



JOLIET JUNIOR COLLEGE  
— 1901 —

## REQUEST FOR PROPOSAL

**Electronic Time and Attendance Solution**

*Compatible with*

**Ellucian Colleague Payroll Integration**



# JOLIET JUNIOR COLLEGE

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1901

## Joliet Junior College Request for Proposal

### **RFP Opening June 19, 2014**

#### **Background**

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 17,706 full time and part time students enrolled in Spring 2013 classes on its main campus located within the city of Joliet, and its five extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

#### **Vision Statement**

Joliet Junior College, the nation's first public community college, will be a leader in teaching and learning, and the first choice for post-secondary education.

#### **Mission Statement**

Joliet Junior College enriches people's lives through affordable, accessible, and quality programs and services. The college provides transfer and career preparation, training and workforce development, and a lifetime of learning to the diverse community it serves.

#### **I. OVERVIEW**

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from Providers for an electronic time and attendance solution that will track non-exempt employee's hours worked and leave time accumulation and will integrate with the Ellucian Colleague payroll module by uploading employee information from the HR/payroll module and downloading time and attendance information directly into our Ellucian Colleague payroll system for payroll processing.

Additional scope is discussed in the **SCOPE OF WORK** section of this proposal.



# JOLIET JUNIOR COLLEGE

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1901

## II. RFP SCHEDULE

Date	Event
May 22, 2014	Vendors contacted via email / advertised
June 5, 2014 @ 12:00 p.m.	Last date/time for submission of written questions via email to <a href="mailto:purchasing@jjc.edu">purchasing@jjc.edu</a>
June 12, 2014 @ end of business day	Responses to questions emailed
June 19, 2014 @ 2:00 p.m.	Proposals must be submitted to the attention of: Janice Reedus, Director of Business & Auxiliary Service, Campus Center Building A, Room 3100, 1215 Houbolt Road, Joliet, IL 60431
June 23 to July 3, 2014	JJC Evaluation Team reviews proposal
July 7 -17, 2014	Possible presentations by two top short-listed firms
August 12, 2014	Notification of Award

## III. INSTRUCTIONS TO VENDORS

**ADVICE:** The department responsible for this RFP is the Business and Auxiliary Services located at Campus Center, Building A, Room 3100, 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be Janice Reedus, Director of Business & Auxiliary Services, telephone (815) 280-6640; fax (815) 280-6631.

Questions concerning this RFP will be answered if sent to the Purchasing Department via email to [purchasing@jjc.edu](mailto:purchasing@jjc.edu) on or before June 5, 2014 by 12:00 p.m.

All questions and answers will be published and provided to all potential suppliers by end of business day on June 12, 2014.

**SUBMISSION:** the submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed proposals ARE NOT acceptable. All RFPs must be submitted by the date and time of public opening (see above). RFPs must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, RFP for



# JOLIET JUNIOR COLLEGE

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1901

**Electronic Time and Attendance Solution**, the opening date and time. An original and seven (7) copies of the RFP shall be provided.

RFPs must be addressed to: Joliet Junior College, Janice Reedus, Director of Business & Auxiliary Services, Campus Center Room A3102, 1215 Houbolt Rd., Joliet, IL 60431-8938.

RFPs not submitted in the format as instructed by this RFP will not be accepted. Addendums to this RFP, once filed, may be submitted in a sealed envelope only, properly identified, prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFPs shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFPs received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals maybe withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director of Business and Auxiliary Services or Joliet Junior College.

**ADDENDA:** The only method by which any requirement of this solicitation may be modified is by written addendum.

**PROPOSAL DUE DATE:** The proposal must be received on or before 2:00 pm June 19, 2014 at the Business and Auxiliary Services Department, Campus Center, Room A3100, 1215 Houbolt Rd., Joliet, IL 60431-8938

## **INSURANCE:**

The supplier performing services for JJC shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.



# JOLIET JUNIOR COLLEGE

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1901

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

## **TAXES:**

JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

## **INDEMNIFICATION:**

The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the supplier.

