



LEGAL NOTICE

REQUEST FOR PROPOSALS NO. 13-200-ACCO

TIME, LEAVE AND ATTENDANCE SOLUTION

The Washington State Department of Enterprise Services (DES) will issue DES Request for Proposals (RFP) No. 13-200-ACCO to seek competitive proposals from Prime Bidders for purchasing and implementing an enterprise time, leave and attendance (TLA) solution that can be shared by state agencies. This procurement is subject to the WTO GPA.

DES is seeking proposals from Prime Bidders to procure a hosted, licensed commercially-available software product from the manufacturer of the primary components of the TLA Solution, including optional annual maintenance and support service renewals. DES will not develop custom-built software or procure a solution to be hosted at or by DES. Negotiations will be used to award a contract pursuant to this procurement.

The RFP will be issued on or about February 26, 2013. The tentative due date for proposals is April 2, 2013. The RFP, when issued, will include the precise due date and time for submittal of proposals. Proposals must be submitted in English with pricing in US Dollars.

Please note that a mandatory, in-person Bidders Conference is tentatively scheduled for Tuesday, March 19, 2013 at 2:00pm PT. The tentative deadline for Prime Bidders to register to attend the Bidders Conference is Thursday, March 4, 2013. The RFP, when issued, will include the precise date and time for, and further information on, the Bidders Conference, including registration deadlines and requirements. Due to space limitations, DES will limit the number of in-person representatives at the Bidders Conference to at least one (1) but not more than three (3) individuals from each Prime Bidder. Additional representatives may participate via WebEx. The individual responsible for developing Prime Bidder's response to the pricing component of the proposal must attend the Bidders Conference in-person (highly recommended) or via WebEx. The RFP, when issued, will describe in further detail the role of, and requirements applicable to, the Prime Bidder.

The estimated start date of the contract is August 2013 with implementation estimated to be completed by July 2015. From time to time, DES may acquire additional services consistent with the original scope of the agreement.

All future communication, the RFP and any addenda or amendments will be posted on the DES website located at:

<http://des.wa.gov/about/pi/TLA/Pages/default.aspx> and on Washington's Enterprise Business Solution (WEBS) located at: <https://fortress.wa.gov/ga/webs/>.

Send questions via email to the RFP Coordinator listed below:

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Prime Bidders from WTO member nations are invited to participate in the above procurement.