

**TOWN OF SOUTHAMPTON
SUFFOLK COUNTY, NEW YORK**

REQUESTS FOR PROPOSALS

CONTRACT FOR TIME KEEPING SOFTWARE

**SEALED PROPOSALS DUE IN TOWN CLERK'S OFFICE,
116 HAMPTON ROAD, SOUTHAMPTON
ON OR BEFORE JUNE 21, 2018 at 4:00 PM**

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All proposal pages (PF), GML and Bidders Qualifications which are indicated by being green in color or containing a watermark on the side of the page require The Vendor's information.

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RESOLVED, as per the request of the Personnel Department, that the Town Clerk be and is hereby authorized and directed to advertise for public proposals per the following:

TAKE NOTICE, that sealed proposals will be received by the Town Clerk, Southampton Town Hall, on Thursday, June 21, 2018, at 4:00 pm.

REQUEST FOR PROPOSALS

The Town of Southampton is seeking proposals for:

TIME KEEPING SOFTWARE

Specifications are available beginning on Thursday, May 31, 2018 at 8:30 a.m. online at <<http://bids.southamptontownny.gov/Default.aspx>> or in person at the Town Clerk's Office, 116 Hampton Road, Southampton between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, (except Holidays). These specifications have met with the approval of Central Purchasing and Contracts Compliance.

Each proposal must be submitted in a sealed envelope clearly marked "**TIME KEEPING SOFTWARE**". All proposers must comply with all Federal, State, and Local Laws.

This RFP is not an offer or a binding commitment to contract on the part of the Town. The Town retains the right to postpone or cancel the RFP or to reject all proposals, if the Town determines, in its sole discretion that the best interests of the Town will be served thereby.

**BY ORDER OF THE TOWN BOARD
TOWN OF SOUTHAMPTON, NEW YORK
SUNDY A. SCHERMEYER, TOWN CLERK**

INSTRUCTIONS TO PROPOSERS

1. Receipt of Proposals

The Town of Southampton invites proposals for the Contract for **TIME KEEPING SOFTWARE**. Proposals must be submitted per the instructions in the Notice to Proposers.

2. Form, Preparation, and Presentation of Proposal

Proposers should return the *entire package*, with the information requested on the watermarked pages completed.

Each proposal must be submitted on the forms provided. Proposals must be contained in a sealed envelope marked "TIME KEEPING SOFTWARE."

Proposers must provide **ALL INFORMATION** requested on the watermarked pages.

INCOMPLETE SUBMISSIONS MAY BE REJECTED!!

- If a question is not applicable, indicate by writing "N/A" in answer space
- All blank spaces for proposal prices must be filled in, in ink, in both words and figures, with a total or gross sum for which the proposal is made. In case of discrepancy between the unit price and total amount proposal for any item, the unit price, as expressed in words, shall govern.
- All Bidders Qualifications questions must be answered
- General Municipal Law forms must be signed
- Proposals that contain any omission, erasure, alteration, addition or items not called for in the itemized proposal form, or that contain irregularities of any kind may be rejected.

3. Rejection of Proposals

(a) The Town Board reserves the right to reject any proposal if the information submitted in the Bidder's Qualifications statement or an investigation of such proposer fails to satisfy the Town Board that such proposer is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein.

(b) The Town Board reserves the right to reject any and all proposals in whole or in part, to waive any information in any or all proposals, and to accept the proposal or part thereof which it deems most favorable to the Town after all proposals have been examined and/or checked. No proposal shall be withdrawn by Vendor for a period of forty-five (45) days after being received.

4. Method of Award

All proposals will be compared based on the totality of the presentation regarding the **TIME KEEPING SOFTWARE**, (the "Project"). The Town reserves the right to award the Contract to the proposer who, in the Town's sole determination, offers a proposal that outlines the most efficient and effective plan for the Project in the best interests of the Town. Additional information may be requested for any given proposer.

5. Insurance Required By The Town of Southampton

The successful proposer will be required to procure and pay for, at his/her expense, the following types of insurance with limits of coverage as further specified in the General Contract Provisions:

- A) Workers Compensation Insurance, as required by Applicable Law, the coverage must be evidenced on a C-105.2 form or if exempt on the CE-200 form. If you have questions please visit www.wcb.ny.gov.
- B) Disability Benefits Insurance must be evidenced on a DB-120.1 form or if exempt on the CE-200 form. If you have questions please visit www.wcb.ny.gov.
- C) General Liability insurance to include bodily injury and injury to property in the amount of \$1,000,000 per occurrence, the Accord form is acceptable to evidence the liability coverage.