## **DISCLOSURE:**

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

## **TERM OF CONTRACT:**

Any contract, which results from this RFP, shall be for a period of one year from the date of the contract award. Assuming continued availability of funding; JJC may, at its sole option and with the consent of the supplier renew the contract for up to an additional four (4) one-year terms.

## **BLACKOUT PERIOD:**

After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of bid submission requirements or any information pertaining to prebid conferences. Such vendors making such request shall email Janice Reedes, Director of Business & Auxiliary Services, at [purchasing@jjc.edu](mailto:purchasing@jjc.edu) No vendor shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response

## **IV. GENERAL TERMS AND CONDITIONS**



# JOLIET JUNIOR COLLEGE

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1901

**Applicability:** These general terms and conditions will be observed in preparing the proposal to be submitted.

**Purchase:** After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business and Auxiliary Services.

**Right to Cancel:** JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

**Governing Law and Venue:** This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

**Dispute Resolution:** JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

**Costs:** All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

**Proprietary Information:** Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

**Negotiation:** JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

**Award:** The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the



# JOLIET JUNIOR COLLEGE

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1901

proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

**Retention of Documentation:** All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JJC.

**Opening of Proposals:** Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

## V. FORMAT FOR RESPONSE

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original and three (3) copies of the proposal will be required. Each shall be submitted in a binder. The original copy should be so noted and signed

### 1. Title Page

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

### 2. Table of Contents

Clearly identify the materials by sections and page number(s).

### 3. Letter of Transmittal

Limit to one or two pages.

- a. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
- b. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.

### 4. Profile of the Vendor

Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.

- a. Provide a list of the vendor's top ten current and prior two-year clients indicating the type of services the organization has performed for each client.
- b. Submit independently audited financial statements (one copy only). Such information



# JOLIET JUNIOR COLLEGE

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1901

will be considered in strict confidence.

- c. Indicate any third-party firms involved with your program and state their role(s).

## 5. Scope Section

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

## 6. Responses to Addendum

## 7. Prices Responses

## 8. Invoicing Procedure

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

## 9. Pro forma Contract

The terms and conditions included in the *Pro forma* Contract apply to any contract resulting from this RFP. In this section of your proposal state any clarifications to the proposed document and your reasons for clarifications. No exceptions are allowed. However, alternative suggestions are encouraged. Please list any alternative suggestions for improvement in costs and/or services provided as an alternative.

## 10. Bidder's Certification Statement

## VI. EVALUATION

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include, but not be limited to, the following considerations:

1. The provider's ability to assist JJC in meeting the overall goals and to reduce JJC administrative costs associated with the procurement process.
2. The quality and range of services the firm proposes to provide.
3. Specific experience of integration with Ellucian Colleague used by institutions of higher learning, specifically community colleges.
4. The extent to which the goods or services meet JJC needs.
5. The firm's overall experience, reputation, expertise, stability and financial responsibility.



# JOLIET JUNIOR COLLEGE

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1901

6. The vendor's past relationship with JJC, if any.
7. The experience and qualifications of the staff that will be assigned to service JJC's account.
7. The ability to provide service in an expedient and efficient manner.
8. Facilities (computerized information systems, access to industry facilities, quality and range of management reports, etc.) that will be used in auditing JJC's expenditures.
9. Vendor's financial terms offered to JJC.
10. The training options available.
11. The total, long-term cost to JJC to acquire the vendor's goods and services.
12. Any other relevant factor that a private business entity would consider in selecting a supplier.

## **SCOPE OF WORK**

### **JJC Background**

JJC presently uses Ellucian Colleague programs to track and process payroll and human resource items. The payroll/human resources (HR) program integrates with the financial and college operation modules. JJC will continue to use the Ellucian HR program to process payroll and human resource information. Leave/comp time information and approval is envisioned to reside in the time and attendance solution. JJC presently inputs non-exempt employee's time into the system manually from paper timesheets submitted by the employee and approved by supervisor, but is currently implementing Ellucian's Web Time Entry and Leave Request Online solution. Certain departments within JJC though require their employees to use a time clock that registers the actual time they clock in and out. Approximately 225 employees working in facility services, campus police, culinary arts and food service would use the system selected.

