

NORTHERN MAINE COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Time and Attendance Software System
October 2020

Northern Maine Community College is seeking a time and attendance software system that is a hosted SaaS solution and designed to enable employees to submit hours worked and leave electronically; thus discontinuing the paper submission process by eliminating manual timesheet entries and leave requests being submitted and updated manually.

The proposed system shall support a biweekly payroll that fluctuates upwards of 200 employees, which includes a mix of salaried employees and hourly employees. The employees are currently broken into 6 pay groups including Full-time hourly, Full-time salary, Part-time Projects, Adjuncts, Student Labor and College Work Study. The system must have a solution for leave request and leave tracking capabilities for approximately 90 employees and timesheet capabilities for all employees.

The College does not currently require time capturing through means of punching a time clock.

System functionality should include but is not limited to:

- Electronic time and attendance/leave request data entry and tracking
- Electronic approval/denial process and customized workflows
- Ability to customize levels of security for Supervisors and employees (i.e. read only access for some while others have read and write access;)
- End user must be able to view timesheet; sick, vacation, and other leave balances within their security access.
- Must allow for multiple supervisor approvals of time for an employee working in multiple departments
- Family Medical Leave Act Tracking (both intermittent and non-intermittent)
- Compliant with overtime requirements (Fair Labor Standards Act)
- Ability to capture time worked through a means other than clock in/clock out timestamped entry
- User Access Security
- User training
- Support and Maintenance Services, and online assistance
- Customization/Scalability (i.e. NMCC will have the ability to add and deactivate employees without Vendor intervention)
- Unlimited different pay and attendance rules and policies to support each group using the same time system; allow calculating of multiple codes including overtime calculations and shift differentials
- Configurable overtime rules
- Configurable error codes and reminder settings (i.e. alerts to advise users to complete/sign timesheet)
- Support unlimited different pay codes and usage accruals including codes for vacation, sick leave, personal leave, holiday, administrative leave, compensating leave, leave without pay, bereavement leave, worker's compensation, FMLA leave, jury duty, etc.
- Unlimited shift schedule definition and assignment or no schedule assigned
- Approved time off should auto populate timesheets
- Simple process to export timesheet data to payroll
- Ability for employees to view if time off request is approved
- HR/Payroll must have ability to retroactively adjust hours worked and leave used

- Real time reporting features to include:
 - Individual employee timesheet
 - Biweekly hours by employee/pay code/division/department
 - Absentee reports
 - Exception reports
 - Vacation/Sick/Comp, etc. time reports reflecting usage history
 - Accruals and balances by date range
 - Leave history for all leave types
 - Overtime tracking and monitoring
 - History/archival report

Preferred, not required

- Message system for employee/supervisor exchange
- Mobile App

Proposals must detail:

1. The proposed systems/products security to avoid changes by the user/employee
2. System backup utility
3. Security for terminated employees
4. Integration and functionality with ADP Payroll software

Proposals must also include the pricing structure for the system, including a breakdown of costs associated with startup/integration, training cost, long term support fees, and maintenance costs.

Bid deadline: November 5, 2020 at 2pm

All questions related to this request for proposals should be directed by email to jeclark@nmcc.edu. The subject of the e-mail should clearly state "Questions: Time & Attendance Software." Deadline for questions is **4:00 pm November 2, 2020**. Questions and responses will be posted at our website: <http://www.nmcc.edu/about-nmcc/news-info/rfps/>. It is the College's intent to respond to all questions within 1 business day. It will be the vendors' responsibility to check this site for updates.

Proposals will be reviewed and selection of one vendor will be based on the following criteria:

Factor	Weight
Total proposed price	25%
Ease of use/Design	25%
Integration lead time/duration	15%
Technical Support availability (long term)	15%
Overall suitability to NMCC's needs	15%
Proposal Quality, Detail and Organization	5%

The college may require product demonstrations by some or all bidders prior to final selection.

The college reserves the right to reject any or all bids.
 This RFP shall be referenced in, and considered part of, any final contract.
 See attached Notice to Bidders.

**NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, **YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.