The Town will be named as an additional insured on the Liability policy.

This contract will not be signed by the Town's Supervisor until all required insurances are received.

6. Term of Contract

The term of this Contract shall begin at the date of execution of the contract by the Town Supervisor or his designee, and shall expire three (3) years from the date of execution. The Town shall have the option to renew this contract in an amount of time in their discretion is necessary, by formal resolution and extension.

7. Method of Payment

Payment terms shall be negotiated between the Town and the successful proposer, and included in the Contract.

8. Contract

This entire RFP package, comprised of the Title Page, Table of Contents, Notice to Proposers, Instructions to Proposers, Specifications, Proposal Forms, General Municipal Law, and Bidder's Qualifications shall become part of the complete Contract upon award of the Contract. These materials shall be appended to the final contract document as negotiated between the Town and the successful proposer, and, together with that contract document, shall comprise the complete Contract.

9. Town's Reservation of Rights

The Town reserves all rights with respect to this RFP, including but not limited to the following:

This RFP is not an offer or a binding commitment to contract on the part of the Town. The Town retains the right to postpone or cancel this RFP or to reject all proposals if the Town determines, in its sole discretion, the best interests of the Town will be served thereby. The Town further reserves the right to reject any proposal that is, in the Town's sole discretion, determined to be incomplete, non-responsive, purports to alter any required terms or conditions of this RFP, or that contains any other irregularities.

The Town may make such investigation as the Town deems necessary to determine the responsibility of any proposer or to verify the ability of any proposer to perform the construction management services specified herein. The Town reserves the right to reject any proposal if the information requested by the Town is not submitted as required or if the information submitted by or the investigation of any bidder fails to satisfy the Town that the bidder is responsible or is qualified and capable of carrying out the obligations of the Contract.

Upon acceptance of a proposal, the Town shall, by letter, officially notify the successful proposer of said acceptance and, prior to the award of the Contract, enter into negotiations with the successful proposer. The Town retains the right to withdraw from such negotiations with the successful proposer and to rescind its acceptance of the successful proposer's proposal should the Town be unable to conclude the negotiations within thirty (30) business days following the official notification of acceptance.

Once negotiations have been completed, the Town will pass a resolution awarding the Contract, and the successful proposer will be required to sign the Contract and provide evidence of insurance and any additional documentation required by the Town. If the

successful bidder refuses, fails, or neglects to sign the Contract or to provide evidence of required insurance or any other documentation required by the Town within ten (10) business days of receipt of a Notice of Award from the Town, the proposer shall be considered to have abandoned the Contract, and the Town shall have the right to rescind the award of the Contract.

The Town shall not be liable for any costs, expenses, or losses, including without limitation loss of business opportunity, claimed or incurred by any party in connection with the preparation or submission of a proposal in response to this RFP, or otherwise in connection with this RFP or its modification, postponement, or cancellation. All proposals become the property of the Town upon submission.

SPECIFICATIONS

CONTRACT FOR TIME KEEPING SOFTWARE

PLEASE NOTE:

All inquiries regarding the substantive terms or requirements of this RFP must be submitted in writing. Inquiries should be emailed to amancuso@southamptontownny.gov, and **must be received by no later than June 15, 2018.** Responses to inquiries deemed appropriate by the Town will be issued in the form of addenda to the RFP and provided to all those who request or had previously received a copy of the RFP.

Officially issued written addenda from the Towns shall be the **only** authorized method for communicating the clarification or modification of the requirements of this RFP. Interested parties may contact the Town of Southampton to verify receipt of the RFP and any addenda.

Specs here:

The Town of Southampton, New York, by and through its Human Resources Department, hereafter "SHHR", hereby solicits proposals from interested and qualified proposers desiring to provide an TIME KEEPING SOFTWARE solution at the Town of Southampton, 116 Hampton Road, Southampton, New York 11968. It is the intent of SHHR to fully evaluate all proposals received from qualified proponents and select the proposal which will best serve the functions of the SHHR and the needs of the Southampton Town residents and visitors.

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Section 1: About the Town of Southampton:

The Town of Southampton employs the following classes of employee:

- Full Time
- Part-Time
- Seasonal
- Union
- Non-Union
- Police

The Town requires TIME KEEPING SOFTWARE that will accurately track the hours worked, accruals earned and used and all other aspects of time tracking for all of these classes of employees. This includes tracking multiple Civilian and Police union agreements with divergent sets of pay rules and accrual rules. There are often changes to union agreements and their associated pay and accrual rules.

