Strategic Sourcing Department  
780 Grant Street  
Denver, CO 80203

Date: April 4, 2017  
Subject: Request For Proposal, #BD1806 Time and Attendance Program

Enclosures:  
1) Request for proposal cover sheet  
2) General terms and conditions  
3) Special terms and conditions.  
4) Scope of work/Specifications

To: All prospective bidders:

Thank you for obtaining this Request For Proposal on line.

Please note: Denver Public Schools’ Strategic Sourcing Department is also using an online ‘Bid Provider’ service, ‘Bid Net’. Please refer to Bids and Proposals section under Doing Business/Bids option on the DPS Strategic Sourcing website for official bid documents. Please, carefully review the proposal as the District’s proposal documents have been revised.

Enclosed, please find a Request for Proposal to provide Denver Public Schools with a Time and Attendance solution. Unless otherwise noted, (bidders) must provide a proposal on all of the requirements stated within this request. Bidders must be able to commit the resources necessary to provide the services requested in a timely manner and conform to the material aspects of the scope of work enclosed. To be considered valid in the selection process, all proposals must follow the critical dates, as set forth below:

Critical dates:

1) RFP Issue date – Monday, April 3, 2017.

2) Bidder Optional Conference Call – Monday, April 10th, 2017 1:00PM, Mountain Standard Time. This pre-bid conference call is optional and will review the scope of work documents and requirements of the RFP with potential bidders. The maximum time for this call will be one hour. Please note that in order to participate in this call and to receive dial in bridge information; you must email DeeDee Case, deanna_case@dpsk12.org by Thursday, April 6th, 2017. Due to space limitations, we cannot have any vendors on-site for this call.

3) Questions due date – Friday, April 14th, 2017, 3:00PM, Mountain Standard Time. Questions which arise during the response preparation period regarding issues around this solicitation, purchasing and/or award should be directed, in writing, via email to DeeDee Case, deanna_case@dpsk12.org. The Vendor submitting the question shall be responsible for ensuring that the question is received by the buyer no later than 3:00PM MDT Friday, April, 14th, 2017. Responses to questions will be provided in writing to all prospective bidders, by Friday, April 21st, 2017 3:00PM, Mountain Standard Time.

4) Proposal due date – Proposals must be received in the District’s Strategic Sourcing Office on or before Friday, May 5th, 2017, 3PM, Mountain Standard Time. Proposals received after this date and time will not be considered and individual extensions to the due date will not be granted. If you are hand delivering your response on the due date, allow enough time to find parking (the District does have a parking lot but space is limited and access may be denied) and security check-in. The District will not accept an e-mail or fax response to this Request for Proposal. You are responsible to address the envelope as follows- Denver Public Schools, Strategic Sourcing Department, 780 Grant Street, Denver, Colorado 80203, Attn: DeeDee Case BD1806.
5) Proposal Expiration date – Bidder must indicate an expiration date for the proposal and pricing. Any expiration date shall not be less than (90) days from the proposal due date as indicated herein.

Please be advised that the award is based upon the content of the bidder’s proposal. Organized, succinct and straightforward submissions are appreciated. There is no need to go to excessive costs in preparing elaborate packaging. Prior to a formal award, all contract terms and conditions must be agreed upon by all parties. Please address any inquiries to the buyer via email.

Sincerely,
DeeDee Case, CPPB
Date: April 4, 2017
Proposal number: BD1806
Proposal title: Time and Attendance Program
Proposals will be received until: May 5, 2007
3:00 p.m., local standard time
at 780 Grant Street
Denver, Colorado  80203
Goods or services to be delivered to or performed at: 1860 Lincoln Street
Denver, CO 80203
For additional information please contact the buyer: DeeDee Case, CPPB
720-423-1307
Email Address deanna_case@dpsk12.org
Documents included in this package:
Request for Proposal Cover Sheet
General Terms and Conditions
Special Terms and Conditions
Scope of Work/Specifications

If any of the documents listed above are missing from this package, they may be picked up at 780 Grant Street. If you require additional information, call the Denver Public Schools contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the vendor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (3) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document, and (4) that the vendor will accept any awards made to it as a result of the offer submitted herein for a minimum of ninety calendar days following the date of submission.

PRINT OR TYPE YOUR INFORMATION

Name of Company:________________________________________________________
Fax: ______________
Address: _____________________________ City/State: ____________________________ Zip: __________
Contact Person: __________________________ Title: ____________________________ Phone: ___________
Authorized Representative’s Signature: ______________________________________ Phone: ___________
Printed Name: __________________________ Title: ____________________________ Date: ______________
Email Address: __________________________ Approved by: ______________________ Date: ______________
Reviewed by: __________________________ Date: ______________

reviewed by: __________________________ date: ______________
I. APPLICABILITY. These General Terms and Conditions apply, but are not limited, to all bids, proposals, qualifications and quotations (hereinafter referred to as "Offers" or "Responses") made to the Denver Public Schools (hereinafter referred to as "District") by all prospective suppliers (hereinafter referred to as "Vendors") in response, but not limited, to Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as "Solicitations").

II. CONTENTS OF OFFER

A. General Conditions. Vendors are required to submit their Offers in accordance with the following expressed conditions:

1. Vendors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and services as required by the conditions of the Solicitation. No plea of ignorance by the Vendor of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying the requirements of the District or the compensation to the Vendor.

2. Vendors are advised that all District contracts are subject to all legal requirements contained in the District Board policies, the Strategic Sourcing Department's procedures and state and federal statutes. When conflicts between the Solicitation and these legal documents occur, the highest authority will prevail.

3. Vendors are required to state exactly what they intend to furnish to the District via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in the Vendor's Offer, it shall be construed that the Vendor's Offer fully complies with all conditions identified in this Solicitation.

4. Denver Public Schools intends and expects that the contracting processes of the District and its Vendors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Vendors make available equal opportunities to the extent third parties are engaged to provide goods and services to the District as subcontractors, vendors, or otherwise. Accordingly, the Vendor shall not discriminate on any of the foregoing grounds in the performance of the contract, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the contract (joint ventures are encouraged). The Vendor shall disseminate information regarding all subcontracting opportunities under this contract in a manner reasonably calculated to reach all qualified potential subcontractors who may be interested. The Vendor shall maintain records demonstrating its compliance with this article and shall make such records available to the District upon the District’s request.

5. All Offers and other materials submitted in response to this Solicitation shall become the property of the Denver Public Schools.
B. **Open Records.** Disclosure of information to the District. The Vendor understands that all material provided or produced under this Agreement may be subject to the Colorado Open Records Act, § 24-72-201, et seq., C.R.S. (2006), and that in the event of a request to the District for disclosure of such information, the District shall advise the Vendor of such request in order to give the Vendor the opportunity to object to the disclosure of any of its proprietary or confidential material. In the event of the filing of a lawsuit to compel such disclosure, the District will tender all such material to the court for judicial determination of the issue of disclosure and the Vendor agrees to intervene in such lawsuit to protect and assert its claims of privilege and against disclosure of such material or waive the same. The Vendor further agrees to defend, indemnify and save and hold harmless the District, its officers, agents and employees, from any claims, damages, expenses, losses or costs arising out of the Vendor’s intervention to protect and assert its claim of privilege against disclosure under this Article including, but not limited to, prompt reimbursement to the District of all reasonable attorney fees, costs and damages that the District may incur directly or may be ordered to pay by such court.

