

**COUNTY OF LUZERNE
REQUEST FOR PROPOSAL
AUTOMATED TIME AND LABOR MANAGEMENT SYSTEM**

1. Purpose. Luzerne County ("County") is seeking proposals, from qualified providers, for an **AUTOMATED TIME AND LABOR MANAGEMENT SYSTEM**. The County of Luzerne is a third class county with a population of approximately 310,000 and a diversified commercial, industrial and residential tax base. County services include a large park, recreation program, and a correctional facility. Other County operations include building and environmental inspections, street and park maintenance divisions as well as other functional departments.

2. Issuing Office. This Request for Proposal ("RFP") is being issued by the County's Office of Human Resources. The issuing office is the only point of contact for this RFP. **Proposals must be submitted to Douglas A. Pape, Chief Clerk/County Manager, Luzerne County Courthouse, 200 North River St., Wilkes-Barre, PA 18711-1001 no later than November 30, 2009 at 4:00 PM.**

3. Objective. The objective of this RFP is to solicit vendor proposals to provide a business-process outsourced solution to the needs of Luzerne County. The opportunity to provide the County with a comprehensive detailed solution should take into consideration all phases and aspects of the current processes with a cost effective solution to meet the goals and objectives of the County.

4. Scope of Project. The successful respondent will be capable of and expected to perform, at a minimum, the services listed below.

- a. Evaluate the effectiveness of the County's present system and process in terms of services provided and cost.
- b. Evaluate management's attitude toward Time Management and the effectiveness of the current Time and Labor Management programs.
- c. Assist the County in establishing a formal Time and Labor Management and Safety reporting process.
- d. Provide a written report indicating the findings and make specific recommendations relative to areas that appear to be in need of attention.
- e. Provide forms and a written policy where possible establishing a formal Time and Labor Management process to be followed by all Employees.

5. Data Available. The County will make the following information available to the successful respondent in the initial stages of the setup:

- a. A list of all County offices involved in Time and Labor Management process.
- b. An estimate by office of the number of employees by departments.
- c. Complete copies of all of the County's current policies.
- d. Other data reasonably required by the consultant to complete the RFP process.

6. Response to Request for Proposals. Each respondent must, at a minimum, provide the following information/data.

- a. A brief history and description of the firm, including a statement of the firm's qualifications to perform the requested services.
- b. A statement regarding the firm's capabilities and experience with governmental HR management, including a list of current clients for whom similar services have been provided.
- c. A list of two former clients for whom your firm no longer provides services.
- d. A list of the specific responsibilities, resumes and three (3) references for each individual who will be assigned to this project.
- e. A total cost showing the maximum guaranteed cost of the project as well as specific charges, hourly rates and any other basis of billing proposed by the consultant.
- f. A statement of the scope of services to be provided with a proposed work plan and schedule for completion.

7. Proposal Review Criteria. Each response may be reviewed and judged, at a minimum, on the following criteria.

- a. Responsiveness of the written proposal to the purpose and scope of the project.
- b. Reputation and professional qualifications of the specific individuals assigned to complete the project.

- c. Experience with governmental entities.
- d. Cost of work
- e. Timeline for the completion of the project
- f. Adherence to all requirements and conditions of the request for proposals.
- g. Results of possible project scope and completion plan interview with respondent(s).

8. Requirements of successful Respondent. The successful respondent must be prepared and able to meet the following requirements.

- a. The successful respondent shall agree to maintain in force professional liability insurance with limits of not less than \$1,000,000 at all times during which services are to be performed for the County. If such coverage is on a claims-made basis, the consultant must agree to maintain coverage, either through a claims-made contract or the use of an extended discovery provision, for three (3) years after the conclusion of all services performed under the agreement.

9. Miscellaneous. The successful respondent will act as a consultant to the County and must meet the following requirements.

- a. The consultant and its staff are to be and shall remain an independent contractor with respect to all services performed under this RFP and any subsequent agreement.
- b. The consultant shall defend, indemnify and hold harmless the County, its officials, employees and agents from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees arising out of or resulting from the consultant's performance of the duties required under this RFP and any subsequent agreement, provided that any such claim, damages, loss or expense is attributable to bodily injury, sickness, diseases or death, or to injury to or destruction of property including the loss of use resulting there from and is caused in whole or in part by any negligent act or omission or willful misconduct of the consultant.
- c. The consulting agreement shall be governed by the laws of the State of Pennsylvania.
- d. The consultant agrees that during the life of the subsequent agreement, the consultant will comply with all applicable federal, state and local laws, ordinances, rules and regulations, including those governing discrimination.

