



**REQUEST FOR PROPOSALS
FOR RANCHO PUBLIC SCHOOLS**

TIME KEEPING SYSTEM

RFP NO: 2015-006-ADM

DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:

DATE: July 18, 2015

TIME: 2:00 PM MDST

**DELIVER TO: Rio Rancho Public Schools
Purchasing Room 120
500 Laser Road NE
Rio Rancho, New Mexico 87124**

The date and time received will be stamped on the proposals by RRPS offices. Late Proposals will not be accepted. It is the responsibility of the Offeror to ensure that proposals are delivered on time to the correct address.

INVITATION:

The Rio Rancho Public Schools Purchasing Department invites you to submit an offer for the material(s) and/or services identified and described within this Request for Proposal (RFP). Please read carefully all instructions, specifications, requirements, scope of work terms and conditions. Failure to comply with the instructions, terms and conditions and specifications of this Request may result in your offer being classified as unresponsive and disqualified. Offers must be submitted to the above address no later than the time and date specified above. New Mexico criminal law prohibits bribes, gratuities and kickbacks.

OFFER SUBMITTAL:

All information must be entered in ink or typed and corrections must be initialed. **Offerors are required to submit one (1) original and four (4) copies of their offer.** Offers are to be submitted in a sealed envelope, clearly marked with the Request for Proposal Number and Opening Date (see Offer Due By date above) in the lower left hand Corner. Failure to mark your sealed Offer Submission Envelope may result in your Offer being opened early or your offer not being included in the Request for Proposal Opening.

SUBMITTAL LOCATION:

**Rio Rancho Public Schools Purchasing
Room 120
500 Laser Road NE
Rio Rancho, New Mexico 87124**

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RRPS CONTACT INFORMATION:

Kathy Hayes, Purchasing Specialist
Telephone: (505)896-0667 ext 51137
E-mail: khayes@rrps.net

OTHER INFORMATION:

Freight Terms: FOB Destination
Payment Terms: NET 30

TERMS AND CONDITIONS

The purchases of materials and/or services awarded under this Request For Proposals are subject to The Rio Rancho Public Schools Standard Terms and Conditions and all information and statements contained in this Request for Proposal. Offerors may submit alternate terms and conditions; however, RRPS reserves the right to reject the language if it is determined not to be in the best interest of RRPS.

SECTION I

INSTRUCTIONS TO OFFERORS

1. **ACKNOWLEDGEMENT OF ADDENDA.** Offerors shall acknowledge receipt of any addenda of this RFP by identifying the addendums number and date in the space provided on the response form.
2. **ALTERNATE OFFERS.** Alternate offers will be accepted and considered provided they are “equal to” and meet all specifications of this RFP which may include all specifications of the Brand used to identify the quality of the goods and/or services requested. RRPS reserves the right to make the final determination as to whether or not an alternate offer is equal. It is the Offeror’s responsibility to provide, as part of the offer, descriptive literature, specifications and information on all alternate products and services offered. References of current users should be included. If the item(s) or service(s) offered are not clearly identified as alternate item(s) or services, it is understood that the offer is for item(s) and service exactly as specified in this RFP.
3. **AWARD INFORMATION.** Award information will be posted electronically on the RRPS Purchasing Department web site.
4. **AWARDS – MULTIPLE.** RRPS reserves the right to make multiple awards or to otherwise split the award of the items, projects and/or sections of this proposal.
5. **CANCELLATION.** RRPS reserves the right to cancel without penalty, this RFP, any resultant Purchase Order/Agreement, or any portion thereof for convenience, unsatisfactory performance, or unavailability of funds.
6. **CASH DISCOUNTS.** RRPS will take advantage of cash discounts offered whenever possible; however, cash discounts will not be used as a means to determine the lowest cost.
7. **CLARIFICATIONS.** Any clarification of instructions, terms and conditions, insurance, bonds, or offer preparation shall be made only by the Contract Specialists stated on the cover sheet of this RFP. Technical clarifications should be addressed to the individual identified on the cover sheet. RRPS response to requests for clarifications must be posted and distributed in writing as an addendum/amendment to this RFP to be considered and relied upon as a part of this RFP solicitation.
8. **COPIES OF OFFER.** If submitting by hard copy or on CD, please submit the number of hard/CD copies of your offer as stated on the cover sheet along with all supporting documents.
9. **LATE SUBMISSIONS.** Late submissions of offers will not be accepted or considered unless it is determined by RRPS that the late receipt was due solely to mishandling by RRPS or the offer is the only offer received. Late submissions will be returned unopened.
10. **MODIFICATIONS.** Only modifications received prior to the date and time specified for the closing will be accepted. No modifications will be accepted after the opening. Technical clarifications of the offer may be requested by the Purchasing Specialists following the opening.