Number of staff for licensing purposes: The Town employs between 500 to 600 staff year round, and the workforce can grow up to 600 – 800 staff during the summer months to accommodate seasonal work. The seasonal increase in staff typically occurs in May, June, July, August, and September.

Number of web enabled time clocks: The current number of time clocks deployed is 14. We are interested in buying and/or leasing the clocks. We would like to evaluate the financial impact of both options to make an informed decision. We may increase the number of clocks in the future depending on ease of deployment, cost and functionality.

Number of Interactive Voice Response (IVR) / Telephone Punch Users on average: Varies.

Number of IVR transactions on average: Varies.

Section 2: Goal/Mission of Project:

The goal of this project is to procure and deploy a comprehensive time tracking solution which meets the requirements set out below with the intent to accurately track and calculate all employees time and accruals, and to ensure that The Town is compliant with all FLSA laws and regulations, to minimize the exposure of the town to any liability of not being compliant with all Labor Laws and regulations.

Section 3: Evaluation Process:

All proposals will be fully evaluated based on the following:

- History and experience in performing similar work, and associated references vouching for that work;
- Demonstrated understanding of the scope of work;
- Responses to the scope of work;
- Approach to design and development;
- Approach to implementation;
- Approach to support;
- Approach to user training;
- Cost;
- Ease of use and intuitiveness
- Demonstration of software by Vendor if requested by the Town of Southampton
- Visitation to a site using The Vendor's product if desired by the Town of Southampton

Section 4: Functional Requirements:

Data Input Mechanism

Minimum Requirements

- Desktop App Punch: Ability for employees to punch in/out using a desktop client web client.
- Proxy Card Time Clock Punch: Ability for employees to punch in / out using a proxy card on a web enabled time clock.
- IVR Telephone Punch: Ability for employees to punch in / out using an IVR / telephone punch system.
- Mobile App Punch: Ability for employees to punch in / out using a mobile application.
- Employee Timecard Access: Ability for employees to view and approve timecards from the time clock, desktop app and mobile app.
- Employee Accrual Data Access: Ability for employees to view Accrual Information and Balances from the data collection device (time clock, IVR, mobile app, desktop app).
- Employee Leave Request Submittal: Ability for employees to submit leave requests from the data collection device (time clock, IVR, mobile app, desktop app).

Data Input Mechanism

Preferred Requirements

- Time Clock Photo: Preferably, the time clock will have the ability to take a photo of the employee at the time of the punch to discourage / eliminate “buddy punching.”
- Biometric Time Clock Punch: Ability for employees to punch in / out using a biometric web enabled time clock.
- Mobile App Geotagging: Preferably, the mobile app will have the ability to geotag location when the punch is made. Mobile interface should include functionality for employee to review the employee’s time card, accrual balances, make leave requests, etc.

Data Input Rules and Controls

Minimum Requirements

- **Alert on Tardy Punch-In:** Ability to alert employee at the data collection device (time clock, IVR, mobile app, desktop app) when punching in late. Prompt Employee with acknowledgement screen so that Ability to prevent employee from punching in early, but apply a rounding rule when punching in late, for example 2 minutes. Automatically send alert to supervisor when a late punch is registered.
- **Alert on Early Punch-Out:** Ability at the data collection device (time clock, IVR, mobile app, desktop app) to alert employee if they are punching out early and not meeting their scheduled hours for the day. Automatically send alert to supervisor when an employee punches out prior to scheduled end of day. If possible these email alerts to the supervisor should contain a mechanism to approve or deny the exception.
- **Required Comments on all manual edits:** Require comments on all manual edits. Ability to include comments in reports. Ability to report on Manual Edit Statistics such as number of manual edits globally, number of manual edits per department, number of manual edits per employee. Free text comments and drop down or radio box selection of custom codes required.

Data Input Rules and Controls

Preferred Requirements

- **Punch Prompts- Multiple Job Positions:** Ability to punch in/out against different job positions / departments / pay codes. Ability to track when an employee works for different departments.
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- **Punch Prompts – Schedule:** Ability to track if an employee is punching in for their standard/default shift and department, if they are punching in because they are responding to an emergency call-in, if they are punching in for a schedule or department which deviates from their default assigned department and schedule. These prompts should be customizable and available on all data input devices and methods. Would also prefer all input methods display (based on rules we establish) a message requiring employee response. For example, a pop up asking the employee to acknowledge supervisor approval of an early/late punch;

a pop up asking the employee to indicate an overtime shift, or any deviation from the employees assigned schedule or position.