- e. The County will own and have a right to use, reproduce and modify as it desires any data, reports, analyses and materials which are collected or developed by the consultant or its officials, employees, and agents as a result of any agreement entered into between the County and the consultant for this project. The materials provided to the consultant by the County are for use solely with respect to the consulting project and are not to be used by the consultant or the consultant's officials, employees and agents for any other purpose outside the scope of the work requested by the County without specific written consent of the County.

10. Termination. The resulting consulting agreement may be terminated by the County with or without cause at any time upon written notice to the consultant. In the event that such termination should take place at a time other than at the completion of the work to be performed under the agreement, the consultant shall be paid for the work performed to the date of termination.

11. Bid Bond. Proposals must be accompanied by a certified check, bid bond, bank cashier's check or trust company treasurer's check in the amount of ten per cent (10%) of the total amount of the bid, made payable to the Treasurer of Luzerne County. If the bidder fails or refuses to enter into a contract within fifteen (15) calendar days after being given the award, the proceeds of the check/bond deposited by him shall be used as liquidated damages by the County for his failure or refusal to comply.

12. General Information.

- a. The RFP is not to be construed as creating a contractual relationship between the County and any firm submitting a response to this RFP.
- b. The County shall have no obligation or liability to any firm responding to this RFP. All costs associated with responding to this RFP are borne solely by the respondent.
- c. The County may require follow-up oral interviews with selected respondents and may require the respondents to participate in negotiations.
- d. The County reserves the right to reject any/or all responses, to modify the scope with one or more of the respondents, and to waive any/all requirements which the County deems to be in its or its employees' best interest.
- e. By submitting this information the firm represents that it has examined and understands this RFP and has become fully informed of all the requirements of the RFP. All terms and conditions set forth in this document are accepted and must be incorporated in the submission unless explicit exception is made to individual items and accepted by the County.

- f. By submitting a response, the firm represents that it has the ability to meet the requirements outlined herein.
- g. Firms should contact the County's Human Resources Department, at (570) 825-1509, for information or questions concerning this RFP.

After evaluation of the responses, the County will make its selection based on the response which best meets the needs of the County, in the sole discretion of the County. The Request for Proposals is not intended to create a public bidding process, and the proposal with the lowest quoted fees will not necessarily be accepted, nor will any reason for the rejection of any proposal be indicated. The County reserves the right to privately negotiate with any firm with respect to the requirements outlined in this Request for Proposal.

General System Requirements: Technical Specifications

System must be able to support Windows OS on Server: Windows NT, Windows 2000, Windows 2003 as well as MS Terminal Server, Citrix Metaframe and Novell Platforms	YES / NO	
System must be able to support Windows OS on Workstation/Desktop: Windows 95, Windows 98, Windows NT, Windows 2000 & Windows XP	YES / NO	
System must be able to support up to 2500 active employees w/ a minimum of 100 concurrent administrative end-users	YES / NO	

Software Specifications - General

Timekeeping system should not require dedicated application or host server (software can be implemented across a 'shared' network as an option)	YES / NO	
Vendor shall be able to provide 'thin' client/server solution that does not rely on third-party platforms (i.e. if Citrix or MS Terminal services, etc. are not available)	YES / NO	
Server-side application should be able to automatically update client-side software on an ongoing basis	YES / NO	
Network system must use record locking scheme – NOT file locking - in a multi-user environment (i.e. one user must be able to be in a particular employees time card at the same time another user is in that same employee's schedule)	YES / NO	
Standard network (multi-user) package must provide a minimum of 5 concurrent users	YES / NO	
System must be able to import/export any or all system data files in ASCII, CSV or SQL data format in standard package	YES / NO	
System must be flexible enough to be expanded at a future date for employee capacity and or concurrent network users	YES / NO	
System must be expandable to accommodate additional sites or locations to be added in future	YES / NO	
System must be able to provide – whether as part of initial implementation or as an add-on --- module for automatic monitoring employee attendance patters and assigning points, sending supervisor notifications, etc.	YES / NO	