11. OFFEROR CLARIFICATION. The Offeror should include a local or toll-free number and e-mail address for offer clarifications. Failure to do so may result in the Offer being deemed non-responsive.

12. PERIOD FOR OFFER ACCEPTANCE. Offeror agrees that any offer made submitted will be good for a period of ninety (90)-calendar days; an additional time period may be requested in the RFP Scope of Work.

13. PUBLIC INFORMATION. All information, except that classified as confidential, will become public information at the time that the RFP is awarded. Confidential information must be marked "CONFIDENTIAL" in red letters in the upper right hand corner of the pages containing the confidential information. Price and information concerning the specifications cannot be considered confidential.

14. REJECTION OF OFFERS. RRPS reserves the right to make an award based on the evaluation criteria contained herein, to reject any and all offers or any part thereof, and to accept the offer that is in the best interest of RRPS.

15. RIGHT TO WAIVE MINOR IRREGULARITIES. The RRPS Purchasing Department reserves the right to waive minor irregularities. The RRPS Purchasing Department also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the RRPS Purchasing Department.

16. SUBMISSIONS OF DRAWINGS/LITERATURE. The submission of samples, drawings and literature to be used in the evaluation of the offer, must be submitted by the designated closing date and time in order to be considered. All submissions shall be made at no expense to RRPS. Returns shall only be made at the Offers request and expense.

17. TAXES. RRPS is exempt from Federal Excise Taxes and from New Mexico Gross Receipts Taxes on materials. Services are not exempt. Taxes on services should be included as a separate line item and not included in the base price offer. Applicable taxes are excluded from the RFP evaluation. A non-taxable transaction certificate is available on the RRPS Purchasing Department web site.

18. WITHDRAWAL OF OFFERS. Offers may be withdrawn by written notice, electronically or in person by an Offeror or an authorized representative at any time prior to the submittal due date and time. Offerors requiring bid security will result in forfeiture of the bid security if the offer is withdrawn following the opening.

19. **RESIDENT BUSINESS, RESIDENT CONTRACTOR AND RESIDENT VETERAN PREFERENCE CERTIFICATION.** To receive a resident business preference pursuant to Section 13-1-21 NMSA 1978 or a resident contractor preference pursuant to 13-4-2 NMSA

1978, a business or contractor is required to submit with its bid or proposal a copy of a valid resident contractor certificate issued by the New Mexico Taxation and Revenue Department. *In addition, the attached "Resident Veteran Preference Certification" form (Exhibit D) must be filled out, signed and accompany any RFP from any business wishing to receive a resident veteran's preference.*

SECTION II REQUEST FOR PROPOSAL (RFP) STANDARD TERMS AND CONDITIONS

The following General Terms and Conditions are an equal and integral part of this Request For Proposal (RFP). The terms, conditions and specifications contained in this RFP along with any attachments and the Offerors' response may be incorporated into any Purchase Order/ Agreement issued as a result of this RFP, including any addenda. RRPS reserves the right to negotiate with a successful Offeror (Contractor) provisions in addition to those stipulated in this RFP. The contents of this RFP, as revised and/or supplemented, and the successful Offerors' proposal may be incorporated into the Contract. Should an Offeror object to any of the RRPS Standard Terms and Conditions the Offeror must propose specific alternative language that would be acceptable to RRPS. General references to the Offerors' terms and conditions or attempts at complete substitutions are not acceptable to RRPS and will result in disqualification of the Offerors' proposal. Offerors' must provide a brief statement of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

Any proposed changes to the terms and conditions attached to this RFP must be stated in Offerors' proposal in a Section marked "TERMS AND CONDITIONS". Offerors are cautioned that any changes to the terms and conditions that are NOT stated in the RFP response will not be entertained by RRPS at a later date. Any provisions in any proposal, quotation, acknowledgment or other forms or contract documents applicable to the services that are inconsistent, or in conflict, with any provisions of this RFP or the resultant contract will be ineffective and inapplicable.