Data Calculations

Minimum Requirements

- **Track “Effective Date” on Changes:** Due to the necessity of managing multiple classes of employee and multiple union agreements which are subject to change over time, all calculation rules must have the ability to be customized over time and all changes must have an “effective date” such that calculations will be changed from a date in time going forward and will not impact previous calculations.
- **FMLA Tracking:** Ability to record, calculate and track FMLA awards and usage. Must be able to automate FMLA drawing down on Accrual Balances in the correct order. Ability to customize to accommodate for potential future changes. Any customizations must be accompanied with an “effective date” so that changes in calculations will only impact a point of time going forward, and not impact historical data. Ability to automate notifications when balances fall below a certain threshold or when FMLA is set to expire.
- **Donated Accrual Time Tracking:** Ability to automatically track donated accruals. Example Employee A donates 20hours of sick time to Employee B.
- **Leave Request Balance Check:** Ability to automatically reject leave requests when leave balance is insufficient and alert employee with clear error message.
- **Accrual Tracking:** Ability to track and calculate standard Accrual types. Ability to customize rules and be able to calculate and track accruals for multiple employee class types.
- **Custom Accruals:** Ability to define custom accrual types.
- **Absent with Insufficient Accruals Alerting:** Ability for the software to alert supervisors and payroll administrators when an employee is Absent with any available leave balances to cover the time. When accruals run out, auto-punch to Leave Without Pay and alert manager.

- Handling Office Closures: If an employee has a per-approved scheduled leave request. And The Town closes due to a snow event or other event. Then the system should automatically change that leave request for the day of the closure so that the employee will not be charged accruals on that day. Ability to handle partial day closures (early dismissal, delayed start time).
- Missed Punch Out Handling: Ability to handle missed punch out at end of day with options and ability to customize the handling of the missed punch per department or employment class.
- Attendance Monitoring: Ability or Module to monitor attendance and detect patterns of absence and notify supervisors and Human Resources of any patterns of absence abuse. Ability to accommodate absence control rules using point system.

Data Calculations

Preferred Requirements

- Overtime Earned Pay Calculations: Ability to automatically track and calculate Overtime Pay amounts based on rules that we define. The rules can be complex at times and different rules may be applied to different classes of employee.
- Compensatory Time Earned Calculations: Ability to automatically track and calculate Compensatory Pay amounts based on rules that we define. The rules can be complex at times and different rules may be applied to different classes of employee.
- Call-In Compensation Calculations: Ability to automatically track and calculate either Overtime earned or Compensatory Time earned for guaranteed hours when employees respond to on-call situations. The rules can be complex at times and different rules may be applied to different classes of employee.

- Employees with multiple titles and Pay Rates: Ability to track multiple job titles and pay rates for those employees who split time between departments and job titles.

Data Reporting

Minimum Requirements

- Robust Built-In Reporting: Application must provide robust built-in reporting tools with a rich selection of canned reports AND the ability to create customized reports. Provide examples. Show list of canned reports. Show interface for customizing reports. Interface to customize reports must be intuitive and easy to use. Must be able to combine and report on all fields, separately and together (e.g., report on both daily punches AND accrual fields in one report if we need to). Must have ability to customize date ranges when running reports.
- Report Data Export: Ability to export the output of all reports to MS Excel format.
- Reporting on Historical Data: Ability to pull historical data when running reports.
- Customizable Dashboards: Ability for all users of the software to customize their dashboard view.
- Scheduled and Distributed Reports: Ability to configure custom reports, schedule them to run at predetermined dates and times and be automatically emailed or otherwise distributed to recipients.
- Accruals Payout Report: ability to report on the dollar amount The Town would need to pay should we ever need to payout all employees on their Accrual balances. This is an annual report we are required to produce for our insurance carrier.
- Print Timecard: Ability to print a timecard with all data points, comments and approvals on the printout.
- Missing Punch Report: Auto-distribute daily via email missed morning punch report to supervisors by department (excluding employees on approved leave).

- Late Arrival, Late Departure Report: Auto-distribute daily report to supervisors by department detailing employees who punched in late in the morning and/or punched out late at the end of the work day. Include data for employees who registered a short lunch break if applicable.
- Missing or Late Timecard Approval Notification: Auto-distribute a report to supervisors, payroll and Human Resources when employee and/or supervisor fail to approve timecards by the given deadline.
- Audit trail: Clear and complete audit trail including date and timestamps with user id and if possible IP address for all changes and edits for all data. Provide examples. Require reason code and comments on all manual edits.
- Audit Trail Reporting: Ability to pull data from the audit trail into customized reports.
- Threshold Alerting: Ability to configure and customize alerts that get sent to Supervisors or Application Administrators when certain predefined actions take place or thresholds are reached. EG: Alert sent to Payroll when Accrual balances fall below a certain level.