C. **Worker's Compensation Insurance.** Each contractor and subcontractor shall maintain at his own expense until completion of his work and acceptance thereof by the District, Worker's Compensation Insurance, including occupational disease provisions, covering the obligations of the contractor or subcontractor in accordance with the provisions of the laws of the State of Colorado. The contractor shall furnish the District with a certificate giving evidence that he is covered by the Worker's Compensation Insurance herein required, each certificate specifically stating that such insurance includes occupational disease provisions and provisions preventing cancellation without five days' prior notice to the District in writing.

D. **Clarification and Modifications in Terms and Conditions**

1. Where there appear to be variances or conflicts between the General Terms and Conditions, the Special Terms and Conditions and the Technical Specifications outlined in this Solicitation, the Technical Specifications then the Special Terms and Conditions will prevail.

2. If any Vendor contemplating submitting an Offer under this Solicitation is in doubt as to the true meaning of the specifications, the Vendor must submit a **written request** for clarification to the District's Contact person as stated in the Special Terms and Conditions. The Vendor submitting the request shall be responsible for ensuring that the request is received by the District at least five calendar days prior to the scheduled Solicitation opening or as stated in the Special Terms and Conditions.

**Any official interpretation of this Solicitation must be made, in writing, by an agent of the District's Strategic Sourcing Department who is authorized to act on behalf of the District. The District shall not be responsible for interpretations offered by employees of the District who are not agents of the District's Strategic Sourcing Department.**

The District shall issue a written addendum if substantial changes which impact the technical submission of Offers are required. Such addenda will be posted on the Strategic Sourcing Department web site [http://purchasingts.dpsk12.org/bids/default.asp](http://purchasingts.dpsk12.org/bids/default.asp). Vendors are responsible for either revisiting this website prior to the due date or contacting the designated buyer to ensure that they have any addenda which may have been issued after the initial download. The Vendor shall certify its acknowledgment of the addendum by signing the addendum and returning it with its Offer. In the event of conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

E. **Prices Contained in Offer--Discounts, Taxes, Collusion**

1. Vendors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Offers; discounts for periods of less than twenty days, however, will not be considered in making the award.

2. Vendors shall not include federal, state, or local excise or sales taxes in prices offered, as the District is exempt from payment of such taxes.

3. The Vendor, by affixing its signature to this Solicitation, certifies that its Offer is made without previous understanding, agreement, or connection either with any persons, firms or corporations making an Offer for the same items, or with the District. The Vendor also certifies that its Offer is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the District's public procurement process, all Vendors are hereby placed on notice that any and all Vendors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.
III. PREPARATION AND SUBMISSION OF OFFER

A. Preparation

1. The Offer must be typed or legibly printed in ink. All corrections made by the Vendor must be initialed in blue ink by the authorized agent of the Vendor.

2. Offers must contain, in blue ink, a manual signature of an authorized agent of the Vendor in the space provided on the Solicitation cover page. The original cover page of this Solicitation must be included in all Offers. If the Vendor's authorized agent fails to sign and return the original cover page of the Solicitation, its Offer shall be invalid and shall not be considered.

3. Unit prices shall be provided by the Vendor on the Solicitation’s Specification and Pricing Form when required in conjunction with the prescribed method of award and shall be for the unit of measure requested. Prices that are not in accordance with the measurements and descriptions requested may be considered non-responsive and may not be considered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.

4. Alternate Offers will not be considered unless expressly permitted in the Specification’s Special Terms and Conditions.

5. The accuracy of the Offer is the sole responsibility of the Vendor. No changes in the Offer shall be allowed after the date and time that the Offers are due.

6. In order to ensure consistency in review the District asks that the contents of the bid not exceed 100 pages (excluding the responses to the requirements in the appendices and redacted copy of RFP).

7. Organization of BID response: (See Proposal Preparation and Submission Requirements section for additional details)

   TAB A - Cover letter and transmittal sheet (identify any exceptions to specifications or terms and conditions within this section)
   TAB B - Management Summary
   TAB C - Vendor Profile
   TAB D - Solution Details
   TAB E - Hardware Specifications
   TAB F - Software Specifications
   TAB G - Training, Support, and Supplemental Materials
   TAB H - Business Continuity and Disaster Recovery
   TAB I - Upgrade Releases and Patches
   TAB J - Security and Confidentiality
   TAB K - Project Schedule and Implementation Plan
   TAB L - Risk Analysis
   TAB M - Costs: Please provide pricing as described below for the Time and Attendance
   TAB N - Redacted Copy of Bid Response

B. Submission

1. The original offer shall be sealed in an envelope with the vendor’s name and the RFP number on the outside and marked, ‘Master’. This master copy shall be sent or delivered to the District’s Strategic Sourcing Offices- Denver Public Schools, 780 Grant Street, Denver, Colorado 80203.

2. Furnish one complete copy of the Proposal on a portable storage drive device (thumb drive) marked as the master copy. The District will distribute this electronic version for evaluation. Please ensure that this copy is complete and accurate and includes all proposal content, descriptions and pricing.
3. In the event that there is an “Open Records Request” the District asks that the Vendor furnish one (1), electronic redacted version of the proposal with each proposal clearly marked as “Master” or “Redacted”. The District will not be responsible for evaluating the incorrect proposal if they are not clearly labeled.

4. Unless otherwise specified, when a Specification and Pricing form is included as a part of the Solicitation, it must be used when the Vendor is submitting its Offer. The Vendor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the addendum duly issued by the District. No other form shall be accepted.

5. Offers submitted via facsimile machines or email will not be accepted.

6. Vendors which qualify their Offers by requiring alternate contractual terms and conditions as a stipulation for contract award must include such alternate terms and conditions in their Offers. The District reserves the right to declare Vendors’ Offers as non-responsive if any of these alternate terms and conditions are in conflict with the District's terms and conditions, or if they are not in the best interests of the District.

C. Late Offers. Offers received after the date and time set for the opening shall be considered non-responsive and returned unopened to the Vendor. (Note: If you are hand delivering your response to the District on the due date, please allow ample time for parking. Space is limited in the District's parking lot and additional time may be required for security check in).

D. Supplier Portal. All Vendors are required to register on the DPS Supplier Portal. Access to the portal is at: http://purchasing.dpsk12.org/suppliersvendors/.

IV. MODIFICATION OR WITHDRAWAL OF OFFERS

A. Modifications to Offers. Offers may only be modified in the form of a written notice on company letterhead and must be received prior to the time and date set for the Offers to be opened. Each modification submitted to the District’s Strategic Sourcing Department must have the Vendor’s name and return address and the applicable Solicitation number and title clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the District’s Strategic Sourcing Department will be considered the valid modification.

B. Withdrawal of Offers

1. Offers may be withdrawn prior to the time and date set for the opening. Such requests must be made in writing on company letterhead.

2. In accordance with the Uniform Commercial Code, Offers may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If an Offer is withdrawn by the Vendor during this ninety day period, the District may, at its option, suspend the Vendor from the bid list and may not accept any Offer from the Vendor for a six month period following the withdrawal.

V. REJECTION OF OFFERS

A. Rejection of Offers. The District may, at its sole and absolute discretion:

1. Reject any and all, or parts of any or all, Offers submitted by prospective Vendors;

2. Re-advertise this Solicitation;

3. Postpone or cancel the process;

4. Waive any irregularities in the Offers received in conjunction with this Solicitation to accept an offer(s) which has additional value or function and/or is determined to be more advantageous to the District; and/or

5. Determine the criteria and process whereby Offers are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by the District.
B. Rejection of a Particular Offer. The District may, at its sole and absolute discretion, reject an offer under any of the following conditions:

1. The Vendor misstates or conceals any material fact in its Offer;

2. The Vendor’s Offer does not strictly conform to the law or the requirements of the Solicitation;

3. The Offer expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation’s Special Terms and Conditions;

4. The Offer does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Offer in conjunction with the Solicitation’s Special Terms and Conditions and/or Technical Specifications; or

5. The Offer has not been executed by the Vendor through an authorized signature on the Specification’s Cover Sheet.

C. Elimination From Consideration

1. An Offer may not be accepted from, nor any contract be awarded to, any person or firm which is in arrears to the District upon any debt or contract or which is a defaulter as surety or otherwise upon any obligation to the District.

