



NOTICE TO BIDDERS

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 for purchasing and implementing an enterprise time, leave and attendance (TLA) solution that can be shared by state agencies.

DES will procure a hosted, licensed commercially-available software product from the manufacturer of the primary components of the TLA Solution. DES will not develop custom-built software or procure a solution to be hosted at or by DES.

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.

Please note that a mandatory, in-person Bidders Conference is tentatively scheduled for Tuesday, March 19, 2013 at 2:00pm PT. The RFP, when issued, will include the precise date and time for, and further information on, the Bidders Conference. Due to space limitations, DES will limit the number of in-person representatives 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.

Washington State is an equal opportunity employer and minority and women-owned businesses are encouraged to apply.

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:

Department of Enterprise Services
Erica McConnell, RFP Coordinator
Email: erica.mcconnell@des.wa.gov