Data Reporting

Preferred Requirements

- Monitoring and reporting on Time-clock Connectivity and Uptime: Ability to monitor and report on Time-clock uptime and functionality. We have several remote locations with Time-clocks. The Town must be able to monitor the clocks for connectivity and be alerted when clocks are no longer communicating. This is necessary so that The Town can conduct any internal troubleshooting should an issue arise, and for auditing purposes. For example: If an employee reports that they attempted to punch in at a Time-clock at a specific date and time but that the punch was not registered in the system, The Town must be able to verify if the clock was online.
- System Performance Reporting: Software Vendor to provide weekly. Monthly, yearly reports on application performance, systems uptime for the host server and database. These are required to ensure delivery on the Service Level Agreements. These are also required so that The Town can respond to any

internal reports of application availability potentially causing errors in timekeeping. For example: If an employee reports that they tried to punch in but that the software was not responding, The Town must be able to determine if this was due to an internal networking issue or due to a problem with the application on the host server. This then would be entered in the comments and reason code for any manual edits. In that way we can respond to any audits with detailed information on all manual edits in the system, and functioning properly at the date and time in question.

- Delegation Report: Ability to report on any and all delegations of permissions, real time and historic data.

Approval Workflows

Minimum Requirements

- Employee timecard Approval and Alerting: Require Employee approval of timecard. Ability to alert employee when approval deadline is approaching on screen and via email.
- Supervisor Timecard Approval and Alerting: Require Supervisor approval of timecard. Ability to alert supervisor when approval deadline is approaching on screen and via email.
- Employee Re-Approval of Timecard: If supervisor edits timecard after employee has approved it, send notification to employee that timecard has been edited and require re-approval from employee.
- Custom Payroll Period Definitions: Ability to define multiple payroll periods to accommodate full-time employees and part-time employees who have divergent payroll periods.
- Delegation: Workflows for delegating supervisor roles when a supervisor is out of the office.

- Custom Timecard Approval Criteria Requirements: Ability to prevent employee and supervisor approval of timecard if certain conditions are not met. Ability to customize this rule set for each class of employee. Conditions including but not limited to:
 - Incomplete record, missed punches, unexplained absences.
 - Unapproved work outside of assigned schedule.
- Customizable Certifications of Approvals: Ability to customize the language presented on the certification screen when an employee and when a supervisor approved a timecard.
- Auto-Lock Timecards for Editing: Auto-lock time cards for editing after prescribed period of time once the pay period has ended. Only administrators of the software should have the ability to un-lock timecards for editing.
- Approval Workflow Visibility: Ability to clearly view workflows and assignments in workflows for auditing and security purposes.

Application Security and Permissions

Minimum Requirements

- Supervisor Permissions: Ability to configure supervisor permissions by department, division, and on an individual level.
- Application Administrator Permissions: Ability to configure application administrator permissions.
- Ability to report on permissions: Ability to pull detailed reports on all user permissions in the software.
- Configuration changes Audit and Reporting: Ability to Audit, Alert and report on Configurations and configuration changes to the Application and to the Time-clocks and any other component of the system.

Implementation, Training, Support

Minimum Requirements

- **Detailed implementation and rollout plan:** Describe the template and method you would use when implementing this solution for a company of our size. Provide as much detail as possible.
- **Training for Application Administrators:** Describe the training that you will provide to Application Administrators. Documentation? Hands-on learning? Webinars? Is the training one time only or will continued training be included with the solution? Will there be a test/training module or sandbox within the application for Administrators to test configuration changes?
- **Training for Supervisors:** Describe the training that you will provide to Supervisors. Documentation? Hands-on learning? Webinars? Is the training one time only or will continued training be included with the solution?
- **Training for Employees:** Describe the training that you will provide to Employees. Documentation? Hands-on learning? Webinars? Is the training one time only or will continued training be included with the solution?
- **Documentation:** Provide user manuals, supervisor manuals, administrator manuals. Provide cheat sheets and How-To documents for common tasks.
- **Technical support:** Provide technical support via telephone and email. In response to this RFP please provide details on the support model and availability of support. 24x7 helpdesk? Average time to respond to requests for support? Average time to resolve support tickets?
- **System Upgrades:** Describe your change control process for application updates, bug fixes, patches and any other change. Scheduling? Notification to The Town of scheduled application updates? Follow-up notification when upgrades are complete? Follow up testing of our instance of the application after any updates? Provide as much detail as possible.