2. An Offer may not be accepted from, nor any contract awarded to, any person or firm which has failed to perform faithfully any previous contract with the District, state or federal government, for a minimum period of three years after this previous contract was terminated for cause.

D. The District reserves the right to waive any technical or formal errors or omissions and to reject any and all bids, or to award contract for the items hereon, either in part or whole, if it is deemed to be in the best interest of the District to do so.

VI. COMPLIANCE WITH LAW AND DISTRICT POLICIES

The Contractor will comply with all laws, regulations, municipal codes and ordinances and other workplace requirements and standards applicable to the provision of services/work performed including, without limitation, federal and state laws governing wages and overtime, civil rights/employment discrimination, equal employment, safety and health, verifiable security background checks, employees’ citizenship, withholdings, pensions, reports, record keeping, and campaign contributions and political finance.

A. The Contractor certifies that it shall comply with the provisions of C.R.S. 8-17.5-101, et seq., In accordance with that law, the Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement or enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. The Contractor represents, warrants, and agrees that it: (i) has verified that it does not employ any illegal aliens, through participation in the E Verify Program; and (ii) otherwise will comply with the requirements of C.R.S. 8-17.5-102(2)(b). The Contractor shall comply with all reasonable requests made in the course of an investigation under C.R.S. 8-17.5-102 by the Colorado Department of Labor and Employment. If the Contractor fails to comply with any requirement of this provision or C.R.S. 8-17.5-101, et seq., the District may terminate this Agreement for breach and the Contractor shall be liable for actual and consequential damages to the District.

B. The Contractor, if a natural person eighteen (18) years of age or older, hereby swears or affirms under penalty of perjury that he or she (i) is a citizen of the United States or otherwise lawfully present in the United States pursuant to federal law, (ii) shall comply with the provisions of C.R.S. 24-76.5-101, et seq., and (iii) shall produce one of the forms of identification required by C.R.S. 24-76.5-103 prior to the effective date of this Agreement.

C. DEBARMENT, SUSPENSION CERTIFICATION

The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. The Contractor shall comply with the regulations found within 45 CFR Part 620, "Government Debarment and Suspension (Non-procurement)."
VII. AWARD OF CONTRACT. The District shall award a contract to a Vendor through the issuance of a Purchase Order or a Notice of Award. The General Terms and Conditions, the Special Terms and Conditions, any Technical Specifications, the Vendor’s Offer, and the Purchase Order or Notice of Award are collectively an integral part of the contract between the Denver Public Schools and the successful Vendor. Accordingly, these documents shall constitute a binding contract without further action by either party.

VIII. APPEAL OF AWARD. Vendors may appeal by submitting, in writing, a detailed request for reconsideration to the District’s Director of Strategic Sourcing within 72 hours after the recommendation of award is posted on the Strategic Sourcing Department’s web site at http://purchasings.dpsk12.org/bids/viewawardedbids.asp, provided that the appeal is sought by the Vendor prior to the District finalizing a contract with the selected vendor.

IX. CONTRACTUAL OBLIGATIONS

A. Local, State and Federal Compliance Requirements. Successful Vendors shall be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws applicable to, and affected by, this contract including, but not limited to, Equal Employment Opportunity (EEO) regulations, Occupational Safety and Health Act (OSHA), and Title II of the Americans with Disabilities Act (ADA).

B. Disposition. The Vendor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, including any or all of its right, title or interest therein, or its power to execute such contract to any person, company or corporation, without prior written consent of the District.

C. Employees. All employees of the Vendor shall be considered to be, at all times, employees of the Vendor, under its sole direction, and not an employee or agent of the District.

1. The District may require the Vendor to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable, and whose continued employment on District property is not in the best interest of the District.

2. The Vendor shall not employ, retain, hire or use any individual that has been convicted of any felony charges as the same is defined under the laws of the State of Colorado in the performance of the services to be rendered and materials to be provided to the District pursuant to this Solicitation unless the Vendor receives prior written permission.

3. In accordance with the District’s policy regarding the use of tobacco products, no employee of the Vendor shall be permitted to use tobacco products when performing work on District property.

4. To protect the staff and program against undue invasion of the school or work day, sales representatives shall not be permitted in schools or other departments for the purpose of making sales unless authorized to do so by the Director of Strategic Sourcing or his/her designee. If special or technical details concerning goods or services to be purchased are required, the involvement of vendors should be coordinated through the Strategic Sourcing Department.

D. Delivery. Prices, quotes and deliveries are to be FOB destination, freight prepaid, and shall require inside delivery unless otherwise specified in the Solicitation’s Special Terms and Conditions. Title and risk of loss shall pass to the District upon inspection and acceptance by the District at its designated point of delivery, unless otherwise specified in the Special Terms and Conditions. In the event that the Vendor defaults on its contract or the contract is terminated for cause due to performance, the District reserves the right to re-procure the materials or services from the next lowest Vendor or from other sources during the remaining term of the terminated/defaulted contract. Under this arrangement, the District shall charge the Vendor any difference between the Vendor’s price and the price to be paid to the next lowest Vendor, as well as any costs associated with the re-solicitation effort.

E. Material Priced Incorrectly. As part of any award resulting from this process, vendor(s) will discount all transactions as agreed. In the event the District discovers, through its contract monitoring process or formal audit process, that material was priced incorrectly, vendor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.

X. MODIFICATIONS TO EXISTING CONTRACT. Terms and conditions may be added, modified, and deleted upon mutual agreement between agents of the District and the Vendor provided that such terms and conditions remain within the scope and original intent of the Solicitation. Said terms and conditions may include, but are not limited to, additions or deletions of service levels and/or commodities and/or increases or decreases in the time limits for an existing contract. Any
and all modifications must be expressed in writing through a Memorandum of Understanding and executed by authorized agents of the District and the Vendor prior to the enactment of such modifications.

XI. TERMINATION OF CONTRACT

A. The District may, by written notice to the successful Vendor, terminate the contract if the Vendor has been found to have failed to perform its service in a manner satisfactory to the District as per specifications, including delivery as specified. The date of termination shall be stated in the notice. The District shall be the sole judge of non-performance.

B. The District may cancel the contract, without penalty, upon thirty days written notice for reason other than cause. This may include the District's inability to continue with the contract due to the elimination or reduction of funding.

