

Title of RFP: RFP2024-0003-ACCS

RFP Issue Date: May 9, 2024

Purpose: Select a qualified and experienced company to provide a comprehensive Time and Leave reporting software and support services solution

Procurement Method: Invited competitive proposals

Contract Term: To be determined based on selected proposal

Issuing Office: Alabama Community College System, Fiscal Services

Issuing Office Point of Contact: Shain Wilson shain.wilson@accs.edu

Deadline for Receipt of Proposals: May 23, 2024, at 2:00 p.m. Central Standard Time



SECTION I:

INTRODUCTION

The Alabama Community College System (ACCS) is seeking proposals from qualified and experienced companies to provide a comprehensive time and leave reporting software and support services solution to assist the ACCS system office and our community college system. The selected vendor should provide a robust software platform, along with thorough training and ongoing support to ensure accurate and efficient time and leave reporting across our System. The purpose of this RFP is to solicit proposals from qualified vendors who can meet our requirements.

The ACCS is comprised of twenty-four educational institutions, the Alabama Technology Network, and an administrative office. The ACCS has varied payroll reporting periods and the system must be adaptable to all time and leave needs for all parties.

ORGANIZATIONAL HISTORY:

The ACCS is Alabama's gateway to world-class, affordable education and technical training for the necessary skills to compete in a constantly evolving workforce. The ACCS consists of the System Office, 23 community and technical colleges, the Alabama Technology Network, and Marion Military Institute – one of five junior military colleges in the nation. The Alabama Technology Network (ATN) is a part of the ACCS and the Manufacturing Extension Partnership. ACCS is governed by the Alabama Community College System Board of Trustees.

SECTION II: PURPOSE OF RFP

The ACCS invites responses to this RFP to engage a qualified and experienced company to provide a comprehensive time and leave reporting software and support services solution to assist the ACCS system office and our community college system. The proposal shall not be limited to the general requirements listed below and each vendor is encouraged to respond with their ability to perform or expand on each item as well as provide additional capabilities not listed.

SECTION III: SCOPE OF SERVICES

The Alabama Community College System requires that the successful proposer provide, at a minimum, the following scope of services:

1. Time System
 - a. A cloud-based time software solution.
 - b. Efficient data transfer process.
 - c. Time system that integrates with Ellucian Banner SaaS.
 - d. Track and pay overtime.
 - e. Track and accrue comp time.

- f. If accrued overtime, the employee must physically work 40 hours for non-exempt employees and earn straight time for hours paid over 40 hours (i.e. work weeks with holidays or leave submissions).
- g. For certain employees who work less than 40 hours per week, the system needs to calculate straight time for any hours worked up to 40 hours. (ie. work schedules of 20 to 30 hours per week)
- h. Ability to differentiate between exempt, non-exempt, and hourly employees.
- i. Time and effort reporting for grants.
- j. Payroll head or supervisor having the ability to correct time entries.
- k. Ability to have multiple positions at one or more schools.
- l. Ability to track and distribute time worked based on multiple locations by position.
- m. Reports based on Time System.

2. Leave

- a. A cloud-based leave software solution.
- b. Efficient data transfer process.
- c. Leave system that integrates with Ellucian Banner SaaS.
- d. Leave Reporting.
- e. Request for leave.
- f. Payroll/HR head or supervisor having the ability to correct leave entries.
- g. Employee, supervisor, and Payroll/HR having the ability to see leave balances, leave taken, and accruals, in real-time.
- h. Ability to differentiate leave eligibility based on position.
- i. Ability to accrue leave based on eligibility years of service.
- j. Ability for employees, with supervisor approval, to cancel future and/or past leave approvals.
- k. Ability to create leave rules based on 5-year increments due to service anniversary. (ie. 5 years, 10 years, 15 years, 20 years, 25 years)
- l. Leave request. (ie. Prior approval, supervisor tracking, start and end times, hours taken, etc.)
- m. Leave balances updated when leave is taken.
- n. Ability to see leave balances, leave taken, and accruals, in real-time in the form of a leave register.
- o. Accommodate ACCSO leave year as a calendar year and the schools as payroll fiscal year (ie. Start 9/1/20xx).
- p. Reports based on Leave System.

3. Training and Onboarding:
 - a. Comprehensive training sessions for system administrators and all end-users on software functionality and best practices.
 - b. Training materials, user manuals, and documentation to support the implementation and ongoing usage of the software.
 - c. Optional on-site or virtual training sessions tailored to the specific needs of our colleges and system.
4. Technical Support and Maintenance:
 - a. Timely and responsive technical support to address software-related queries and issues.
 - b. Regular software updates and enhancements.
 - c. Assistance with troubleshooting, bug fixing, and system maintenance.
5. Integration with Ellucian Banner SaaS:
 - a. The vendor must be a certified partner of Ellucian with experience and a proven record in integrating with Ellucian Banner SaaS, following Ellucian's best practices. Examples of acceptable integration types are:
 - i. Direct Ethos API integration using EEDM, BPAPI and GraphQL with Data Access.
 - ii. Developed Data Connect pipelines to integrate with Ellucian Banner SaaS.
 - iii. These can be supplied to us as a Json object if the vendor has created the pipeline or supplied by Ellucian if Ellucian has created the integration for the vendor.
6. Data Security and Confidentiality:
 - a. Robust security measures to protect sensitive financial data, including encryption, access controls, and audit trails.
 - b. Compliance with relevant data protection payroll regulations.
 - c. Regular data backups and disaster recovery procedures to minimize the risk of data loss.