Section 5: Technical Requirements

Minimum Requirements

- Desktop Environment Compatibility: The Town of Southampton utilizes MS Windows platform for all Workstations and Servers. Product must be compatible with MS Windows Desktop environment.
- End-User Client Interface Details: Vendor to provide details regarding end user client interface to the software. Is it a Web Client or Fat Client? If web client The Town prefers that it be fully compatible with Google Chrome Browser. If at Client, does The Vendor provide a packaged installer? List compatible desktop operating systems and minimum systems requirements.
- Hosting Platform: Vendor to provide details describing the backend environment for the product. Is the Product to be hosted in The Cloud or is it to be hosted on The Town premises and servers?
- If Cloud: Data Ownership and Transfer: If product is hosted in the cloud, provide information regarding server platform and database platform. Provide details describing who owns the data, The Town or The Vendor. Provide details as to how exactly The Town would receive a copy of the data should the contract end, or in the event that The Vendor company dissolves or for any other reason wherein The Town may require a full copy of the data. Provide timeframe to provide the data to The Town, provide details on format and method of transmittal to the town (FTP Site? Hard Drive delivered to The Town?)
- If Cloud: Data Backup Details: If product hosted in the Cloud, Vendor to provide detailed documentation as to the backup scheme for the data and details on how the data would be recovered from backup if necessary.
- If Cloud: Data and Server Security Documentation: Vendor to provide any and all Data Security and Server Security related documentation and information to The Town as part of their response to this RFP so that the Town of Southampton IT department may review the security documentation.

- If Hosted by The Town: Server Build Requirements: If product is to be hosted on servers at The Town, provide minimal system requirements and configuration info for any required servers. The Town requires that should the app be hosted by us that the backend Database be in SQL format. Provide all build and configuration documents.
- Great Plains Integration: Product must have the ability to integrate with an On-Premises installation of Great Plains 2016. Vendor must configure the connection between the timekeeping solution and the On-Premises installation of Great Plains.
- Great Plains Connection On-Going Support: Vendor to provide details regarding support of the integration with Great Plains over time. What happens when/if The Town of Southampton patches or upgrades great Plains and the connection to the timekeeping software breaks? What happens when/if The Vendor patches or upgrades the timekeeping software and the connection to great Plains breaks. Will The Vendor reconfigure the integration between the two applications again? Will there be a cost associated with that support from The Vendor?
- Security Breach and Other Security Event Remediation: Vendor to provide document detailing breach remediation plans. What is The Vendor's action plan in the event of a security data breach or other IT Security event that could impact our data or application performance? How / when will The Vendor notify The Town of the breach or security event? What is the plan and ETA to bring the application and data back online? What is the plan and ETA to provide a Root Cause Analysis of the breach or security event to The Town? Root Cause analysis to include details on how The Vendor will prevent such an event from recurring.

Section 6: Scope of Work/Functionality

For each module area, check the appropriate box to answer each question with:

- Yes
- No
- Partial
- In development or next release cycle

For each module, include a detailed description of the functionality of your software in this area, including any features not covered or specifically addressed by the specification outline. Highlight features and capabilities of your product that are particularly noteworthy, and how they may be unique and/or creative in the industry, how they contribute to the robustness of your product, or how they elevate your product to a level beyond industry standards.

Minimum/Preferred Functional Requirements:

Module 1: Data Input Mechanism

| Electronic Time Keeping Reponses | YES | NO | PARTIAL | IN DEVELOPMENT / UPCOMING RELEASE |
|--|-----|----|---------|-----------------------------------|
| <u>Data Input Mechanism Minimum</u> | | | | |
| • Desktop App Punch | | | | |
| • Proxy Card Time Clock Punch | | | | |
| • IVR Telephone Punch | | | | |
| • Mobile App Punch | | | | |
| • Employee Timecard Access | | | | |
| • Employee Accrual Data Access | | | | |
| • Employee Leave Request Submittal | | | | |
| <u>Data Input Mechanism Preferred</u> | | | | |
| • Time Clock Photo | | | | |
| • Biometric Time Clock Punch | | | | |
| • Mobile App Geotagging | | | | |