System must be able to provide – whether as part of initial implementation or as an add-on --- module for advance Benefit Time scheduling using a calendar interface	YES / NO	
System must be able to archive up to 999 individual pay periods in separate folders for easy access of prior pay periods.	YES / NO	
The prior period data must not require any special techniques for retrieval or external storage devices.	YES / NO	
There must be a ACTIVE/INACTIVE 'switch' for employee record maintenance, allowing them to be excluded from reports, lists, etc.	YES / NO	
System must be able to produce listing of all ACTIVE employees, INACTIVE employees or both status types in a long format (containing all their setup parameters),	YES / NO	
System must store and maintain Employee records (hours history, absentee history) even though they may be rendered INACTIVE – and include their data in cumulative, historical reports.	YES / NO	
INACTIVE employees (due to termination, retirement, layoff, etc.) should not count toward overall employee count for software license(s) or fees	YES / NO	
System must include an on-board user data file 'rebuild' utility to correct file corruption and re-index data files	YES / NO	

Time Management Software Specifications – Security Issues/Concerns

Requirement	Yes/NO	Describe how you meet this requirement
System must have automatic 'log-off' feature, so that supervisors do not/cannot leave editing tables or employee information 'open' to other employees at their desktop over an extended period of time	YES / NO	
Auto log-off feature must have user configurable settings (amount of time that must elapse before end-user is logged off)	YES / NO	
System must provide managers or systems administrators the ability to log off individual employees from the timekeeping system at will (without having to log them off the network at the server level)	YES / NO	
System must provide on-screen warning for those employees being logged off the system by a manager or system administrator	YES / NO	
System passwords must contain user-configurable restrictions, limiting certain users to the areas in which they can edit, add or delete information in the software	YES / NO	
System passwords must contain user-configurable restrictions, limiting certain users to view-only activities	YES / NO	
System must provide unlimited number of passwords. [If system has limited/finite number, specify how many are allowed in the space provided]	YES / NO	
System passwords must contain user-configurable restrictions, limiting certain users to the areas in which they can view information in the software (e.g. a supervisor that is permitted to view schedules, but <u>not</u> hours and rate information)	YES / NO	
System must contain password 'profiles' so that supervisor rights/permission changes may be administrated on either a group or individual basis	YES / NO	
System passwords must be able to restrict users by Pay Category, Employee ID, Departments, Cost Centers, Jobs and or a User-defined code that may be assigned to employees	YES / NO	
System must allow supervisors to periodically change their own password(s), without having to provide them access to other password parameters, profiles and setup fields	YES / NO	

System must allow for the automatic rotation of passwords, so that the same password may not be used consecutively	YES / NO	
System must allow for passwords that expire after a set amount of time has elapsed (from one to 365 days minimum)	YES / NO	

Time Management Software Specifications – System Management

Requirement	Yes/NO	Describe how you meet this requirement
System must be simplistic, allowing 'write over' editing in the Employee time card, rather than having to open separate editing tables for field-by-field edits.	YES / NO	
System must provide 'write over' editing in the employee schedule, rather than having to open separate editing tables for field-by-field edits.	YES / NO	
System must provide required supervisor 'sign off' by assigned password, requiring certain supervisor passwords to signed of before payroll may be processed	YES / NO	
System must be able to display status, indicating whether or not an administrative end-user or supervisor's password is signed-off	YES / NO	
System must provide override functionality by payroll/HR administrator at the closing out of payroll in case of 'emergency' or tight payroll deadline	YES / NO	
System must keep unlimited audit trail of all changes (even multiple edits) to Time Card, Schedule and Final Hours files	YES / NO	
System must keep a printable audit trail of multiple changes to Time Card, Schedule and Final Hours files (in case.	YES / NO	
Audit trail must contain original information, what it was changed to, who changed that record (both ID and name) and the date and time of the change(s)	YES / NO	
Audit trail must be reportable by the Manager/Supervisor ID, Employee ID#, Date of change, and Date of original transaction. Audit reports must have option by the type of transaction: all Original Punches from the Clock, Changed Punches, Deleted Punches, Punch Insertions from the Clock, Punch Deletions from the Clock, Punches containing Reason Codes, Punch Types (In, Out, Lunch, Transfers, etc.), Error Codes and Manager ID's	YES / NO	

Audit archives must be kept indefinitely unless purged (by date) by payroll administrator	YES / NO	
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Time Management Software Specifications – Employee Scheduling