RRPS reserves the right to reject a proposal on the basis the compromising language cannot be accepted by RRPS. Any additional terms and conditions which may be the subject of negotiation will be discussed only between RRPS and the successful Offeror and shall not be deemed an opportunity to amend the Offeror's proposal.

An Awardee of a Price Agreement established with RRPS has the opportunity to market the resultant Price Agreement to other local public bodies and state agencies under the State of New Mexico Public Purchases and Property Act, NMSA 1978, Article 1, Procurement, Section 13-1-129, "Procurement under existing contracts."

1. ****ACCEPTANCE AND REJECTION.** If prior to final acceptance, any goods or services are found to be defective or not as specified, or if RRPS is entitled to revoke acceptance of them RRPS may reject or revoke acceptance, require Seller to correct without charge within a reasonable time, or require delivery at an equitable reduction in price, at RRPS's option. Seller shall reimburse RRPS for all incidental and consequential costs related to unaccepted goods or services. Notwithstanding final acceptance and payment, Seller shall be liable for latent defects,

fraud, or such gross mistakes as amount to fraud. Acceptance of goods or services shall not waive the right to claim damages for breach of contract.

2. ****ASSIGNMENT.** Any resultant Purchase Order/Agreement may be assignable by RRPS. Except as to any payment due hereunder, any resultant Purchase Order/Agreement shall not be assignable by Seller without written approval from RRPS.

3. ****INSTRUMENTALITIES:** Seller shall supply all equipment, tools, materials and supplies required for the performance of the designated tasks or requirements set forth in any resultant Purchase Order/Agreement or its attachments.

4. ****CHANGES.** RRPS may make changes within the general scope of any resultant Purchase Order/Agreement by giving notice to Seller and subsequently confirming such changes in writing. If such changes affect the cost of, or the time required for performance of a resultant Purchase Order/Agreement, an appropriate equitable adjustment shall be made. No change by Seller shall be recognized without written approval of RRPS. Any claim of Seller for an adjustment under this Paragraph must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change. Nothing in this Paragraph shall excuse Seller from proceeding with the performance of the Purchase Order/Agreement as changed hereunder.

5. **CLEAN UP.** It is the Seller's responsibility that the job site be kept clean and free of rubble while work is performed under this contract. Upon completion of work, all areas shall be cleared of all contractors' equipment excess materials and rubble.

6. ****CONFLICT OF INTEREST.** Seller shall disclose to RRPS Purchasing Department the name(s) of any District employee or member of the Board of Regents who has a direct or indirect financial interest in the Seller or in the proposed transaction. A District employee (or Regent) has a direct or indirect financial interest in the Seller or in the proposed transaction if presently or in the preceding twelve (12) months the employee/Regent or a close relative has an ownership interest in the Seller (other than as owner of less than 1% of the stock of a publicly traded corporation); works for the Seller, is a partner, officer, director, trustee or consultant to the Seller, has received grant, travel, honoraria or other similar support from the Seller, or has a right to receive royalties from the Seller. Seller shall file a Conflict of interest Disclosure form with RRPS Purchasing Department.

7. **DAMAGE AND SECURITY OF RRPS PROPERTY.** The proposer shall be responsible for all damage to persons or property that occurs as a result of proposer's fault or negligence, or that of any of his employees, agents and/or subcontractors. The proposer shall save and keep harmless RRPS against any and all loss, cost, damage, claims, expense or liability in connection with the performance of this contract. Any equipment or facilities damaged by the proposer's operations shall be repaired and/or restored to their original condition at the proposer's expense, including but not limited to cleaning and painting.