Module 2: Data Input Rules and Controls

| Electronic Time Keeping Reponses | YES | NO | PARTIAL | IN DEVELOPMENT / UPCOMING RELEASE |
|---|-----|----|---------|-----------------------------------|
| <u>Data Input Rules and Controls Minimum</u> | | | | |
| • Alert on Tardy Punch-In | | | | |
| • Alert on Early Punch-Out | | | | |
| • Require Comments on all Manual Edits | | | | |
| <u>Data Input Rules and Controls Preferred</u> | | | | |
| • Punch Prompts – Multiple Job Positions | | | | |
| • Punch Prompts - Schedule | | | | |

Module 3: Data Calculations

| Electronic Time Keeping Reponses | YES | NO | PARTIAL | IN DEVELOPMENT / UPCOMING RELEASE |
|--|-----|----|---------|-----------------------------------|
| Data Calculations Minimum | | | | |
| • Track “Effective date” on Changes | | | | |
| • FMLA Tracking | | | | |
| • Donated Accrual Time Tracking | | | | |
| • Leave Request Balance Check | | | | |
| • Accrual Tracking | | | | |
| • Custom Accruals | | | | |
| • Absent with Insufficient Accruals Alerting | | | | |
| • Handling Office Closures | | | | |
| • Missed Punch Out Handling | | | | |
| • Attendance Monitoring | | | | |
| Data Calculations Preferred | | | | |
| • Overtime Earned Pay Calculations | | | | |
| • Compensatory Time Earned Calculations | | | | |
| • Call-In Compensation Calculations | | | | |
| • Employees with multiple titles and Pay Rates | | | | |

Module 4: Reporting

| Electronic Time Keeping Reponses | YES | NO | PARTIAL | IN DEVELOPMENT / UPCOMING RELEASE |
|--|-----|----|---------|-----------------------------------|
| <u>Data Reporting Minimum</u> | | | | |
| • Robust Built-In Reporting | | | | |
| • Report Data Export | | | | |
| • Reporting on Historical Data | | | | |
| • Customizable Dashboards | | | | |
| • Scheduled and Distributed Reports | | | | |
| • Accruals Payout Report | | | | |
| • Print Timecard | | | | |
| • Missing Punch Report | | | | |
| • Late Arrival, Late Departure Report | | | | |
| • Missing or Late Timecard Approval Notification | | | | |
| • Audit Trail | | | | |
| • Audit Trail Reporting | | | | |
| • Threshold Alerting | | | | |
| • Data Reporting Preferred | | | | |
| • Monitoring and Reporting on Time Clock Uptime | | | | |
| • System Performance Reporting | | | | |
| • Delegation Report | | | | |

Module 5: Application Security and Permissions

| Electronic Time Keeping Reponses | YES | NO | PARTIAL | IN DEVELOPMENT / UPCOMING RELEASE |
|--|-----|----|---------|-----------------------------------|
| <u>Application Security and Permissions Minimum</u> | | | | |
| • Supervisor Permissions | | | | |
| • Application Administrator Permissions | | | | |
| • Ability to Report on Permissions | | | | |
| • Configuration Changes Audit and Reporting | | | | |

Module 6: Implementation and Training

| Electronic Time Keeping Reponses | YES | NO | PARTIAL | IN DEVELOPMENT / UPCOMING RELEASE |
|--|-----|----|---------|-----------------------------------|
| Implementation and Training Minimum | | | | |
| • Detailed Implementation Rollout Plan | | | | |
| • Training for Application Administrators | | | | |
| • Training for Supervisors | | | | |
| • Training for Employees | | | | |
| • Documentation | | | | |
| • Technical Support | | | | |
| • System Upgrades | | | | |

Minimum / Preferred Technical Requirements

| Electronic Time Keeping Reponses | YES | NO | PARTIAL | IN DEVELOPMENT / UPCOMING RELEASE |
|--|-----|----|---------|-----------------------------------|
| Technical Requirements Minimum | | | | |
| • Desktop Environment Compatibility | | | | |
| • End-User Client Interface Details | | | | |
| • Hosting Platform | | | | |
| • Data Ownership and Transfer | | | | |
| • Data Backup Details | | | | |
| • Data and server Security Documentation | | | | |
| • Server Build Requirements | | | | |
| • On-Premises Great Plains Integration | | | | |
| • Great Plains Connection On-Going Support | | | | |
| • Security Breach Remediation | | | | |

PROPOSAL FORM

**TOWN OF SOUTHAMPTON
SUFFOLK COUNTY, NEW YORK**

CONTRACT FOR TIME KEEPING SOFTWARE

THE UNDERSIGNED PROPOSER HAS CAREFULLY EXAMINED THE ATTACHED DOCUMENTS AND WILL SUPPLY AND DELIVER ALL SPECIFIED ITEMS FOR THE TOWN OF SOUTHAMPTON IN ACCORDANCE WITH THE FOLLOWING PRICES:

Vendor Form – this page requires vendor’s information

TOWN OF SOUTHAMPTON

PROPOSAL FORM TIME KEEPING SOFTWARE

Proposer should attach a detailed proposal and any supporting materials documenting its ability to perform the services specified in this RFP.