Requirement	Yes/NO	Describe how you meet this requirement
System must provide for 'round the clock' scheduling the standard software module for a minimum of three shifts	YES / NO	
System must provide ability to pre-schedule for shift premiums - even if that employee normally does not receive premium	YES / NO	
System must provide ability to automatically assign employees to a 'standard' schedule, thus automatically assigning their scheduled time to their default Department or Cost Center	YES / NO	
System must provide ability to make automatic schedule changes for employees (without having to make changes to each individual schedule.) based on their Department, Cost Center, Employee Classification, or based upon their current assigned schedule code or 'template'.	YES / NO	
System must allow for automatic change of scheduled lunch times and lunch period lengths without having to edit individual schedule files.	YES / NO	
System must allow for automatic changes to schedules based upon the Pay Type or Earnings Code they contain	YES / NO	
System must allow for 'permanent' changes to be made to current, next or all future scheduled shifts	YES / NO	
System must provide for scheduling of vacations, leave of absence, personal time, etc. at least 52 weeks in advance. System must also query the Benefit Accrual files, making sure that benefit time is actually available	YES / NO	
System must provide for scheduling of Stand-by pay.	YES / NO	
System must provide ability to match employee punches to varying schedules as a standard option	YES / NO	

System must provide ability to properly match employee punches to schedules that have identical START times and different STOP times (ex. 8:00-16:00, 8:00-18:00 and 8:00-20:00), thus properly assigning Early and Late 'exception codes'	YES / NO	
System must provide ability to schedule unpaid leave time without generating an absence, as an option	YES / NO	
System must allow for setup of individual shift/schedule changes or paid/unpaid leave time up to 2 years in advance, as a minimum	YES / NO	
System must offer a scheduling tool for creating non-standard rotating schedules (4 On, 4-Off; 4-On, 3-Off, 3-On, 4-Off, etc.) up to 52 weeks that run indefinitely requires no maintenance after setup	YES / NO	
System must provide a means of making 'spot' edits to the schedule(s) for an employee who's been assigned a schedule template (no matter how far into the future that change takes place), without permanently changing the assigned template or rotation of schedule	YES / NO	
System must provide a means of importing 'master' schedules (using codes?) via a standard import utility from the HR or Payroll systems	YES / NO	
System user interface must provide option for write-over editing in the employee Schedule, rather than requiring separate editing tables or fields.	YES / NO	

Time Management Software Specifications – Time Card Management

Requirement	Yes/NO	Describe how you meet this requirement
System user interface must provide option for write-over editing in the employee Time Card, rather than requiring separate editing tables or fields.	YES / NO	
System must provide look-up of an employee Time Card, Schedule, etc. by alphanumeric entry (typing 'R' in the name field(s) will provide you a listing of employees with names starting with 'R')	YES / NO	
When adding employees, system must provide a 'COPY' function that will create an identical record to the one you specify, less the name, SS# and Badge Identification.	YES / NO	

When using the 'COPY' function, system must also automatically create an identically assigned schedule for that new employee	YES / NO	
While editing Time Card, system must provide quick access to employee schedules, benefit time, current calculated hours, historical hours details and employee master profile record(s) from the same screen, without opening other software modules or programs	YES / NO	
System must provide a global, editing utility that allows any or all combinations of time cards to be edited based upon the punch exceptions they contain within them (absences, missing punches, long lunches/breaks, etc.)	YES / NO	
System must allow for the correction of ALL types of exceptions in a single pass through a global editing utility (i.e. editing must be accomplished without having to go through several steps - one function does it all)	YES / NO	
System must clearly and automatically identify on-screen why a Time Card has been brought to the attention of the user, identifying/detailing the punch exception and providing an explanation of the exception for the user	YES / NO	
System must provide a single-button (or hot key) 'quick fill' option, allowing the user to automatically enter an employee's scheduled START time (IN) or scheduled STOP time (OUT). No manual entry required.	YES / NO	
System must provide a single-button (or hot key) 'quick fill' option for entering the entire amount of an employee's scheduled hours, without having to manually key that information into the Time Card or access that employees schedule files	YES / NO	
System must automatically advance to the next selected employee Time Card record once all changes are completed in the current Time Card	YES / NO	
System must provide a means of globally & automatically inserting any missing punch transactions (In's, & Out's) or filling employee absences with schedules hours, in case of error or omission by the supervisor(s). No additional manual editing or input from the end-user required.	YES / NO	
The editing options menu must not obscure the view of the Time Card or the punch exception in question	YES / NO	
Time Card must provide ability to access and edit both current and future employee schedules (up to a minimum of two years in advance)	YES / NO	