SECTION IV: PROPOSAL REQUIREMENTS:

Interested vendors are requested to submit a detailed proposal addressing the following points:

1. Company Overview: Provide a brief overview of your company, including its history, experience, and expertise in time and leave reporting software and support services.
2. Software Features and Functionality:
 - a. Describe the key features and functionality of your time and leave reporting software.
 - b. Highlight how your software specifically addresses time and leave.
3. Training and Support:
 - a. Outline your training approach and methodology for system administrators and all end-users.

- b. Explain the support services you offer, including response times, support channels, and escalation procedures.
 - c. Provide examples of training materials and documentation available to users.
4. Implementation Plan:
 - a. Provide a detailed implementation plan that outlines the steps, timeline, and resources required for successful deployment.
 - b. Highlight any potential challenges or dependencies that may impact the implementation process.
5. Pricing and Licensing:
 - a. Present your contract durations and pricing model, including licensing fees, implementation costs, and any recurring charges.
 - b. Clarify whether the pricing structure includes ongoing support and software updates or if they are billed separately.
6. Client References: Include a list of client references, preferably from higher education institutions, who have utilized your financial statement reporting software and support services.
7. Any additional information deemed important in assessing your firm's ability to provide the services requested.

SECTION V: PROPOSAL SUBMISSION:

The ACCS will select based on completeness and clarity of the proposal, understanding of the scope of work, prior experience, references, fees, and other factors which in the judgment of ACCS staff might have an impact to the provider's ability to provide services to the ACCS. In order to submit a response, Responders must read and follow all instructions, terms, conditions, and specifications of this RFP.

1. Responses must be received by May 23, 2024, by 2:00 p.m. (CST) at:
Alabama Community College System
Attention: Robin Head, Fiscal Agent
135 South Union Street, Suite 451
Montgomery, AL 36104
P.O. Box 302130 (36130-2130)
Email: Robin.Head@accs.edu
Late responses will not be accepted.
2. Responses may be submitted or delivered by regular mail or postal service, express or courier service, or hand delivery within a single sealed envelope or package. The outside of the package must clearly identify the following information: **responding vendor name, RFP2024-0003-ACCS, and Deadline to Respond May 23, 2024, at 2:00 p.m. Central Standard Time.** Email and faxed responses are not accepted.
3. It is the proposer's sole responsibility to ensure delivery in the Fiscal Office by the deadline. ACCS does not accept late responses for any reason including those due to postal or courier service delay.

4. ACCS requires an original and a minimum of one exact copy of the signed response to include any required addendum(s) and documentation. The original and the copy should be submitted together as a response package.
5. An authorized officer of the proposer must sign all proposals in ink and obtain proper notarization; failure to do so will result in rejection of the response.
6. Any further information or interpretation of the services requested must be submitted to Shain Wilson at shain.wilson@accs.edu no later than 5:00 pm CST May 16, 2024. Answers to such requests will be placed on the ACCS website at <https://www.accs.edu/vendors/>.

SECTION VI: PROPOSER'S RESPONSIBILITY

A proposer, by submitting a Proposal, represents and understands that:

1. The proposer is familiar with the conditions under which the services defined in this RFP must be performed. The proposer possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the ACCS; and
2. The proposer shall be solely responsible for all services provided. It is the responsibility of the proposer to verify the completeness of the requirement and its suitability to provide the services described in this RFP.

SECTION VII: GENERAL TERMS

1. All responses become a matter of public record at award. The ACCS accepts no responsibility for maintaining confidentiality of any information submitted with a response whether labeled confidential or not.
2. The Alabama Community College System reserves the right to reject any or all responses and to waive informalities in the best interest of ACCS. The Alabama Community College System reserves the right to not make any awards and re-issue this RFP at any time if it serves the ACCS' best interest.
3. The successful proposer shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of the requested work or service.
4. The successful proposer shall be required to complete a State of Alabama Disclosure Statement. Alabama Act# 2001-955 requires the disclosure statement to be completed and filed with all proposals, responses, contracts, or grant proposals to the State of Alabama in excess of \$5,000. Any changes to the status of the information on this form will require the submission of an updated form to the ACCS.
5. All selected vendors are required to complete the Alabama Immigration Law Compliance documents and IRS Form W-9.
6. Verification of enrollment in the E-Verify program will be required prior to any award to a vendor who employs one or more employees within the State of Alabama. Failure to provide documentation within 5 calendar days of notification will result in the rejection

of your response. To enroll in the E-Verify program visit <https://www.e-verify.gov/mye-verify>.

7. The ACCS reserves the right, for its convenience and without cause or penalty, to terminate any contract for services at any time with 30 days written notice. This provision may not be changed by subsequent contract.
8. Notwithstanding any other provision in this RFP, the proposing vendors acknowledge and agree that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment No. 26.
9. Any contract resulting from an award in connection with this RFP shall include the following terms:
 - a. This agreement shall be governed and construed in accordance with the laws of the State of Alabama without giving effect to any choice or conflict of laws, provisions, or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of Alabama.
 - b. It is further agreed that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment Number 26.
 - c. If any provision of this agreement shall contravene any statute or constitutional provision, either now in effect or which may be enacted during the term of this agreement, then the conflicting provision of this agreement shall be deemed null and void.
 - d. Contractor understands, acknowledges, and agrees that its sole and exclusive remedy for any claim which may arise from or relate to this agreement is to file a claim with the Board of Adjustment of the State of Alabama.
 - e. By signing this agreement, the parties affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire, for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.
 - f. This agreement constitutes the sole and entire agreement of the parties to this agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, negotiations, and agreements, both oral and written, with respect to such subject matter.
 - g. In compliance with Act 2016-272, the parties hereby certify that they not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.
 - h. This agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.
 - i. The Contractor shall provide all materials, supplies, workspace, personnel, and equipment that it deems necessary to perform the services provided for herein.

- j. The relationship between the parties is that of independent contractors. Nothing contained herein shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.