



**REQUEST FOR PROPOSAL  
No. 2018-002**

**Time Clock Solution**

**Issued: Thursday, February 22, 2018**

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**RFP No. 2018-002**

## Section I Announcement

### Request for Proposals - Time Clock Solution

INSPIRE DEVELOPMENT CENTERS (IDC), a private non-profit organization, is requesting proposals for a Time Clock Solution. Award and resulting order will be subject to funding approval. This procurement will be financed with state funds from Department of Early Learning and federal funds from Department of Health and Human Services Migrant Seasonal Head Start Program.

#### Contact Information

Inspire Development Centers, Purchasing Department

105 B South 6<sup>th</sup> Street, Sunnyside, WA 98944

Telephone: (509) 837-2225 extension 61002 Fax: (509) 839-8688

Email: [Procurement@inspire-centers.org](mailto:Procurement@inspire-centers.org)

Any inquiries or requests regarding this procurement MUST be submitted to the Procurement Department in writing, **preferably** via email.

#### Proposal Deadline

All proposals will be noted and stamped by time and date of submission. All vendors responding to this solicitation shall have until **4:00 PM PACIFIC STANDARD TIME ON FRIDAY, MARCH 09, 2018** to submit a fully completed proposal package. Proposals received after this deadline will not be accepted.

#### Remittance Instructions:

Proposals may be delivered, faxed or emailed to:

**Inspire Development Centers, Purchasing Department**

**105 B South 6<sup>th</sup> Street, Sunnyside, WA 98944**

**(509) 839-8688**

**[Procurement@inspire-centers.org](mailto:Procurement@inspire-centers.org)**



## RFP#2018-002 Time Clock Solution

### Section II

#### A. Required Features:

1. Time clock system functions as a federated system.
  - Clocks reports to a centralized database/cloud
  - Survivable (Clock-ins and other transactions are stored locally if Internet is interrupted until connection is restored)
2. Multiple authentication methods supported (2 at minimum): 1. Fingerprint Scan **AND** 2. Card Identification (MSR or Proximity/Smart Card).
3. Organizational/Dimension Codes Captured at Clock-In: (Grant/Project, Location, Activity (multi-select), Program)
  - Code Table Management
4. Flexible user rights
  - Supports chain of command visibility (Hierarchal, Supervisor->Direct Reports)
5. Import of Employee, Code Table information
6. Export of Time Records for import into Ultipro payroll processing (minimum .csv text file)
7. Built-in Reporting (Administrator, Supervisor)
8. If Web/Smart-Phone clock-in is available – The ability to control which users can utilize this feature.
9. Ability to clock-in at one time clock and clock-out at another clock (regardless of physical location)
10. Authentication (Biometrics, etc...) registered at one location can be used at another without re-registration.
11. Overtime calculation for hourly based employees
12. Time rounding to nearest ¼ hour.
13. Audited Adjustments

#### B. Desired Features:

1. Enterprise integration
  - Web/REST API (For external reporting)
  - Automatic/Scheduled Imports/Exports
2. Multi-tenant or support for different groups/types of users (Employees, Volunteers, Contractors)
  - Support for different codes/requirements per group/tenant structure
3. Leave Request Management
4. Support for Exempt employees
5. Overtime management - supervisor reports
6. Alerting – out of shift clock-in (late/early), overtime alerts
7. Web-based management (Administrator, Supervisor)
8. POE or WiFi for time clock connection
9. Web/Smart phone clock-in
10. Shift management
11. Break/Lunch management
12. FMLA reporting/tracking
13. Pricing structure discounts for EDU / GOV / Non-Profit agencies
14. In-Kind discount for Head Start
15. Badge Management
16. Vacation/Sick Balance Tracking

C. Training Plan - Proposal must include the proposed methodology for providing training to Inspire's Administrator.

D. Fee Schedule - All proposed fees must be clearly defined in the fee schedule.

#### E. General Requirements

This procurement will be conducted in accordance with the Inspire Development Centers (IDC) Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The proposals will be kept confidential. Inspire is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of INSPIRE to disclose

proposals/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

#### Proposal Award

Proposals will be evaluated and selected based on ability to meet required and desired specifications, training plan and pricing. Preference (not priority) is given to the following types of contractors, providing this involves no sacrifice in quality, service, or price; Contractors who are historically underutilized (small, minority, and/or women owned business); Contractors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Contractors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.

#### Laws and Regulations

The prospective contractor must be licensed in the State and Community for which they are proposing to provide services. The prospective contractor is assumed to be familiar with all Federal, State, County and City laws, codes, and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the proposed services or which in any way affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

#### Interpretation of Proposal Documents

Prospective contractor's contemplating submitting proposals who are in doubt as to the true meaning of any part of the proposal documents, or find discrepancies in or omissions from this proposal document shall submit to IDC in a written request for an interpretation or correction thereof. Such requests shall be submitted and received not later than seven (7) days prior to the date specified as the deadline to submit. Any interpretation or correction of the proposal documents will be made in writing by addendum duly posted on the Inspire website. Inspire will not be responsible for any other explanation or interpretation of the proposal documents.

#### Rejection of Proposals

IDC reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of Inspire Development Centers, does not meet the special requirements specified in this Request for Proposals. Inspire, at its sole discretion, reserves the right to reject any or all proposals at any time prior to the execution of a contract at no penalty.

#### Ownership of Proposals

All proposals and accompanying documentation become the property of IDC and will not be returned.