Benefit hours edits in the Time Card must be automatically verified against the accrued benefit time balances for that employee (without end-user having to manually check)	YES / NO	
System must automatically notify end-user if Benefit Time total has been exceeded and displaying on-screen how many hours of that type are actually available to be paid	YES / NO	
System must provide the ability to choose whether benefit hours may be paid in excess of their current available balance (while still notifying the user that they have exceeded that balance)	YES / NO	
System must provide ability to scroll back and forth between employee records that were selected for global exception editing	YES / NO	
System must allow user to quickly verify the current calculated hours 'on-the-fly (as changes made to the Time Card and/or Schedule) and allow the end-user to return to make further changes if necessary and to verify the final hours calculation before proceeding	YES / NO	
In case of user error, global editing utility must have a 'RESTORE' or 'UNDO' feature to restore the Time Card to its original condition	YES / NO	
System must provide a means of restoring original Time Card information that may have been changed (Pay types, Dates, Shift info, Reason Codes, etc.) without restoring a system backup tape/disk	YES / NO	
System must be able to track and calculate shifts (even those with associated 'premiums') that cross midnight	YES / NO	
System must be able to calculate shifts - including shift premiums, OT and any Holiday conditions that may exist for shifts in excess of 24 hours	YES / NO	
System must provide ability to determine whether hours that cross midnight are allocated to the next day (ex. Hours worked from 19:00 on a Monday to 02:30 AM on Tuesday count toward Tuesday's hours, not Monday's)	YES / NO	

Time Management Software Specifications – Holidays

Requirement	Yes/NO	Describe how you meet this requirement
System must provide the unlimited ability to schedule Holiday pay 5 years in advance (at a minimum)	YES / NO	
System must be able to automatically substitute at least seven (7) alternate types of benefit time for the originally assigned type of time (ex. Holiday or Vacation)	YES / NO	
System must be able to automatically pay by the number of hours represented in an employee's schedule or a set number of hours as an option	YES / NO	
System must be able to assign holiday pay rules on an individual basis	YES / NO	
System must be able to automatically determine whether an employee is eligible for holiday pay based on whether they worked the scheduled day before and/or after the holiday, even if the day before is part of the prior pay period	YES / NO	
System must be able to automatically determine whether an employee is eligible for holiday pay based on a minimum number of days worked	YES / NO	
System must be able to automatically pay premium (OT) for hours worked on a holiday in addition to that employee's paid holiday hours without any manual editing or user intervention (This includes payment of any shift differentials involved)	YES / NO	
System must be able to automatically pay the difference between the hours worked on a holiday (paid at OT) and the 8 hours of regular holiday pay to be received without having to perform manual edits to the Time Card or final hours records	YES / NO	
System must be able to automatically determine the 'zones' in which holiday or premium hours are to be paid, even if that time precedes the actual holiday (ex. Dec. 25th is a holiday; but all hours worked on Dec. 24th between 21:00 and 7:00 AM on the 26th are paid as holiday or at a premium, depending on the employee group)	YES / NO	
System must be able to automatically hand the substitution of holiday or vacation hours, if an insufficient number of hours are available as part of their accrued benefit time (ex. An employee is scheduled for 8 hours of vacation, but only has 3 hours available; the additional 5 hours would be made up from a list of other available times, even if it took several types of time to satisfy it)	YES / NO	

Time Management Software Specifications – Reports/Lists

Requirement	Yes/NO	Describe how you meet this requirement
System must be able to display all reports to screen, offering a 'preview' option for all printed reports before they are sent to the printer	YES / NO	
System must be able to send print output to an ASCII file for e-mail distribution, later printing or for printing at another location (network printer). Report file names must be user-definable for drive specification, folder name, and file name.	YES / NO	
System must be able to produce up-to-the-minute historical hours/labor reports that include information from the current pay period so that Year-to-date reports, month-to-date reports, etc. may be created. User defined date ranges must also be available.	YES / NO	
System must be able to produce up-to-the minute exception reports detailing one or all of the following (Absences, Late In, Late Out, Early Departure, Missing Transactions) as well as Reason Codes. This should also be available in Year-to-date, month-to-date and pay period-to-date formats, as well as for user-defined date ranges.	YES / NO	
System must be able to provide an on-screen, user-define-able viewing 'window' containing a combination of historical hours and exceptions (user must be able to pick which hours and which exceptions are displayed in the 'window')	YES / NO	
System must be able to produce reports for specific pay types for current & up to 999 previous pay periods, as well as for user-defined date ranges.	YES / NO	
System must be able to produce Year-at-a-glance reports, graphically displaying employee exceptions, benefit time taken and situations that have attached 'Reason Codes' (or any combination of the three)	YES / NO	
System must provide complete time & attendance reporting capabilities (as well as editing functionality) for at least 150 archived pay periods (including Time Card reports, Schedule reports, Exception reports, Employee Listings, Shift reports, Department reports, Job reports, etc.)	YES / NO	
Reports must be able to be 'filtered' by employee Name (using one/ all/range or a user-defined pick-list of names)	YES / NO	
Reports must be able to be 'filtered' by department (using one/ all/range/user-defined list of departments)	YES / NO	

