

Washoe Tribe of Nevada and California

REQUEST FOR PROPOSALS TIME KEEPING SOLUTION

DATE:	March 30, 2010
SUMMARY	The Washoe Tribe of Nevada and California is seeking proposals for a staff time keeping solution to automate our current manual process. The system will provide for job costing/payroll allocation, as well as leave tracking and payroll certification.
PROJECT TIMELINE	RFP issued March 30, 2010 Responses due by 5 p.m. on May 1, 2010 Award by June 1, 2010 (anticipated) Implementation by July 1, 2010 (anticipated)
REQUIREMENTS	1. Capture clock in and out with proximity badge readers (45 readers required) 2. Capture “on road” clock in and out via cell phone (approx 10 users) 3. Access data on desktop for allocation 4. Track absences & leave 5. Provide for electronic certification by employee and supervisor 6. Real time data reporting 7. Uninterrupted Power Supply (UPS) for data storage 8. Equipment to produce employee badges 9. Please note supplemental information on second page
STATISTICS	Active employees = approximately 350 # of W-2's issued in 2009 = approximately 650 Payroll & General Ledger software is MIP Fund Accounting v 10.2.3.0 The Tribe is currently using Windows Server 2003 but is in the process of upgrading to Windows Server 2008 R2 64 bit.
SUBMIT PROPOSALS By MAIL to:	Martha O'Neill Washoe Tribe of Nevada and California 919 U.S. Highway 395 South Gardnerville, NV 89410 martha.oneill@washoetribe.us www.washoetribe.us
COPIES	Submit 4 copies with one copy unbound.

Please provide the following information in your response. Please number your answers to correspond with the numbering below.

1. Name and address of respondent
2. Name, telephone number and e-mail of contact representative
3. Make/Manufacturer/Model of proposed equipment
4. Total price of equipment (itemized). Please quote the timekeeping system and the badge-making equipment separately.
5. Annual service plan (what is included, and annual cost)
6. What happens if a badge reader breaks down? How quickly can a replacement be installed?
7. What are the server requirements of the system?
8. What are the connectivity requirements of the badge readers?
9. What are the power supply requirements of the badge readers?
10. A non-exempt employee works 24 hours for fund 2003 and 8 hours for fund 2005. The employee takes 8 hours of leave during that week. How will the system allocate the leave?
11. An exempt employee works 30 hours for fund 2003 and 20 hours for fund 2005. How will the system allocate these hours? By percentage? Will it allocate the full 50 hours, or only 40?
12. A non-exempt employee works 30 hours for fund 2003 and 20 hours for fund 2005. How does the system allocate the overtime?
13. Explain the electronic signature process for certification of payroll by both employee and supervisor.
14. How can mistakes in coding (allocation) be corrected?
15. How many installations do you have for the configuration proposed?
16. How many of these installations utilize MIP?
17. Do you have an import/export routine that is currently in use to export data from the proposed system to MIP?
18. Please provide at least 3 references. If you have MIP installations, please insure that the references are from clients that use MIP.
19. Is there a demo available? How do we arrange to see it?
20. An illustrated brochure may be included.

Please note the following supplemental information:

1. The system must maintain records that will conform to the requirements of OMB Circular A-87 Attachment B Section 8 h (copy attached).
2. The system must be able to support the Tribe's policy for holiday pay (copy attached).
3. The system must be able to support the Tribe's procedure for measuring timely clocking in and out (copy attached).

Evaluation Criteria:

- Overall cost up to 60 points
- Features and Benefits up to 35 points
- Certified Small Business 2 points and/or Native American Business 3 points for a possible total of 5 points

OMB Circular A-87 Attachment B Section 8 h:

Support of salaries and wages. These standards regarding time distribution are in addition to the standards for payroll documentation.

(1) Charges to Federal awards for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the governmental unit and approved by a responsible official(s) of the governmental unit.

(2) No further documentation is required for the salaries and wages of employees who work in a single indirect cost activity.

(3) Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee.

(4) Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection (5) unless a statistical sampling system (see subsection (6)) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will be required where employees work on:

- (a) More than one Federal award,
- (b) A Federal award and a non Federal award,
- (c) An indirect cost activity and a direct cost activity,
- (d) Two or more indirect activities which are allocated using different allocation bases, or
- (e) An unallowable activity and a direct or indirect cost activity.

(5) Personnel activity reports or equivalent documentation must meet the following standards:

- (a) They must reflect an after the fact distribution of the actual activity of each employee,
- (b) They must account for the total activity for which each employee is compensated,
- (c) They must be prepared at least monthly and must coincide with one or more pay periods, and
- (d) They must be signed by the employee.

Holiday Pay Policies & Procedures

When a holiday falls on a Sunday, the following Monday shall be a holiday. When a holiday falls on a Saturday, the preceding Friday shall be a holiday. Holidays occurring during a period of annual leave shall not be considered as a day of leave. Compensation for a legal holiday shall not exceed eight (8) hours of holiday pay. If a holiday falls on the employee's regular day off, the employee will be compensated for equal time as time off or receive payment during the two-week pay period in which the holiday falls.

An hourly employee working other than a standard work week is entitled to the same number of paid holidays as a full-time employee working the equivalent standard work week.

An hourly employee who is in paid status on his/her scheduled shift before and after the holiday and takes the holiday off is entitled to receive eight (8) hours of holiday pay (2 hours worked = 1 hour holiday).

Hourly employees who are approved to work on a holiday shall be eligible to receive monetary compensation at time and one half their normal rate of pay for each hour worked on the holiday.

An employee scheduled to work on a holiday who fails to report his absence to his supervisor or Program Director shall not receive compensation for the holiday.

An employee whose employment is terminated the day before the holiday or who is hired the day after the holiday shall not receive compensation for the holiday.

An employee whose employment is not full-time employment is entitled to be paid holiday pay equal to what she/he would have received had there not been a holiday, and providing that she/he worked in his/her scheduled shift or was in paid status before and after the holiday.

Retail and Resort Employees

Because of their unique nature, Directors, managers, supervisors and employees of the ranches, resort, and retail stores must work on any assigned day including weekends and holidays. However, those working on holidays are eligible to receive holiday compensation based upon their work schedules and if they meet the criteria outlined in this section. Hourly Employees who work on these holidays shall receive time and one half their normal pay for each hour worked on the holiday. *REVISED: 5-14-04

WDG stores will observe Christmas and New Year's Day and may be closed depending on each location's business needs and schedule. *REVISED: 5-14-04

Compensation for a Tribal holiday shall be actual hours worked not to exceed eight hours. If a holiday falls on an employee's regular day off, the employee will not be compensated. Holidays that fall during a period of annual leave (vacation) shall not be considered a day of leave.

Procedure for measuring timely clocking in and out

The Washoe Tribe is an 8:00 A.M. to 5:00 P.M establishment.

It is the responsibility of Program Directors to calculate their employee's timecards prior to turning them in to the Finance Department.

The time cards are calculated on a quarter hour system, following the example schedule listed below:

7:53 – 8:07 A.M.	1.00 Hour
8:08 – 8:22 A.M	0.75 Hour
8:23 – 8:37 A.M.	0.50 Hour
8:38 – 8:52 A.M.	0.25 Hour