8. **DISRUPTION OF NORMAL ACTIVITY.** All work shall be performed so as not to interfere with the District's normal activities. When it is necessary to disrupt normal activities, the schedule of work, and the areas to be affected must be approved by RRPS's authorized representative prior to commencement of the work.
9. ****DISCOUNTS.** If prompt payment discounts apply to any resultant Purchase Order/Agreement, any discount time will not begin until the materials, supplies, or services have been received and accepted and a correct invoice has been received by RRPS's Accounts Payable Department. In the event testing is required prior to acceptance, the discount time shall begin upon completion of the tests and acceptance.
10. **EMPLOYEE CERTIFICATION.** The Seller and all Seller's employees utilized on the work to be performed under this RFP must have the proper certification(s) and license(s) to comply with State and Local requirements in regard to the work to be performed under this RFP. The Seller shall use only fully qualified and approved service technicians to perform inspections, service and/or repairs covered under this RFP.
11. ****ELIGIBILITY FOR PARTICIPATION IN GOVERNMENT PROGRAMS.** Each party represents that neither it nor any of its management or any other employees or independent contractors who will have any involvement in the services or products supplied under a resultant Purchase Order/Agreement, have been excluded from participation in any government healthcare program, debarred from or under any other federal program (including but not limited to debarment under the Generic Drug Enforcement Act), or convicted of any offense defined in 42 U.S.C. Section 1320a-7, and that each party, its employees and independent contractors are not otherwise ineligible for participation in federal healthcare programs. Further, each party represents that it is not aware of any such pending action(s) (including criminal actions) against each party or its employees or independent contractors. Each party shall notify the other immediately upon becoming aware of any pending or final action in any of these areas.**12.**
12. **EQUIPMENT REQUIRED.** The proposer shall be responsible for supplying and maintaining all equipment and materials necessary to complete the work to be performed under this RFP except as otherwise noted in the Specifications.
13. ****HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA).** The parties agree to enter into a mutually acceptable amendment to a resultant Purchase Order/Agreement as necessary to comply with applicable federal laws and regulations governing the use and/or disclosure of individually identifiable health information. Such amendment shall be entered into on or before the date by which hospitals are required to be in compliance with the privacy regulations promulgated under the Health Insurance Portability and Accountability Act of 1996.
14. ****EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION.** In performing or providing the services and goods required under a resultant Purchase Order/Agreement, each

party shall be an equal opportunity employer and shall conform to all affirmative action and other applicable requirements; accordingly, each party shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the basis of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap or medical condition, sexual preference, prior military involvement or any other manner prohibited by law.

15. **F.O.B. Unless stated otherwise, the price for goods is F.O.B. the place of destination, and the place of destination is RRPS's Main District Office address.

16. **GOVERNING LAW. All resultant Purchase Order/Agreements shall be construed in accordance with the laws of the State of New Mexico as they pertain to Purchase Order/Agreements executed and fully to be performed within New Mexico, or federal law where applicable, but in either case excluding that body of law relating to choice of law.

17. **INDEMNIFICATION AND INSURANCE. Seller assumes the entire responsibility and liability for losses, expenses, damages, demands and claims in connection with or arising out of any actual or alleged personal injury (including death) and/or damage or destruction to property sustained or alleged to have been sustained in connection with or arising out of the goods delivered by Seller or the performance of the work by Seller its agents, employees, sub-contractors or consultants, except to the extent of liability arising out of the negligent performance of the work by or willful misconduct of RRPS. Seller shall indemnify, defend and hold harmless RRPS, its officers, agents, and employees from any and all liability for such losses, expenses, damages, demands, and claims and shall defend any suit or action brought against any or all of them based on any actual or alleged personal injury or damages and shall pay any damage costs and expenses including attorneys' fees, in connection with or resulting from such suit or action. Seller will also indemnify, defend and hold harmless RRPS against any joint and several liabilities imposed against RRPS with respect to strict products liability claims attributable to the fault of the Seller.

Seller agrees that it and its sub-contractors will maintain general liability, product liability and property damage insurance in reasonable amounts (at least equal to the New Mexico Tort Claims Act limits) covering the above obligation and will maintain workers' compensation coverage covering all employees performing under a resultant Purchase Order/Agreement on premises occupied by or under the control of RRPS. The liability of RRPS will be subject is all cases to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1 et seq. NMSA 1978, as amended."

18. **INDEPENDENT BUSINESS. Neither Seller nor any of its agents shall be treated as an employee of RRPS for any purpose whatsoever. Seller declares that Seller is engaged in an independent business and has complied with all federal, state and local laws regarding business permits and licenses of any kind that may be required to carry out the said business and the tasks

to be performed under any resultant Purchase Order/Agreement. Seller further declares that it is engaged in the same or similar activities for other clients and that RRPS is not Seller's sole or only client or customer.

19. **INSPECTION. RRPS may inspect, at any reasonable time, any part of Seller's plant or place of business, which is related to performance of any resultant Purchase Order/Agreement. Final Inspection will be made at the destination upon completion of delivery of goods and services. Acceptance of delivery shall not be considered acceptance of the goods and/or services furnished. Final inspection shall include any testing or Inspection procedures required by the Specifications.