Reports must be able to be 'filtered' by 'master' schedules (using one/all/range/user-defined list of schedules)	YES / NO	
Reports must be able to be 'filtered' by hire date (using one/all/range/user-defined list of hire dates)	YES / NO	
Reports must be able to be 'filtered' by assigned pay rule (using one/all/range/user-defined list of pay rules)	YES / NO	
Reports must be able to be 'filtered' by birth date (using one/all/range/user-defined list of birth dates)	YES / NO	
System must provide ability to ranges must be available by Date, Name, Employee ID, Department, Cost Center or user defined Employee Classes or Location Codes	YES / NO	
Reports must be user-configurable, allowing users to report hours with or without gross dollar totals, including shift premiums, OT or job classification premiums	YES / NO	
System must provide a report that details all hours and pre-scheduled 'events' (such as in-service, out-of-town conferences, etc.) using user-defined date ranges	YES / NO	
System must be able to produce employee listings, based on ACTIVE or INACTIVE status.	YES / NO	
System must be able to print out an abbreviated employee listing with just the employee ID, Name, Department and/or Cost Center	YES / NO	
Employee listings must have option to be printed in order of Name, Department, Hire Date, Birth Date or 'Home' Clock	YES / NO	
Historical exception reports must be able to include the date of the exception, the exception itself and a Reason Code for why that exception may have occurred	YES / NO	
Historical reports must include additional (20-30) sorting fields using user-defined data. Sorting to include ONE, ALL or a RANGE of criteria.	YES / NO	
Hours/Exception reports must be able to be printed 10 minutes after each shift has ended without manual intervention by the payroll administrator	YES / NO	
Reports must be view-only for some personnel, while other administrators may print them out.	YES / NO	
Reports must be able to be 'compressed' (without using a smaller font or pitch), so that data from several employees may be included on a single sheet of paper	YES / NO	

General System Requirements: Provided Data Collection

Requirement	Yes/NO	Describe how you meet this requirement
Data collection device should be made of durable materials with metal mounting plates (or similar metal case)	YES / NO	
4 hour function UPS/battery backup (2 hour backup battery will be considered)	YES / NO	
Device must have ample memory for a minimum of 2,200 employee punches/transactions	YES / NO	
Device must have lithium ion battery for data and program retention during power failure (no data loss)	YES / NO	
Data collection device shall have a reserve memory buffer for retention of punch data after transmission of data to host computer	YES / NO	
Data collection device must read existing employee and student badges currently in use	YES / NO	
Vendor must provide warranty for parts and labor coverage. Please be specific.	YES / NO	

Time Data Collection Specifications – Other

System must be able to support multiple data collection and reader types. All data collection terminals should be able to work together and/or in conjunction with one another (badge readers, biometric readers, security badge/device readers) regardless of their mode or means of communication (serial, modem, IP, etc.)	YES / NO	
System must be able to support PC based Data Collection, Telephone Based Data Collection	YES / NO	
System must be able to restrict employees to entering transactions at one or more 'home' clocks (ex. Employee A can punch at clocks 1, 2 and 3 only; not at clocks 4, 5 and 6)	YES / NO	
Employees must be able to look up their most recent punches at a particular clock or clocks	YES / NO	
System must provide employees with a means of making schedule requests at the clock (for Vacation, Personal Time and Dr. Appointments, etc.) Requests must be able to be reported from within the software	YES / NO	
Clocks must have the option to ring buzzer/bell at up to (with support of up to 30 intervals, seven days a week)	YES / NO	
Clocks must be able to be connected directly (serial communications) or by an internal/external modem	YES / NO	