XII. EVALUATION CRITERIA / METHOD OF AWARD

This RFP will be evaluated by an evaluation team consisting of the staff members representing Payroll, HR, Department of Technology, and Office of the Controller. This Evaluation Committee will evaluate and score proposals based upon the below, pre-established criteria:

<table>
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<tr>
<th>Category</th>
<th>Points</th>
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<tbody>
<tr>
<td>Bidder's Capabilities</td>
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<tr>
<td>• Terms and conditions compliant</td>
<td>5</td>
</tr>
<tr>
<td>• Description of firm and organization, size and background</td>
<td></td>
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<tr>
<td>• Financial condition of the Vendor</td>
<td></td>
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<tr>
<td>• System maintenance procedures</td>
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<tr>
<td>• Third-party contracted services and reliance</td>
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<tr>
<td>Past Performance and References</td>
<td></td>
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<tr>
<td>• Past performance for similar requirements and systems</td>
<td>5</td>
</tr>
<tr>
<td>• Relevant references - School Districts, Municipalities or other industries for compensation experience</td>
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<tr>
<td>Requirements</td>
<td>60</td>
</tr>
<tr>
<td>Design and solution proposed as defined in fulfilling the desired features and functions as described by the scope. The total points associated with design and solution are allocated as indicated below.</td>
<td></td>
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<tr>
<td>1 Scheduling</td>
<td>5</td>
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<tr>
<td>2 Clocking</td>
<td>5</td>
</tr>
<tr>
<td>3 Leave and Absences</td>
<td>6</td>
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<tr>
<td>4 Workflow/Approval</td>
<td>6</td>
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<tr>
<td>5 Substitute Reporting</td>
<td>5</td>
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<td>6 Supplemental and Extra Pay</td>
<td>5</td>
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<tr>
<td>7 Reporting</td>
<td>5</td>
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<td>8 General/Other</td>
<td>5</td>
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<tr>
<td>9 Reimbursements</td>
<td>1</td>
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<tr>
<td>10 FMLA Leave</td>
<td>2</td>
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<tr>
<td>11 User Interface and Core Functionality</td>
<td>5</td>
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<tr>
<td>12 Technical, Infrastructure, and Systems Integration</td>
<td>5</td>
</tr>
<tr>
<td>13 Training and User Support</td>
<td>5</td>
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<tr>
<td>Project Implementation Schedule</td>
<td>10</td>
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<tr>
<td>• Ability to meet the District schedules for all deliverables</td>
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<tr>
<td>• Implementation scope and resources; Standard package and customization</td>
<td></td>
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<tr>
<td>End User / Employee Interface Setup, Training &amp; Customer Service</td>
<td>10</td>
</tr>
<tr>
<td>• Implementation, User setup, Navigation process</td>
<td></td>
</tr>
</tbody>
</table>
• Ease of Use
• Ongoing Customer Service Support and Contacts
• Details of training programs offered for administrators, and Staff.
• Initial scope of training and ongoing training options

<table>
<thead>
<tr>
<th>Pricing/Value Added Components</th>
<th>10</th>
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<tbody>
<tr>
<td>• Pricing per options</td>
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<tr>
<td>• Discounts/Incentives</td>
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<td>• Programs or equipment offered</td>
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<tr>
<td>• Solution Value</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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A. **Round One:** Evaluation scores will be based upon the written responses provided to the District for the RFP using the table above. After all responses have been evaluated and scored, the Committee will invite a limited number of the highest scoring responses to participate in “Round Two” where they will be able to present to the Evaluation Committee. The number of Vendors who are invited to participate in the second round will be determined by the Committee after all the written responses have been collected, evaluated and scored.

Please Note: Round One will have a maximum point value of 100.
Please Note: The overall score from Round One is only used to determine the Round 2 participants.

B. **Round Two:** Will be an initial webinar, and an on-site presentation/interview to the Committee and other interested parties. Vendors will be notified via e-mail that they have been invited to participate in this round. Round Two will be based on a ranking scale. Vendors will be given further information with their invitation to present and the finalist will be determined based upon the ranking scale. Vendors will also be expected to provide “sandbox” or demo environments during this phase for the district to explore certain functionality.

The District reserves the right to conduct negotiations with Vendors and to accept revisions of proposals.

During this negotiation period, the District will not disclose any information derived from proposals submitted or from discussions with other Vendors.
SCHEDULE OF ACTIVITIES: The following activities outline the process to be used to solicit vendor responses and to evaluate each vendor proposal.

- April 3, 2017: Distribute Request for Proposal
- April 10, 2017: Optional Pre-bid conference call
- April 14, 2017: Deadline for submitting questions
- May 5, 2017: Proposal deadline
- July 1, 2017: Recommendation for Award

PURPOSE: The purpose of the Time and Attendance project is to implement a unified Time and Attendance solution to consolidate platforms and enable improved pay practices.

- Improve the user experience for Employees and Payroll Secretaries
- Increase the efficiency of the payroll process to reduce redundant process steps
- Reduce errors by improving the data entry process
- Improve the system availability and total “up time”

TERM OF CONTRACT: This contract shall commence Mid-Year, 2017 and shall remain in effect through December 31, 2022. Notwithstanding, it shall be understood and agreed that any required warranty period which exceeds this term shall remain in full force for the duration of the warranty period.

OPTION TO RENEW: Yes

METHOD OF AWARD - BEST EVALUATIVE SCORE BASED ON WRITTEN RESPONSE AND ORAL PRESENTATION: It is the intent of the District to award this Contract to the Vendor who receives the highest score when the Responses submitted by interested Vendors are reviewed by the District's Response Evaluation Committee. For this Solicitation, the Evaluation Committee will score Responses in two phases. In the first phase, the Committee will score written Responses by reviewing documentation submitted by the Vendors. Evaluation will be based on the following criteria: Bidder’s Capabilities, Past Performance and References, Requirements, Project Implementation Schedule, End User/Employee Interface Setup Training and Customer Service, and Pricing/Value Add Components. In the second phase, the Committee will invite a limited number of Vendors who received the highest scores during phase one to provide an oral presentation. The number of Vendors who are invited to provide an oral presentation will be determined by the Committee after the written Responses have been scored. The evaluative score from the oral presentation will be part of round two. The requirements for round two will be provided at the time of vendor invitation to present for round two.

The District reserves the right to conduct negotiations with Vendors and to accept revisions of proposals. During this negotiation period, the District will not disclose any information derived from proposals submitted, or from discussions with other Vendors. Once an award is made, the solicitation file and the proposals contained therein are in the public record.
SAMPLES OF SERVICE MAY BE REQUIRED DURING EVALUATION: After the Responses are opened by the District, the Vendors may be required to demonstrate their competency and ability to provide the quality of service that will be required by the District during the contract period. Such demonstrations will be provided to the District for evaluation by, and at no cost to, the District. If a demonstration of competency is required, the District will notify the Vendor of such and will specify the deadline for providing the demonstration. The District reserves the right to establish its own procedures for evaluating the Vendors' competencies and abilities. On the basis of this evaluation criteria, the District shall be the sole judge of the abilities of each Vendor in conformance with standards established in the Specifications and its decision shall be final.

METHOD OF PAYMENT: The successful vendor shall submit accurate quarterly invoices to the District. This invoice shall be submitted to the District's Accounts Payable Department. The invoice shall reflect the appropriate Purchase Order number, the service location(s) and the type of service provided to the District.

DEFICIENCIES IN WORK TO BE CORRECTED BY VENDOR: The successful Vendor shall promptly correct all deficiencies and/or defects in work and/or any work that fails to conform to the Contract Documents. All corrections shall be made within 10 calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the Vendor by the District's Project Manager. The Vendor shall bear all costs of correcting such rejected work. If the Vendor fails to correct the work within the period specified in this Solicitation, the District reserves the right to place the Vendor in default of its contractual obligations, obtain the services of another vendor to correct the deficiencies, and charge the Vendor for these costs, either through a deduction from the final payment over to the Vendor or through invoicing.

INDEMNIFICATION: The successful Vendor shall indemnify and hold the District harmless from any and all claims, liabilities, losses and causes of action which may arise out of the fulfillment of the Vendor's contractual obligations as outlined in this Solicitation. The Vendor or its insurer(s) shall pay all claims and losses of any nature whatever in connection therewith, and shall defend all suits, in the name of the District when applicable, and shall pay all costs and judgments which may issue thereon.

