavailable.

J. Proposal Form J – Interfaces

- o Proposers are asked to review county’s list of potential interfaces to other existing systems or applications, then respond with either their suggestion on how to handle this flow of data in the future, or estimate building a new interface to their new application for the future.

IX. EXHIBITS

The following exhibits to this RFP are included to provide proposers with additional background and clarification on Anoka County's operations.

1. Exhibit A – Anoka County Government Organizational Chart
2. Exhibit A2 – Anoka County Finance & Central Services Division Organizational Chart
3. Exhibit B – Business Process Statistical Information
This exhibit contains employee statistical information for Anoka County
4. Exhibit C – Milestone Payments
This exhibit outlines project payment schedule. Milestone payments will be negotiated in the contract.
5. Exhibit D – Anoka County Insurance Requirements
6. Exhibit E – Anoka County Technology & Network Infrastructure
This exhibit provides an overview of the computing environment of the County.
7. Exhibit F – Current Time Entry Process Diagram
This exhibit contains a pictorial view of existing employee time gathering scheme.
8. Exhibit G – Implementation Plan Deliverables
This exhibit contains the content outline expected for the project plan report.
9. Exhibit H – Glossary of Terms
This exhibit contains a list of acronyms and other terms used throughout the RFP.
10. Exhibit J – Anoka County Current System Interfaces
This exhibit contains detailed descriptive information regarding current interfaces and future integration needs for the new system. (For use in cost estimations.)
11. Exhibit K - Anoka County Personnel Rules and Regulations
This exhibit contains the county's official personnel rules, regulations and policies.