Clock must be able to communicate across Windows networks using TCP/IP protocol, without requiring dedicated communications server(s) or PC's	YES / NO	
System must optionally provide ability to connect several clocks (a clock 'network') using a stand-alone external modem, even in remote buildings	YES / NO	
Clocks must have at least 10-12 user-configurable function keys (plus manager functions)	YES / NO	
Clock must have option for wide display (4 line x 40 character back-lit LCD or equiv.) for longer messages & information to be displayed	YES / NO	
Clock must be able to allow supervisors to perform several management functions from a single function key (change time, change date, create group transfers, change display, change clock ID, set clock communications baud rates, etc.)	YES / NO	
Clock must allow users/managers to tag certain transactions with special 'reason' codes at the clock, that can be later identified/reported in the software	YES / NO	
Clock number must be stamped on every punch and appear in the electronic Time Card as well as on TC reports so supervisors/department heads know which clock was used	YES / NO	
Supervisors must be able to edit time punches at the clock (add punches, delete punches, transfer punches, etc.)	YES / NO	
Clocks must not allow employees arriving more than 15 minutes BEFORE their schedule and more than 15 minutes AFTER their schedule to transact without supervisor approval (manager swipes his/her badge) Manager overrides affecting employee punches at the clock must be able to be reported in the software, as an audit feature	YES / NO	
Clocks must be able to display messages for specific employees or groups of employees and allow that employee to optionally delete the message	YES / NO	
Clocks must give employees the option to delete messages	YES / NO	
System must be able to upload updated biometric (hand & finger) templates from the hand reader, so that they are always current in the software	YES / NO	
System must be able to download employee PIN numbers and hand templates to the Hand Punch (as well as other biometric devices)	YES / NO	

Clocks must have ability to attach to serial printers for printing of reports at remote sites	YES / NO	
Clocks must be able to control access at certain doors, providing an audit trail of who came in those doors. Audit trail must be suitable for import into Lotus, MS-Access or MS-Excel. This should be a standard function/feature of the system.	YES / NO	
Clock must allow employees to transfer pay types for training, etc.	YES / NO	
Clock must allow employees to transfer departments as a single-key function (employee is not required to key in department number, just press a key and swipe)	YES / NO	
Clock must allow employees to transfer from their scheduled job to premium-pay jobs (Charge Nurse, Shift Supervisor, etc.) and back to their original job later in the shift	YES / NO	
System must allow for the automatic payment of extra time for clean up, clothes change, etc.	YES / NO	
System must be able to pay OT or DT for time worked before and/or after the scheduled time, even if it does not meet the 8 hr./day OT (or 40 hr./week) rules	YES / NO	

Provide Pricing for the Following:

Time Management & Accrual Software to handle approximately 2000 Employee's, 100 Concurrent Users, Clocks and or time capturing apparatuses. Telephone Software Data Collection with enough incoming lines to handle remote employees, PC Based Data Collection time tracking on Employee Information Center with 50 Users, Installation of Data Collection Terminals and Software Data Collection, Installation of Time Management and Accrual Software, Training of 80 Supervisors and Setup.	Total \$
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Luzerne County Department List

Department	Full Time Employees	
Assessors	36	
Security	27	
Building & Grounds	33	
Emergency Management	3	
Clerk of Courts	18	
Commissioners	24	
Community Development	15	
Controllers	14	
Coroner	4	
Sheriff's	47	
Courts	70	
Data Processing	8	
District Attorney	62	
Jury Commissioners	2	
Probation Services	143	
Veteran Affairs	5	
Orphans Court	4	
Luzerne County 9 1 1	88	
Corrections	342	
Domestic Relations	65	
Prothonotary	22	
Purchasing	8	
Moon Lake	4	
Recorder of Deeds	15	
Register of Wills	12	
Bureau of Elections	13	
Recreation	3	
Mapping	10	
Tax Claim Bureau	7	
Treasurer	12	
Commission for Women	1	
Road & Bridge & Engineers	53	
Human Services	11	
Children & Youth	176	
Public Defenders	33	
Transportation	44	
Convention & Visitors Bureau	5	
Environmental Special Projects	2	
Planning & Zoning	5	
Area Agency on Aging	96	
MH/MR	23	

Magistrates	57	
Solid Waste Management	2	
Court Stenographers	15	
Solicitors	0	
LCWIDA	40	
MH/MR	52	
Drug & Alcohol	8	
Total	1739	