INSURANCE: The Vendor shall purchase and maintain at its own expense, insurance which is at least as broad, and with limits at least as great as outlined below:

**General Liability**

<table>
<thead>
<tr>
<th>Policy form:</th>
<th>Occurrence</th>
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<tbody>
<tr>
<td>Policy Aggregate</td>
<td>$2,000,000</td>
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<tr>
<td>Products/completed operations aggregate</td>
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<tr>
<td>Each occurrence limit</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Personal &amp; advertising injury limit</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Products/completed operations Defense in excess of limits</td>
<td></td>
</tr>
<tr>
<td>Per location / per job aggregate limit</td>
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<tr>
<td>Blanket contractual Independent contractors Primary &amp; non-contributory Show Waiver of Subrogation in favor of the District All locations / operations (if not, show district job/location specifically) Name the District as “Additional Insured”</td>
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**Automobile Liability:**

| Combined single limit: | $1,000,000 |
| Any auto (or Hired & Non-owned, if you own no vehicles) Show Waiver of Subrogation in favor of the District Primary & non-contributory Auto pollution liability (IF you carry any hazardous cargo) (If the Vendor is providing repairs to District vehicles on the Vendor’s property, the Vendor shall possess Garage Liability Insurance, covering premises, auto and completed operations) Name the District as “Additional Insured” |

**Professional Liability:**

<table>
<thead>
<tr>
<th>Policy form:</th>
<th>Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if not, claims-made retro date must predate our contract or date of service) Per claim or occurrence limit</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Blanket contractual Primary &amp; non-contributory</td>
<td></td>
</tr>
</tbody>
</table>

{ IF you render professional services }
Show Waiver of Subrogation in favor of the District
Per location / per job aggregate limit
Defense in excess of limits
Designated profession must be applicable to your work for our company
Name the District as “Additional Insured”

Pollution Liability:
{ IF you have any pollution exposure }
Policy form: Occurrence
(if not, claims-made retro date must predate our contract or date of service)
Per claim or occurrence limit................................................................. $ 1,000,000
Blanket contractual
Primary & non-contributory
Show Waiver of Subrogation in favor of the District
Per location / per job aggregate limit
Defense in excess of limits
Designated Location or Operation must be shown as per your contract for the District
Name the District as “Additional Insured”

Umbrella:
Policy form: ................................................................. Occurrence - Umbrella
Each occurrence or claim limit: ................................................................. $ 1,000,000
Excess commercial general liability
Excess Products/completed operations
Show Waiver of Subrogation in our favor
Excess automobile liability
Excess professional liability (if you provide professional services)
Excess pollution liability (if any pollution exposure exists)
Excess employer's liability
Blanket contractual
Per location / per job aggregate limit
Defense in excess of limits
Primary & non-contributory
All locations / operations (if not, designate specific project or location)
Name the District as Additional Insured including Products/Completed Operations

Workers' Compensation:
Workers Compensation benefits:
per Colorado Statute
Employers liability – limit per accident.................................................. $ 100,000
Employers liability – limit per disease.................................................... $ 100,000
Employers liability – disease aggregate............................................... $ 500,000
All owners/officers who will be on District property or job site must be covered
Show Waiver of Subrogation in favor of the District
Coverage must apply to workers in Colorado

Insurance companies providing the coverages specified above must be authorized to do business under the laws of the State of Colorado and must be rated no less than “A-“ by A.M. Best Company. Issuance of a contract is contingent upon verification of all required coverage, as required below.

Insurance Certification: Vendor shall cause its insurer(s), (or the insurer(s)' agent, broker or authorized representative), to furnish the District's Strategic Sourcing Department with a Certificate of Insurance which indicates that insurance coverages have been obtained which meet the requirements as outlined. Issuance of a contract is contingent upon the receipt of the insurance documents.

Non-Compliance: If the Vendor fails to submit the required insurance documents within 15 calendar days after verbal or written notice to submit such policies is given to the Vendor by a District representative, the Vendor shall be in default of the contractual terms and conditions and will not be awarded the contract. The next qualified bidder will be notified.

Cancellation/Modification: The Vendor shall be responsible for notifying the District thirty days in advance of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy, any decrease in coverage limits or lessening of coverage scope.

Impaired Aggregate: If Vendor is threatened by any claim which, if paid, may impair any aggregate limit by more than 25%, Vendor shall notify the District representative, and the District representative may require purchase of additional coverage, as appropriate to protect the District.
COOPERATIVE PURCHASING EFFORTS: Denver Public Schools encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions, to the extent other governmental jurisdictions are legally able to participate in cooperative purchasing, the District supports such cooperative activities. (Examples of these cooperative efforts include: MAPO-Multiple Assembly of Procurement Officials, CEPC- Cooperative Educational Procurement Council).

We hereby request that any member of other governmental jurisdictions be permitted to avail itself of this contract and purchase any and all items specified herein from the successful Vendor(s) at the contract price(s) established herein. Each governmental entity which uses a contract(s) resulting therefrom would establish its own contract, issue its own orders, schedule deliveries, be invoiced therefrom, make its own payments, and issue its own exemption certificates as required by the Vendor. It is understood and agreed that the District is not a legally binding party to any contractual agreement made between another governmental entity and the Vendor as a result of this Solicitation. The District shall not be liable for any costs or damages incurred by any other entity.

EQUAL OPPORTUNITY: Denver Public Schools intends and expects that the contracting processes of the District and its Vendors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Vendors make available equal opportunities to the extent third parties are engaged to provide goods and services to the District as subcontractors, vendors, or otherwise. Accordingly, the Vendor shall not discriminate on any of the foregoing grounds in the performance of the contract, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the contract (joint ventures are encouraged). The Vendor shall disseminate information regarding all subcontracting opportunities under this contract in a manner reasonably calculated to reach all qualified potential subcontractors who may be interested. The Vendor shall maintain records demonstrating its compliance with this article and shall make such records available to the District upon the District's request.

CONFIDENTIALITY, DATA PROTECTION

1. The vendor shall adhere to the mandates of federal, state, and local ordinances and statutes, and DPS Board Policy, including, but not limited to the Family Educational Rights and Privacy Act (FERPA), Children's Online Privacy Protection Act of 1998 (COPPA), 15 U.S.C. 6501–6505 and Colorado's Student Data Transparency and Security Act, with regard to the protection of data made available by the District.

2. The vendor shall carefully select the personnel entrusted with the data, inform them about all of the legal aspects of data protection, and oblige them to preserve data secrecy. The obligation is to be made on record and evidence of this is to be provided to the District upon its request.

3. The vendor shall be obliged to maintain a comprehensive information security program that is reasonably designed to protect security, privacy, confidentiality, and integrity of data with appropriate administrative, technological, and physical safeguards. The vendor shall store on encrypted volumes all confidential and sensitive data that is placed on mobile computing devices including laptops and PDAs. All data transmitted over the Internet must be encrypted.

4. Upon request, at the latest, upon the cessation of the contractual relationship between the District and the vendor, all existing data in this context is to be returned to DPS or is to be irretrievably deleted by the vendor. The deletion shall take place, at the latest, upon the expiry of mandatory data protection law periods. Upon request by the District, the deletion is to be confirmed in writing.

5. In the event a breach of the obligations herein detailed or if indications of such a breach exist, the vendor hereby undertakes to inform the District of that fact without undue delay.

6. The District shall be entitled to monitor the compliance with the data protection provisions by the vendor. For this purpose, the individual authorized by the District to monitor the data protection compliance shall have access to the business of the vendor after written prior announcement at the usual business times, insofar as the business will not be unduly interrupted. Support is to be given to this individual in the monitoring process.