20. INSPECTIONS, SELLER. The Seller shall be responsible for securing at Seller's expense, all required inspections to comply with Federal, State and/or Local regulations governing the work performed under this RFP

21. LICENSES/PERMITS/EASEMENTS. The seller shall be responsible for obtaining, at his Seller's expense, all easements, right-of-ways, accesses, licenses, permits, and utility locations required to perform the work under this RFP.

22. MERGER. The contract shall incorporate all the agreements, covenants, and understandings between the parties thereto concerning the subject matter thereof. No prior agreements or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in the contract.

23. NEW MATERIALS REQUIRED. All materials and equipment delivered and/or installed under this RFP shall be new and be the standard products of a manufacturer regularly engaged in the production of the materials and equipment. Where two or more units of the same class of materials and/or equipment are required, the units shall be the products of the same manufacturer. Any manufacturer's data supplied with the item(s) shall be submitted to RRPS's authorized representative.

24. OSHA REGULATIONS. The Seller shall abide by Federal Occupational Safety and Health Administration (OSHA) regulations, the State of New Mexico Environmental Improvement Board's Occupational Health and Safety Regulations that apply to the work performed under this RFP. The Seller shall defend, indemnify, and hold RRPS free and harmless against any and all claims, loss, liability and expense resulting from any alleged violation(s) of said regulation(s) including but not limited to, fines or penalties, judgments, court costs and attorney's fees.

25. **OTHER APPLICABLE LAWS. Any provision required to be included in a resultant Purchase Order/Agreement by any applicable and valid executive order, federal, state or local law, ordinance, rule or regulation shall be deemed to be incorporated herein.

26. ****PATENT AND COPYRIGHT INDEMNITY.** Seller shall indemnify, defend and hold harmless RRPS against all losses, liabilities, lawsuits, claims, expenses (including attorneys' fees), costs, and judgments incurred through third party claims of infringement of any copyright, patent, trademark or other intellectual property rights.

27. ****PAYMENT TERMS.** Upon written request from Seller for payment, RRPS shall, within 30 days, issue a written certification of complete or partial acceptance or rejection, with payment to follow within 30 days after certificate of acceptance. Late payment charges shall be ½ of 1% per month.

28. ****PAYROLL OR EMPLOYMENT TAXES.** No federal, state, or local income, payroll or employment taxes of any kind shall be withheld or paid by RRPS with respect to payments to Seller or on behalf of Seller its agents or employees. Seller shall withhold and pay any such taxes on behalf of its employees as required by law. The payroll or employment taxes that are the subject to this paragraph include but are not limited to FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, and state unemployment insurance tax. If Seller is not a corporation, Seller further understands that Seller may be liable for self-employment (Social Security) tax, to be paid by Seller according to law.

29. ****PENALTIES.** The Procurement Code, Section 13-1-28 at seq. NMSA 1978, as amended imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose criminal penalties for bribes, gratuities and kickbacks.

30. **RETENTION OF RECORDS.** Contractor will maintain detailed records indicating the date, time and nature of services provided under the Agreement for a period of at least five years after termination of the Agreement, and will allow access for inspection by RRPS of New Mexico, the Secretary for Health and Human Services, the Comptroller General and the Inspector General to such records for the purpose of verifying costs associated with provisions of services under the Agreement.

31. **SITE INSPECTION.** The site(s) referenced in this RFP are available for inspection. Arrangements may be made by contacting the individual listed on the cover sheet.

32. **SITE FAMILIARITY.** The Seller shall be responsible for thoroughly inspecting the site and work to be done prior to submission of an offer. The Seller warrants by this submission that the site has been thoroughly inspected and the work to be done and that the offer includes all costs required to complete the work. The failure of the Seller to be fully informed regarding the requirements of this Request will not constitute grounds or any claim, demand for adjustment or the withdrawal of an offer after the opening.

33. **STATE AND LOCAL ORDINANCES.** The Seller shall perform work under the resultant contract in strict accordance with the latest adopted version of all State and local codes,

ordinances, and regulations governing the work involved. All materials and labor necessary to comply with the rules, regulations and ordinances shall be provided by the Seller. Where the drawings and/or specifications indicate materials or construction in excess of the code requirements, the drawings and/or specifications shall govern. The Seller shall be responsible for the final execution of the work to meet these requirements. In the event of a conflict between various codes and standards, the more stringent shall apply.

