

**Request for Information No. 17-16**  
**Time and Attendance System**

**Introduction:**

The Philadelphia Parking Authority (PPA) is requesting information regarding your company and your product/service concerning Time and Attendance. The Authority will also gather information from different companies concerning this technology. The RFI method is not intended to result in a contract award but is designed to allow for the collection of industry information that may be used to assist the Authority in developing a subsequent Request for Proposal.

**Background Information:**

**1. Technology**

The existing system requires its own server (SQL Server) and operates as an application installed on the users' desktop. The system has a web based portal accessed through company's intranet that allows a de minimis view of employee's time records and balances.

The main system receives its time entry data from twenty-five time clocks. All time clocks record punch transactions that are reflected into the time and attendance application. The application, web portal, and time clocks all operate per the Server. The current time clock information is as follows:

**Name:** Maximus Time Clock

**Configuration# (Model):** MSX2111/09

**Employee Recognition:** Bio - Metric (Fingerprint), ID, & ID number

**Power Source:** Power Over Ethernet (POE) & backup battery pack or standard power connection

**2. Time & Attendance and Payroll**

The time and attendance system is separate from the payroll system; therefore, it interfaces with Sage ABRA to fully process various payrolls.

The current system is set up to comply with six collective bargaining agreements and non-represented employees. There is an abundance of policies set up to accommodate collective bargaining agreements for attendance and payroll.

The current system generates standard reports that requires users to select specific filters including dates to generate a successful reports.

PPA currently positions over 1,000 employees.

**Scope:**

In this process the Philadelphia Parking Authority has the following goals:

1. To seek information on the most comprehensive systems including reliability, durability, stability, and versatility.

2. To scale applications dynamically according to organizational needs.
3. To scale systems that provide regular back-ups of both the server environment and the data.
4. To scale systems that either operate on a local based source or a cloud platform.
5. To scale systems with robust query and/or user defined reporting capabilities.
6. To scale systems that accommodates up to 150 users.
7. To scale systems that has the capacity to withstand over 1,000 employees (Active & Terminated).
8. To scale systems with time clocks that can read one or all of the following: ID badge, biometric, and/or an employee number.
9. Identify any call out/scheduling modules available.

**General Requirements:**

1. Systems must be capable to interface with various payroll systems.
2. Systems must accommodate four payrolls (2 Bi-weekly and 2 Weekly)
3. System must have additional web or secondary portal for every employee to view personal time accruals, transactions and balances.
4. In addition, employees should have the ability to request time off, submit overtime and demographic updates for approval.

**Registration:**

Interested parties are required to register for participation in the RFI by emailing Mary Wheeler at [mwheeler@philapark.org](mailto:mwheeler@philapark.org) prior to downloading documents. Registration shall include contact name, firm name, email address, telephone and firm address. Only those firms who are registered will receive addenda that are issued.

**The Philadelphia Parking Authority anticipates the following schedule for review of the responses:**

<b>Activity</b>	<b>Date</b>
Opportunity Posted	May 5, 2017
Question Deadline	May 19, 2017 at 2:00 PM
Response Submission Deadline	June 2, 2017 at 2:00 PM

Proposals must be sealed and delivered via certified mail, return receipt requested (to include commercial delivery services) or by hand-delivery. Whether mailed or hand-delivered, all envelopes must display the vendor name and must be boldly and clearly marked (not typewritten) "Time and Attendance System - RFI No. 17-16". All proposals must be presented with one (1) original and six (6) copies, individually numbered, and an electronic version consisting of one PDF file to the address below:

**The Philadelphia Parking Authority  
 701 Market Street, Suite 5400  
 Philadelphia, Pa 19106  
 Attn: Mary Wheeler  
 Manager of Contract Administration**

The Authority may request additional information, clarification, presentations or a product demonstration from any of the vendors who submit a response to the RFI after the initial review is complete.