7. The vendor must provide clear notice to the District before making any material changes to vendor's privacy policy.

8. The District shall be entitled to timely access data and correct data held by the vendor that is factually incorrect in response to a parent/guardian request.

9. The vendor can only utilize the student data for the purposes specifically authorized by the District and cannot set up a personal profile of a student unless to support purposes authorized by the District.
10. Vendor cannot sell data or use/share data for targeted advertising to students.

11. Vendor cannot re-disclose data to sub-contractors, partners, or other third parties unless expressly authorized by District and sub-contractors, partners, or other third parties agree to District's Terms of Use.

CONFIDENTIAL INFORMATION BELONGS SOLELY TO THE DISTRICT. The District's Confidential Information and all other confidential information and data relating to the District's business are the District's exclusive property, and the Contractor therefore agrees that:

A. All notes, data, reference materials, sketches, drawings, memoranda, disks, documentation and records in any way incorporating or reflecting any of the Confidential Information and all proprietary rights in the Confidential Information, including copyrights, trade secrets and patents shall belong exclusively to the District;

B. At all times while this Agreement is in effect, the Contractor will keep secret and will not disclose to any third party, take or misuse any of the District's Confidential Information, or any other confidential information the Contractor acquires or has access to because of its provision of services;

C. At all times while this Agreement is in effect, the Contractor will not use or seek to use any of the District's Confidential Information for the Contractor's own benefit or for the benefit of any other person or business or in any way adverse to the District's interests;

D. On the District's request or on termination of this Agreement, the Contractor will promptly return to the District all its property, specifically including all documents, disks or other computer media or other materials in the Contractor's possession or control that contain any of the District's Confidential Information;

E. After termination of this Agreement, the Contractor will preserve the secrecy of and will not disclose directly or indirectly to any other person or business any of the District's Confidential Information; and

F. The Contractor will promptly advise the District of any unauthorized disclosure or use of the District's Confidential Information by any person or entity.
District Background

The District is the largest school District in Colorado. It employs approximately 15,000 employees, and serves over 91,000 students. The District is unique in that the City, County and School District, as established by the state constitution, have the same geographical boundaries. Established as a school District in 1902, Denver is one of the finest urban school Districts in the nation. The District operates approximately 93 elementary, 18 K-8 schools, 52 charter schools, 28 middle schools, 4 ECE-12, 14 6-12, 39 high schools and alternative pathways schools, three early education centers and one adult education center and participates in the Rocky Mountain School of Expeditionary Learning. The District is housed in approximately 200 buildings, within the Denver Metro Area. DPS is fully accredited by the Colorado Department of Education Accreditation and Accountability Unit and is subject to periodic monitoring to ensure continued compliance with accreditation standards.

RFP Purpose

Denver Public Schools is soliciting proposals to provide a Time and Attendance tool that will be able to be used by all district employees for the purposes of scheduling employees, creating time records for an employee, tracking leave, managing the clocking in and out of employees, the entering of extra duty pay requests, and a workflow for approval of the time records. The tool will need to be adapted for hourly, salaried exempt, and salaried non-exempt employees. The solution needs support compliance with all federal, state, and local employment law, and allow for business rules specific to the 10 bargaining units, and 5 other employee types. The solution should provide multiple site-roll up capability at the District level and to a multiple District roll-up for statewide view, all controlled by role based logical security.

Currently, the district collects time records via a Lawson adapted module, Kronos hourly timekeeping, Smart Find Express, and spreadsheet uploads of extra duty pay. This solution is intended to simplify this down to one (or two) systems, improve the employee experience, and assist with updating several pay practices.

Salaried employees will report time based on exception, and will need a mechanism to request time off, and have that generate a time record.

Hourly and salaried non-exempt employees will need to be able to have a schedule generated, at most on an annual basis, but be able to have that schedule adjusted daily to account for shift switching, or varying department needs. These employees need to be able to clock in and out depending on department procedures, and available time clocks, kiosks, PC’s, and mobile devices.

The solution needs to fully integrate with Infor Lawson products (specifically Infor Global HR, and S3). Infor Global HR will remain the system of record for employee data, and S3 will remain the system from which payroll is generated, and all GL records are kept.

Schedule of Activities

The District plans to Award a Vendor for the districts Time and Attendance tool during the summer of 2017. The intention is to roll out the solution in the 2018/19 school year. The targeted go-live will be July of 2018. The actual rollout methodology and timeline will be coordinated after the vendor is selected, and will be based on the district’s ability to support legacy systems, and the readiness of the various stakeholder groups as well as the technical aspects of the solution.
The following activities outline the process used to solicit Vendor responses and evaluate each Vendor proposal.

Request for Proposal

Optional bidder conference call: April 10, 2017 1pm MST
Deadline for Vendor to submit written questions: April 14, 2017 3pm MST
Deadline for DPS to provide responses to questions: April 21, 2017 3pm MST
Deadline for Vendors to submit proposal: May 1, 2017 3pm MST
Notification of finalists for oral presentations: May 12, 2017
Deadline to provide access to demo site/sandbox: May 21, 2017
On site oral presentations: June 12-16, 2017
Notification of award: July 2017

Section II
Scope of Work

Time and Attendance Requirements

Vendor shall provide the requirements contained herein to support a District-wide Time and Attendance tool. The goal of the District is to acquire a solution that enable the district to use existing functionality to configure the system to district needs and avoid any customizations if possible. Vendor shall demonstrate financial stability, a high level of support through the release of application updates, new features, and program fixes, as well as the ability to provide training and support for meeting District needs and State Reporting requirements. The desired system must have flexibility to allow the District to obtain maximum utility from the standard application design.

The Time and Attendance consolidation effort is in support of the District’s efforts to improve the employee experience, increase the accuracy of Payroll at DPS, and reduce operational inefficiencies. The implementation of the tool is intended to coincide with the implementation of several pay practice changes.

Any material, equipment or network requirements necessary for proper implementation and operation of the system that has not been specified or has not been described in this document must be called to the District's attention prior to the proposal due date.

The District desires to acquire a Time and Attendance tool that improves the employee experience, increases the accuracy of Payroll, and reduces operational inefficiencies. Below are the specific requirement categories that will be expected of the selected vendor.

- **Detailed Requirements**: All requirements designated as *Required* should be included in the application. Requirements designated as Preferred or Optional are not mandatory, but including them will enhance the product offering and be considered in our overall evaluation of each submission. See section ‘Testing’ for details and expectations on testing. **The Vendor must complete Appendix A and submit it as an Excel spreadsheet.**

- **Technical Requirements**: All requirements designated as *Required* should be included in the application. Requirements designated as Preferred or Optional are not mandatory, but including them will enhance the product offering and be considered in our overall evaluation of each submission. See section ‘Testing’ for details and expectations on testing. **The Vendor must complete Appendix B and submit it as an Excel spreadsheet.**

- **Hosting Option**: Please disclose if the proposed solution includes Vendor or third party hosting. Please describe the role that the District team will have during and post implementation. The district strongly prefers a hosted option and pricing will be requested for both a hosted (SaaS) and On-Premise Pricing, and implementation Plan.

- **Integration**: The Vendor should describe their plan for integration with third party tools such as Lawson, Trirega or Others. Describe how the solution uses APIs or the ability to communicate with ERP or other third party tools. See section ‘Testing’ for details and expectations on testing.

- **Employee Data Privacy** The Vendor must include security measures to be put in place to protect user data. The Time and Attendance Solution should adhere to all State and Federal regulations relating to employee data privacy and confidentiality.

- **Usability and Accessibility**: The Vendor should provide information on how their solution addresses accessibility compliance - the ability to appeal to diverse employee needs.