34. **WAIVER.** The Contract shall contain a provision that states that no waiver of any breach of the Contract or any terms or conditions thereof shall be held to be a waiver of any other or subsequent breach; nor shall any waiver be valid, alleged or binding unless the same shall be in writing and signed by the party to have granted the waiver.

35. **RELEASE RRPS GOVERNING BOARD.** The Contractor shall, upon final payment of the amount due under the contract release the Governing Board of RRPS, their officers and employees and the State of New Mexico from liabilities, claims and obligations whatsoever arising from the contract. The Contractor agrees not to purport to bind RRPS or the State of New Mexico to any obligation not assumed in the contract by the RRPS Governing Board or the State of New Mexico unless the Contractor has express, written authority to do so, and then only within the strict limits of that authority.

36. ****TERMINATION AND DELAYS.** RRPS may by written notice stating the extent and effective date, terminate any resultant Purchase Order/Agreement for convenience in whole or in part, at any time. RRPS shall pay Seller as full compensation for performance until such termination: (1) the unit or pro rata order price for the delivered and accepted portion; and (2) incidental damages, not otherwise recoverable from other sources by Seller, as approved by RRPS, with respect to the undelivered or unaccepted portion of any resultant Purchase Order/Agreement provided compensation hereunder shall in no event exceed the total contracted price. Such amount will be limited to Seller's actual cost, and may not include anticipated profits. RRPS shall not be liable for consequential damages. RRPS may by written notice terminate any resultant Purchase Order/Agreement in whole or in part for Seller's default if Seller refuses or fails to comply with the provisions of a resultant Purchase Order/Agreement or fails to make progress so as to endanger performance and does not cure such failure within a reasonable period of time. In such event, RRPS may otherwise secure the materials, supplies or services ordered, and Seller shall be liable for damages suffered by RRPS thereby, including incidental and consequential damages. If after notice of termination, RRPS determines Seller was not in default, or if Seller's default is due to failure of RRPS, termination shall be deemed for the convenience of RRPS. The rights and remedies of RRPS provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under a resultant Purchase Order/Agreement as used in this paragraph, the word "Seller" includes Seller and Seller's sub-suppliers at any tier.

37. ****TITLE AND DELIVERY.** Title to the materials and supplies passed hereunder shall pass to RRPS upon acceptance at the FOB point specified, subject to the right of RRPS to reject. For any exception to the delivery date specified, Seller shall give prior notification and obtain approval thereto from RRPS's Purchasing Department. Time is of the essence and the Purchase Order/Agreement is subject to termination for failure to deliver on time.

38. ****SELLER'S EMPLOYEES AND AGENTS.** Seller shall have complete charge and responsibility for persons employed by Seller and engaged in the performance of the specified work. The Seller, its agents and employees state that they are independent contractors and not employees of RRPS. Seller, its agents and employees shall not accrue leave, retirement, insurance, bonding or any other benefit afforded to employees of RRPS as a result of any resultant Purchase Order/Agreement.

39. ****WARRANTIES.** Seller warrants the goods and/or services furnished to be exactly as specified in any resultant Purchase Order/Agreement, free from defects in Seller's design, labor, materials and manufacture, and to be in compliance with any drawings or specifications incorporated herein and with any samples furnished by Seller. All applicable UCC warranties express and implied are incorporated herein.

40. ****WORKERS COMPENSATION.** No workers compensation insurance has been or will be obtained by RRPS on account of Seller or its employees or agents. Seller shall comply with the workers compensation laws with respect to Seller and Seller's employees and agents.

41. ****WORKMANSHIP/COOPERATION.** All work shall be done in a neat, workman-like manner using acceptable equipment and methods consistent with that level of care and skill ordinarily exercised by members of the profession/trade and in accordance with sound professional/trade standards and ethical practice. The Seller will cooperate with RRPS and other contractors and coordinate their work involving other contractors through RRPS's authorized representative.

42. ****PURCHASE ORDER/AGREEMENT.** Any resultant Purchase Order/Agreement shall be the sole and entire Purchase Order/Agreement between the parties; any documents incorporated into the Purchase Order/Agreement are listed explicitly on the front side of the Purchase Order/Agreement, or are incorporated by implication by the terms of any resultant Purchase Order/Agreement. Any terms inconsistent with or in addition to any resultant Purchase Order/Agreement proposed by Seller are deemed rejected unless agreed to in writing by an appropriate District official.