JJC currently uses eight (8) key/swipe/proximity pads for ease of punching in/out for those using our current time clock system to punch in/out.

### **C. Scope of Services**

#### **1. Role of Time and Attendance solution provider**

- a) Provide a time and attendance solution to accurately track employee time worked and leave taken to help insure JJC's compliance with Fair Labor Standards requirements.
- b) Provide technical support to insure proper integration of payroll system and proposed solution to include bridge programming between the time and attendance solution and Ellucian Colleague.



# JOLIET JUNIOR COLLEGE

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1901

- c) Provide key/swipe pads and/or proximity readers for employee time entry, and/or have the ability to use existing time clocks, if appropriate; as well as computer access for time approval by supervisors.

## 2. Scope of Services to be Provided

- a) Must import information from time and attendance solution into Ellucian Colleague payroll with ease and accuracy.
- b) Must provide that timely employee information is exported from Ellucian Colleague via Excel or a .csv file into proposed time and attendance solution, especially for start-up. Information would include name, employee position(s) codes, and leave information.
- c) Password/PIN protected for employee and supervisor access.
- d) Multiple pay period and classes such as monthly or semi-monthly, part-time or full-time and allow employees to enter time on multiple positions. Flexibility to use Ellucian's codes in the download to Ellucian's Colleague payroll module.
- e) Capability of job code input by the employee for those that are distributed over several cost centers.
- f) Time and attendance program to be preferably hosted in-house; however an outsource solution will be considered; therefore costs are to be clearly defined.
- g) Time and attendance program must be flexible as to employee input to include PC/network input (including network entry from off-site), keypad entry, swipe card and proximity card entry capable.
- h) Ability to set up departments independent of each other to identify hours based on the shift that is worked. Facility services and campus police receive shift differential pay based on their union contracts, but their shift designations are different.
- i) Ease of use for employees of all abilities, including those with disabilities.
- j) Time and attendance system must have electronic supervisor (sometimes multiple supervisors) approval capabilities as well as time correction by employee and supervisor.
- k) Preferred on-site implementation and start-up training by vendor.
- l) Multiple job descriptions for employee for job costing and control of overtime accumulation.
- m) Schedule capabilities for certain departments, especially for facility services and campus police.
- n) Supervisor/payroll email alert for missed time clock punches or no shows.
- o) Historical detail reports available for employee and management of hours worked and leave accumulated or taken.
- p) Real-time time and attendance recording in proposed solution for periodic batch updating into Ellucian Colleague.



# JOLIET JUNIOR COLLEGE

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1901

- q) Time and attendance system must track and integrate leave into hours to be paid. Leave includes but is not limited to:
- i. Sick
  - ii. Vacation
  - iii. Bereavement
  - iv. Personal
  - v. FMLA
  - vi. Leave without pay for contracted employees
  - vii. Comp time- both accumulation and taking of comp time
  - viii. Temporary duty leave

## **QUANTITY**

There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.

## **PROPOSED PRICING**

The vendor should furnish a list of proposed prices for all services and materials to be used during the term of the contract in the format prescribed. The list of proposed prices should be structured to allow for the calculation of unit cost analyses. The prices included herein are to be firm through the contract term, unless noted otherwise by the vendor.

## **PRICING FORMAT**

Base software costs

Additional add-ons/modules required, if applicable (please describe)

Installation charges

Implementation/initial configuration charges

Training costs

Any additional costs not covered previously

Annual service/maintenance costs



# JOLIET JUNIOR COLLEGE

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1901

Timeclock cost (per unit pricing)

Additional cost, if applicable, on timeclock capabilities for keypad entry, swipe cards, and proximity cards.

Please indicate if your system is compatible with other timeclocks and if yes, provide specifications



# JOLIET JUNIOR COLLEGE

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1901

## CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/BIDDER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525  
Director of Business & Auxiliary Services, H-1019  
1215 Houbolt Road  
Joliet IL 60431