- **Mobile Application**: The solution should have a mobile application. Describe the features and functionality of the application. If the traditional application is unavailable to a user, please describe how the platform adapts to mobile devices.
The District has developed the features and functions of the Time and Attendance tool around the needs of several key stakeholders.

1. **Clocking Employee**: A certain group of DPS Employees will need to clock in and out using time clocks with a punch card. This employee group includes; facilities maintenance employees, operations (janitorial staff), bus drivers, fleet maintenance technicians, some paraprofessionals, and other groups as needed.

2. **Exception Reporting Employee**: The largest group of district employees will not be logging in or out of the system except to request leave, view leave balances

3. **Schedulers**: These people are responsible for scheduling all the clocking employees

4. **Approvers**: Due to the delegation of duties at most schools and departments there will be two levels of approvals. Primary Approvers are typically an administrative professional for the school who usually monitors the employee attendance, and a Secondary Approver that is typically the direct manager of the employee groups.

5. **Payroll Technician**: This is the group responsible for ensuring the records are collected, issues are resolved, and errors are identified.

6. **System Administrators**: This is the group responsible for maintaining the system, ensuring all interfaces are run correctly, troubleshooting issues, and controlling permissions.

The following section presents specific user stories for each of the stakeholder groups.

**User Stories**

The purpose of the following user stories is to provide the respondents to this RFP academic and operational context in which the Time and Attendance platform, and the features and function described in Appendix B, needs to support employees of the District. These user stories call out the objectives, processes, and individual tasks in which the District requires the Time and Attendance platform to support.

We ask that each response describe how the proposed solution will address and support each of the following user stories.

1. **Clocking Employee**: These will be the heaviest users of a system who will clock in and out from each shift. Several employees will clock in and out for lunch as well. There are several subgroups each with their own

   1.1. As a clocking employee, I need to be able clock in and out on a kiosk located at a central location at or near my starting point for work.

   1.2. As a clocking employee, I need to have multiple options for clocking in and out including time clocks, mobile phone applications, onsite kiosks, add-ons to on site POS Systems, or IVR (or other phone based systems).

   1.3. As a clocking employee, I must be able clock in and out as I switch positions (i.e. a maintenance technician needs to be able to clock in as a driver).

   1.4. As a clocking employee, I must be able to request punch corrections, adjust missed punches such that these requests for these changes are routed to my managers by the system.
2. **Exception Reporting Employees**: This is the largest group of employees, they will not log into their systems relatively infrequently, but will need the system to be intuitive enough that the employee will be able to use it despite infrequent visits.
   2.1. As an exception reporting employee, I need to be able to request time off for various categories (Sick, Personal and have it approved by my supervisor.
   2.2. As an exception reporting employee, I need to be able to submit requests such that a substitute teacher can be requested if I am a teacher and need class coverage.
   2.3. As an exception reporting employee, I need to have the option to allocate my time across multiple positions if the need arises.

3. **Schedulers**: This group may overlap with approvers. They will need to be able set up schedules for hourly employees, and others such that they can be adjusted daily, easily, and that they can deal with complications.
   3.1. As a scheduler, I need to be able to schedule split shifts, 9/80, and customized shifts for each employee.

4. **Approvers**: This group consists of principals and managers who are responsible for approving the employees, as well as administrative professionals who are currently responsible for tracking the time of exception reporting employees.
   4.1. As an approver, I need to be able to approve, reject, or comment on leave requests.
   4.2. As an approver, I need to be able to delegate authority to a primary approver who will have more knowledge of the actual attendance of my employees.
   4.3. As an approver, I need to be able to see the leave balances of my employees such that I can inform them if they are getting close to their end balances.

5. **Payroll Technician**: This group is needs a robust solution that allows them to override, edit, or adjust anything entered by employees after the time have been submitted.
   5.1. As a payroll technician, I need to be to have editor access to employee time records such that I can assist with any changes that need to be made after the time records have been regenerated.

6. **System Administrator**: This group needs to be able to retain system integrity, availability, and needs a stable platform, and stable interfaces that are frequent.
   6.1. As a system administrator, I need to be able to schedule frequent and automatic interfaces.
   6.2. As a system administrator, I need to be able to troubleshoot issues with a representative of the vendor with a reasonable turnaround.
   6.3. As a system administrator, I need to be able to control permissions and adjust workflows as needed.

**Features and Functions (Appendix A and Appendix B)**

**Appendix A & B: Features and Functions Spreadsheet** *(available on the Sourcing website and via email from DeeDee Case)* presents the list of features and functions that the District wishes the Time and Attendance solution to fulfill. The District has prioritized the features and functions as either required, preferred, or optional. Required features and functions are those that the District needs to consider its Time and Attendance platform as operational and to meet the needs of its users. Preferred features and functions are those the District wishes to have in a Time and Attendance platform solution, but is not necessary to meet the critical needs of its users. Optional features and functions are those the District may have a need for in the future. For each feature or function identified by the District, please indicate its availability and provide any additional comments as shown in the diagram below.

The following list describes each tab presented in the attached spreadsheets.

**Detailed Requirements (Appendix A)**

1. **Scheduling**: This section contains requirements related to the district’s ability to schedule employees, specifically referring to the hourly employees that need to be scheduled.
2. **Clocking/Hourly**: This set of requirements is based on the needs of the districts hourly employees and those who need to clock in and out.
3. **Leave Requests and Absence Rules**: This set of requirements is based on the needs of all employees to request leave (sick, personal, vacation, and flex). This will also cover requirements for the exception based only requirements.
4. **Workflow/Approval**: This set of requirements is based on the needs of the district to have requests, and time entries be approved for payroll to run.
5. **Substitute Reports**: This set of requirements relates to the districts need to have to be able to coordinate substitute teachers to cover absences across the district (Currently using Smart Find Express). If the vendor cannot replace this tool please describe any integrations with Smart Find Express.
6. **Reporting**: This is a set of requirements that is based on the needs of employees, managers, and administration to have access to reports that vary from leave balances, to workforce analytics.
7. **Supplemental and Extra Pay**: This set of requirements is based on the needs of the district to provide extra pay and supplemental benefits to employees based on bargaining unit agreements, employee contracts. Extra pay can be for additional work at a school, attending an English Language Acquisition class, or a number of other cases.

8. **General/Other**: This is a set of requirements that do not easily fit within the categories listed above, but are still relevant to the District.

9. **Reimbursements**: This is an optional set of requirements that is based on the need of the district to have an expense reimbursement system.

10. **FMLA Leave Management**: This is an optional set of requirements that would allow the district to better track and automate the FMLA Leave Management process including intermittent and full FMLA.

**Technical Requirements (Appendix B)**

1. **User Interface and Core Functionality**: These features and functions relate to how users engage and interact with the Time and Attendance platform.

2. **Technical, Infrastructure, and Systems Integration**: These features and functions identify the technical parameters the Time and Attendance platform must fulfill. It also lists needed functionality so that the Time and Attendance platform can integrate with the District's existing systems, processes, and operational standards.

3. **Training and User Support**: These are the features and functions needed to support the end users both during implementation of the Time and Attendance platform and the ongoing support.

**Testing**

DPS expects the Vendor to have robust testing procedures and plans to ensure that the system meets requirements and that defects do not escape to the end user. The Vendor will be primarily responsible for testing the solution, with assistance from District staff during both test planning and execution.