43. ****GRAMM-LEACH-BLILEY ACT.** Pursuant to the Gramm-Leach-Bliley Act and the regulations set forth at 16 CFR Part 314, RRPS of New Mexico ("District") requires its Service Providers to implement and maintain appropriate safeguards for the protection of Customer Information. Accordingly, the Service Provider shall implement and maintain a comprehensive information security program that contains administrative, technical and physical safeguards that

reasonably and appropriately protect the confidentiality, integrity, and availability of confidential Customer Information that it creates, receives, maintains, or transmits on behalf of RRPS. In addition, the Service Provider will require and ensure that any of its agents, sub-contractors, or sub-consultants, to which it provides confidential Customer Information of RRPS, implement appropriate security measures to protect confidential Customer Information of RRPS.

Service Provider shall not use or disclose covered data and information received from or created on behalf of RRPS except as permitted or required by this Purchase Order/Agreement, as required by law, or as otherwise authorized in writing by RRPS. Upon becoming aware of a security breach in which District Customer Information is used or disclosed in a manner not authorized or covered by this Purchase Order/Agreement, including any reasonable belief that an unauthorized individual has accessed a database containing covered data and information, or in violation of any applicable state or federal laws, Service Provider will report to RRPS any security incident immediately upon being aware of such a breach and take such corrective steps/action to remedy the breach as requested by RRPS and required by law.

Upon termination, cancellation, expiration or other conclusion of this Purchase Order/Agreement, Service Provider shall return to RRPS covered Customer Information and data unless RRPS requests in writing that such Customer Information and data be destroyed. Service Provider shall complete such return or destruction not less than 30 days after the conclusion of this Purchase Order/Agreement. Within such 30 day period, Service Provider shall certify in writing to RRPS that such return or destruction has been completed. To the extent return or destruction is not feasible; this Purchase Order/Agreement shall remain in full force and effect.

Service Provider means any person or entity that receives, maintains, processes, or otherwise is permitted access to Customer Information through its direct provision of services to a financial institution. The Gramm-Leach-Bliley Act broadly defines “financial institution” as any institution engaging in the financial activities enumerated under the Bank Holding Company Act of 1956, including “making, acquiring, brokering, or servicing loans” and “collection agency services”. Because higher education institutions participate in financial activities, such as processing student financial aid and student loans, FTC regulations consider them financial institutions for purposes of the Gramm-Leach-Bliley Act.

Customer Information means any record containing nonpublic information as defined in 16 CFR 313.3(n), about a customer of a Financial Institution, whether in paper, electronic or other form that RRPS has obtained from a customer in the process of offering a financial product or service including offering student aid and loans to students as defined in 12 CFR 225.28. Any and all Customer Information provided by RRPS to the Service Provider or which the Service Provider acquires through its own efforts in rendering or providing any goods or services under this Purchase Order/Agreement, shall be considered confidential and held in strict confidence and shall only be released to the Service Provider’s own personnel, agents, sub-contractors and sub-consultants only to the extent necessary to provide or perform the goods and/or services required

by this Purchase Order/Agreement. Such information shall not be released by the Service Provider to any other person or organization without the prior written consent and approval of RRPS."

44. ****PROTECTION OF CONFIDENTIAL DATA.** Service Provider agrees to abide by the limitations on re-disclosure of personally identifiable information from education records set forth in The Family Educational Rights and Privacy Act (34 CFR § 99.33 (a)(2) and with the terms set forth below. 34 CFR 99.33 (a)(2) states that the officers, employees and agents of a party that receives education record information from the Institution may use the information, but only for the purposes for which the disclosure was made.

Definition: Covered data and information (CDI) includes paper and electronic student education record information supplied by Institution, as well as any data provided by Institution's students to the Service Provider.

Acknowledgment of Access to CDI: Service Provider acknowledges that the Purchase Order/Agreement allows the Service Provider access to CDI.

Prohibition on Unauthorized Use or Disclosure of CDI: Service Provider agrees to hold CDI in strict confidence. Service Provider shall not use or disclose CDI received from or on behalf of Institution (or its students) except as permitted or required by the Purchase Order/Agreement, as required by law, or as otherwise authorized in writing by Institution. Service Provider agrees not to use CDI for any purpose other than the purpose for which the disclosure was made. If the Family Policy Compliance Office of the U.S. Department of Education determines that the Service Provider improperly disclosed personally identifiable information obtained from Institution's education records, Institution may not allow the Service Provider access to education records for at least five years.