Proposer should attach sample materials from previous jobs demonstrating its ability to provide the documentation required under the specifications of this RFP (e.g., budgets, timelines, charts, etc.)

Proposer's Business Name: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

**THE TOWN BOARD OF THE TOWN OF SOUTHAMPTON RESERVES
THE RIGHT TO REJECT AND ALL PROPOSALS.**

GENERAL MUNICIPAL LAW - SECTION 103-a and 103-b

GROUNDS FOR CANCELLATION OF CONTRACT BY MUNICIPAL CORPORATIONS

Upon the refusal of a person, when called before a grand jury to testify concerning any transaction or contract had with the State, and political subdivision thereof, a public authority or with any public department, agency or official of the State or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract,

- a) such person, and any firm, partnership or corporation, of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, agency or official thereof for goods, work, or services, for a period of five years after such refusal, and to provide also that,

- b) any and all contracts made with any municipal corporation or any public department, agency or official thereof, since the effective date of this law, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

This condition shall be further subjected to any other provisions or subsequent amendments to Section 103-a and 103-b of the General Municipal Law.

In acknowledgment of the above:

Proposer's
Business Name: _____

Signed by: _____

Title: _____

Date: _____

GENERAL MUNICIPAL LAW - 103-d

Non-Collusive Bidding Certificate

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of his knowledge and belief:

- (A) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, and for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor or potential competitor;
- (B) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposal prior to the opening, directly or indirectly to any other bidder, competitor or potential competitor;
- (C) No attempt has been or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

I hereby affirm, under the penalty of perjury, the foregoing statement is true:

Signed by: _____

Title: _____

Date: _____

Affix corporate seal if contractor is a corporation.

Section B.

Provide information below regarding similar contracts held:

Organization Name:

Contact Person (Name and Phone Number):

Amount of Contract:

Date Completed:

Section C.

1. Have you ever failed to complete any contract awarded to you? Yes/No_____

2. Have you ever defaulted on a contract? Yes/No_____ If yes, state where and why:

3. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a contract? Yes/No_____

If yes, state name of individual, other organization and reason:

4. Has any officer or partner of your organization ever failed to complete a contract in his/her own name? Yes/No_____ If yes, state name and reason:

5. In what other lines of business are you financially interested?

6. Who will personally supervise this contract?

Name and Phone Number

Title

Email Address: _____

7. Do you have, or can you obtain, sufficient personnel and equipment to perform this contract as required by the "Bid Proposal"? Yes/No _____

8. Provide names and phone numbers of local (Long Island) government references:

9. Provide contact names and phone numbers for emergencies that require an immediate response:

Day: _____ Night: _____

10. List all major equipment you will utilize to perform all work. Indicate whether you currently own or lease the equipment, or will lease it (attach a separate sheet if necessary).

11. Successful Bidder shall provide the Town, at the signing of the contract, the following information:

- a. Table of Organization of the CONTRACTOR showing the names and addresses of all individuals serving on the Board of Directors or comparable body of the CONTRACTOR.

b. Proof of financial capability and a detailed financial statement.

Section D.

(*Delete phrases that are not applicable)

I, _____ the *(applicant herein),
(an officer or agent of the corporate applicant) namely its _____,(list
corporate interest) (swears) or (affirms) under the penalties of perjury that:

1. The following persons have a direct or indirect interest in this bid:

| <u>NAME</u> | <u>ADDRESS</u> | <u>DATE OF BIRTH</u> |
|-------------|----------------|----------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

(In case of corporations, all officers of the corporation and stockholders owning more than 5% of the corporate stock must be listed. Attach an additional sheet, if necessary).

2. The following person(s) listed immediately above are related by blood or marriage to an officer or employee of the OWNER. Attach an additional sheet, if necessary.

| <u>NAME</u> | <u>RELATIONSHIP</u> | <u>NAME/POSITION OF EMPLOYEE/OFFICER</u> |
|-------------|---------------------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

False statements made herein are punishable as a Class A misdemeanor pursuant to 210.45 of the Penal Law.

Legal Name of Person/Firm/Corporation

By: _____

Tax Id# _____