The following are expectations of Vendor testing efforts:

- The Vendor will create, submit, and collaborate on a test plan covering scope, strategy, and methodology for the solution developed by the Vendor. The District will have the opportunity to review and provide feedback on the test plan to ensure it meets the District's quality practices.
- The Vendor will create, submit, and collaborate on a series of test cases for testing the solution based on the requirements. The test cases should ensure all aspects of the solution are tested. The District will support the Vendor in creation of the test cases to ensure adequate test coverage.
- The Vendor will execute the test cases during pre-defined testing windows agreed upon by the Vendor and the District, and tracked by the program manager. This will include User Acceptance Testing (UAT) sessions performed by District staff.
- The Vendor will provide status reports during implementation and testing. When reporting defects, Vendor will follow District Quality Assurance standards regarding defect categorization, severity, and priority.
- The Vendor will fix bugs and provide resolutions and communications in a timely fashion as agreed upon by the District and Vendor.
- The Vendor will meet regularly with District staff to clarify requirements, review development progress, summarize test results, share outstanding defects, and timelines for defect resolution.
- With each code release, Vendor will include the following:
  - Release notes highlighting new functionality, known limitations, resolved defects.
  - Test report listing the tests performed, pass/fail rate, and defect identifications for failed tests.
- The Vendor will perform regression testing with input from the District contact prior to any production release.
- The Vendor will perform load testing prior to the initial production Go-Live.

**Section III**

**Proposal Preparation and Submission Requirements**

To enable the District to conduct a uniform review of all proposals submitted in response to this solicitation, components of the proposal shall be submitted as set forth below. The District reserves the right to reject submittals that do not follow the requested format.

**TAB A - Submittal Documents**: Completed Cover Sheet, Addendum acknowledgements.
TAB B - Management Summary: Include a management summary, which provides an overview of proposed services. Vendors should emphasize why their proposal is best suited to meet the needs of the District.

TAB C - Vendor Profile: Provide a brief description and history of your company including current size, organization and support staff and a general overall profile and qualifications. Provide biographical information of key personnel and supply three current references to include name of company, contact, telephone number, and address. The references must be multi-site customers similar in size to Denver Public Schools. Include specifics of the last project similar to this one and completion dates. K12 education organization or those with similar needs (e.g. multiple time entry systems, or multiple bargaining units) references are preferable. Additionally, the district would prefer a Colorado based reference that would allow for face to face meeting with DPS.

TAB D - Solution Details: Include a description of your comprehensive solution to the requirements described in Section II. Describe your system's functionality and content. Identify how your proposed solution will address each of the user stories described in the scope presented in Section II. Provide documentation of your service level agreements (SLAs).

TAB E - Hardware Specifications: Provide hardware specifications and requirements for desktop, mobile, and infrastructure that are appropriate for the solutions presented.

TAB F - Software Specifications: Provide software specification and requirements for desktop, mobile, and infrastructure that are appropriate for the solutions presented. Address proprietary as well as third party requirements including, but not limited to operating systems, browsers, etc.

TAB G - Training, Support, and Supplemental Materials: Provide a detailed description of the training and support provided by your firm for your solution. Address technical training, user training, and “train the trainer” as well as online, classroom and any other delivery method available. Describe your customer support model. Identify who may contact, the frequency, and hours of availability. Describe the means to access your firm’s subject matter experts. Discuss supplemental materials provided to support your solution including training manuals, quick reference guides, help files, tutorials, etc.

TAB H - Business Continuity and Disaster Recovery: Provide information concerning your company’s disaster recovery and business continuity plan. Detail how impact to the District will be minimized in event of an issue. Provide information on how your company would assist the District in its business continuity as well as disaster recovery planning and the actualization of the plan. Include 7 x 24 contact capabilities, escalation procedures and backup availability.

TAB I - Upgrade Releases and Patches: Describe the release schedule for your solution. Address current release as well as the product road map for the next 18 months, release delivery notification and methodology, and the upgrade process.

TAB J - Security and Confidentiality: Describe the process by which District data is maintained confidential and not released in any manner to anyone but District approved personnel.

TAB K - Project Schedule and Implementation Plan: Provide a detailed description of how your solution would be implemented for the District. Please include an example of a project plan, number and role of team members, expectations from District staff, the anticipated timeline to deployment and District readiness. Include alternate plans if the implementation for an On-Premise solution varies from a Hosted solution.

TAB L - Risk Analysis: Identify the major risks associated with this project. For each risk, identify those activities that can be undertaken to reduce, mitigate, or eliminate the risk. Identify the associated responsibilities. Ensure these activities are reflected in your project and management plans.

TAB M - Costs: Please provide pricing as described in Appendix C Pricing Template for the Time and Attendance solution. Please also consider the below conditions as you complete the template.

A. Submit a price proposal to provide the features, functionality, and services detailed in your scope of work.
   a. Itemized pricing for any shipping or other charges that may apply.
   b. All charges are to be listed separately. Identify one time charges and ongoing expenses. Include incremental costs for service upgrades.

B. Submit any other pricing/cost data necessary to implement out the project.
   a. Provide pricing schedules for all services, if applicable. Including training, equipment, or any other support normally associated with the implementation of an Time and Attendance platform.
   b. Provide pricing schedules for all levels of service available, including monitoring services, reduced response times, after hours support, etc.
TAB N - Redacted Copy of Bid Response

Please complete and provide Appendix A, B & C: To receive an Excel version of the spreadsheet, please contact DeeDee Case Deanna_Case@dpsk12.org. Please return Appendix A, B & C as an Excel Worksheet.

File the following in TAB A

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your offer comply with all the terms and conditions?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If no, indicate exceptions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your offer meet or exceed all specifications?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If no, indicate exceptions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May any member of another governmental jurisdiction avail itself of this contract and purchase any and all items specified?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State percentage of prompt payment discount, if offered.</td>
<td>_____ %</td>
<td></td>
</tr>
</tbody>
</table>

The District has a VISA Procurement Card Program.
Will you accept the District’s Visa as payment for goods and/or services purchased from this Proposal? | Yes | No |
DENVER PUBLIC SCHOOLS SUPPLIER PORTAL

Effective July 1, 2013, all new business conducted with Denver Public Schools will require you to be registered on the DPS Supplier Portal.

The Denver Public Schools (DPS) District is modernizing its Financial Management and Strategic Sourcing business processes to include two-way web-based communication with its Suppliers and Vendors. The benefits extended to our supplier/vendor business partners that register with DPS include:

- Electronic Bidding Events/Solicitations.
  - Bids and Proposals sent directly to your personal Supplier Portal account
  - On-line bid responses, negotiations, awards, and much more
- Direct submission of electronic invoices (depending on your contractual relationship).
- Complete view of your contracts, purchase orders, invoices and payments online through your “Supplier Portal”.
- Ability to maintain your business profile, points of contact, diversity qualifications, list of commodities you wish to provide, W-9s, certifications and insurance documentation, along with optional subcontractor tracking.
- Historical record of your interaction and performance with DPS

Access to the supplier portal can be found here: http://purchasing.dpsk12.org/suppliersvendors/

Supplier Portal User Guides are available at same link (under the ‘Suppliers/Vendors’ link on the right-hand of the page).

DPS’s mission is to provide all students the opportunity to achieve the knowledge and skills necessary to become contributing citizens in our society.

With this purpose comes responsibility: we must ensure that we fulfill DPS’s commitments while upholding a high standard of integrity and ethical business conduct. We are proactively taking steps to assist in that aim by implementing IntegraReport.

**Letter from the CFO**

To anonymously submit information on potential fraud, waste, or abuse of District property, assets, and resources, please visit:

IntegraReport.com

DPS Subscriber Code: DPSK12

You can also call our automated phone hotline 24 hours a day, seven days a week

855-858-3344