Request for Information
Time and Attendance Software

RFI Release Date: Thursday, May 31, 2018
Questions Due: 3:00 p.m., Monday, June 18, 2018
RFI Responses Due: 2:00 p.m. ET, Thursday, June 21, 2018

The Capitol Region Purchasing Council is inviting responses to a Request for Information for Time and Attendance software. This RFI is for information gathering only, as there is <u>no guarantee</u> of a future RFP or ITB or contract for such services. After responses are received and reviewed, we may contact select respondents to schedule demonstrations in July of 2018.

Background:

The Capitol Region Purchasing Council (CRPC) is a program of the [Capitol Region Council of Governments](#) (CRCOG). The CRPC is a member organization for cooperative procurement, comprised of 113 municipalities, Boards of Education, and political subdivisions in the State of Connecticut.

The purpose of this RFI is to gather information, including potential costs, for a complete Time and Attendance system that has already been successfully implemented in a public-sector environment (city/town, region, county, state, etc.). The CRPC is interested in solutions with a functional, web or cloud-based application and equipment offering flexible methods of recording and tracking time and attendance for an indefinite number of municipalities, with number of employees and facilities TBD, located in several towns in Connecticut.

Our members participating in this RFI are currently using a variety of methods to track time and attendance, including punch clocks and paper time-sheets, which may be manually entered or uploaded into payroll systems.

Responses:

Responses should include the following:

1. Information about your company, years in business, and key personnel
2. Municipal experience, including:
    a. Shift or differential workers
    b. Multiple union contracts
    c. Seasonal/Temporary employees
    d. Part-time/paid per meeting Board Clerks
    e. Records Retention requirements
    f. Non-computer using employees (e.g. Public Works, grounds workers, etc.)
3. Description of available product features, including:
    a. Ability to generate employee schedules, track time-off and monitor overtime hours
    b. Mobile access

      c.   Ability to Interface with municipal finance/ERP systems (Please specify systems you are familiar interfacing with)
      d.   Automate approval workflow
      e.   Reporting capabilities
      f.   Biometric features
      g.   Scalability (ability to implement certain basic system automation features initially and expand to include additional features at a later point in time)

4. Technical requirements
5. Training
6. Pricing (initial costs including hardware, software, implementation, and training; ongoing annual maintenance and support; and any size discounts that may be applied based on # of employees/users)
7. Customer service
8. Current governmental entities using your solution

Questions and Submission Instructions:

There will be no oral responses to questions. Questions must be submitted via email to Maureen Goulet, mgoulet@crcog.org, by 3:00 p.m., Monday, June 18, 2018, and answers will be released via an addendum, which will posted with the RFI document on the CRCOG website, http://crcog.org/rfprfq/ .

One paper copy and one electronic copy shall be submitted in a sealed envelope, marked "RFI Time and Attendance" on the outside, no later than 2:00 p.m. on Thursday, June 21, 2018, and addressed to:

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Maureen Goulet
CRCOG
241 Main Street
4th Floor
Hartford, CT 06106

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