## Questions Regarding this RFI:

Questions regarding this RFI are to be submitted by email only to Mary Wheeler at [mwheeler@philapark.org](mailto:mwheeler@philapark.org). Questions must be submitted no later than May 19, 2017 at 2:00 PM. All questions received by this date and time will be answered appropriately via addendum to all registered respondents. **The subject title of such emails should read, "RFI No. 17-16 – Time & Attendance System – Company Name."** Questions emailed by respondents, and any additional information that the Authority provides in response to such questions will be emailed in addendum form to all of registered respondents. Such distribution will also include posting on the Authority's website.

## Response Content:

Responses are to follow the tabbed format below:

### **A. Cover Letter**

Please include a signed cover letter of no more than one page indicating the name, title, location, telephone number, and email address of the party responsible for responding to this RFI. This person will be the main contact regarding follow up questions and or an invitation for presentation.

### **B. Qualifications of the Vendor**

1. Provide a brief overview of company.
2. All vendors must provide documentation of their stability and ability to support the Scope as requested in the RFI.
  - Documentation of longevity in the business
  - Documentation of financial stability
  - Records of satisfactory performance
  - Effective and efficient methods to respond to faults and failures within the system
  - Availability of a Project Team committed to the assignment
  - Proven ability to provide the type of technology for a company this size
  - Proven records of performance and completion schedules
  - Interest and knowledge in new technology conducive to this RFI
  - Training modules with varying levels of instruction

### **C. Proposed Solution**

Vendor shall provide a complete description of their proposed solution. Vendor shall identify whether or not their proposed solution can meet the goals set forth in the Scope of this RFI. In the event that the proposed solution cannot meet any goal(s) outlined, please provide an alternative solution if available.

Vendor shall also provide an approximate timeline for implementation.

Vendor shall identify any 3<sup>rd</sup> Party applications that would need to be procured to support the proposed solution.

### **D. Additional Information**

Any additional information not specifically requested, but which the respondent deems important and relevant may also be submitted.

### **E. Experience**

Discuss your relevant experience within the public sector over the past five years. Also, identify locations where your proposed solution is currently in use. Provide contact names, email addresses, mailing addresses, and phone numbers of three references. These references should include customers who are using similar products as are requested in this RFI. The Authority reserves the right to contact each reference listed and to request additional reference information after responses are received if necessary.

### **F. Request for Information Form**

Complete and attach the request for information form included in the RFI document. Extra pages may be attached as needed.

## **Philadelphia Parking Authority Policies and Reservation of Rights**

- Joint responses will not be accepted.
- The cost for developing a response to the RFI is entirely the obligation of the proposer and shall not be charged in any manner to the Authority.
- Oral communications from the Authority personnel or other persons shall not be binding and shall in no way materially modify the provisions of the RFI.
- While documents exchanged by or with the Authority or its agents during this process may be protected from public release by certain terms of Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104), Pennsylvania's Procurement Code, or other laws, all proposers in the instant process are advised to review such disclosure issues.
- **Any proprietary information shall be marked as proprietary on each relevant page of the response.**
- The Authority encourages submissions by minority, woman, and disabled owned firms ("MWDBE"). The Authority requires that any firm selected to participate in this process not to discriminate nor permit discrimination against any person because of race, color, religion, national origin, or sexual orientation. In the event of such discrimination, the Authority reserves the right to not consider the vendors response to this request for information.

**Request for Information Form  
Time & Attendance System  
(Additional Pages may be attached as needed)**

<b>Question:</b>	<b>Response:</b>
Company Name:	
Company Address:	
Company Web Page	
Main Product/Service	
Main Market/Customers	
Ownership Structure with ownership status in percentage	
Structure of mother corporation, joint ventures, subsidiaries, partnerships, etc.	
Number of years on the market	
Company location(s)	
Environmental Management System(s)	
Quality Management System(s)	
Describe your business Continuity Management	
Total Number of Employees:	
Production	
R&D	
Marketing & Sales	
Quality Department	
Financial Information:	
Last Year turnover	
Last Year Gross Margin	
Last Year Profit	
Stock Markets where your company is listed	
Anticipated Capacity conditions within 12 months	
Conditions in the RFI that cannot be met	
Availability of spare parts and support worldwide	