Return or Destruction of CDI: upon termination, cancellation, expiration or other conclusion of the Purchase Order/Agreement. Service Provider shall return all CDI to Institution or, if return is not feasible, destroy any and all CDI. If the Service Provider destroys the information, the Service Provider shall provide Institution with a certificate confirming the date of destruction of the data.

Maintenance of the Security of Electronic Information: Service Provider shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted CDI received from, or on behalf of Institution or its students. These measures will be extended by contract to all sub-contractors used by Service Provider.

Reporting of Unauthorized Disclosures or Misuse of Covered Data and Information: Service Provider shall, within one day of discovery, report to Institution any use or disclosure of CDI not authorized by this Purchase Order/Agreement or in writing by Institution. Service Provider's

report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the CDI used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Service Provider has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Service Provider has taken or shall take to prevent future similar unauthorized use or disclosure. Service Provider shall provide such other information, including a written report, as reasonably requested by Institution.

Indemnity: Service Provider shall defend and hold Institution harmless from all claims, liabilities, damages, or judgments involving a third party, including Institution's costs and attorney fees, which arise as a result of Service Provider's failure to meet any of its obligations under this Purchase Order/Agreement.

Note: Inclusion of data by students into the terms of the contract will depend upon the contract and may not be needed."

45. **SCHEDULE DELAYS.** If after the award, the Seller becomes aware of possible problems that could result in delay in completion of the work on the agreed-to schedule; the Seller must immediately notify the Buyer or the designated representative. The initial notification of the delay may be verbal with a written confirmation, giving the probable cause and effect, with recommendations for alternate action. Nothing in this paragraph will be interpreted as relieving the Seller of its contractual obligations; however, failure to notify RRPS promptly will be basis for determining the Seller responsibility in an otherwise excusable delay.

46. ****FOREIGN PAYMENTS.** Payment for services performed by a foreign individual or a foreign corporation while in the US may be subject to 30% tax withholding per IRS Publication 515.

47. ****OWNERSHIP OF DOCUMENTS.** All documents which are prepared by the Seller or any member of the consulting team that form a part of its services under a resultant Purchase Order//Agreement are the sole property of RRPS and such works may not be reproduced nor distributed without the express written consent of RRPS and shall be delivered to RRPS upon termination and or completion of this Purchase Order/Agreement if RRPS so requests. The Seller shall be responsible for the protection and/or replacement of any original documents in its possession. RRPS shall receive all original drawings and the Seller shall retain a reproducible copy.

Work Made for Hire - For the consideration payable under a resultant Purchase Order/Agreement, the work product required by the Purchase Order/Agreement shall be considered a work made for hire within the meaning of that term under the copyright laws of the United States, applicable common law and corresponding laws of other countries. RRPS shall have the sole right and authority to seek statutory copyright protection and to enjoy the benefits of ownership of the work. The party performing the work hereby assigns all rights, title and interest in and to the work to RRPS and shall require all members of the consulting team to agree

in writing that they assign all right, title and interest in work product required by the Purchase Order/Agreement to RRPS.

Inventions. For the consideration payable under a resultant Purchase Order/Agreement, the Seller agrees to report any invention arising out of the Work required by the Purchase Order/Agreement to RRPS. RRPS shall have sole right and authority to seek statutory patent protection under United States and foreign patent laws and to enjoy the benefits of ownership of the invention, whether or not the invention was required of the Seller or member of the consulting team as part of the performance of Work. The Seller hereby assigns all right, title and interest in and to inventions made in the course of the Work to RRPS and agrees to execute and deliver all documents and do any and all things necessary and proper to effect such assignment. Seller shall require all members of the Consulting Team to agree in writing that they will execute and deliver all documents and do any and all things necessary and proper to effect assignment of inventions arising out of the Work required by the Purchase Order/Agreement to RRPS.

Survival of Provision. This provision shall survive expiration and termination of the Purchase Order/Agreement.

48. ****ECCN REPORTING REQUIREMENT.** Seller acknowledges that providing goods and services under any resultant Purchase Order/Agreement is subject to compliance with all applicable United States laws, regulations, or orders, including those that may relate to the export of technical data or equipment, such as International Traffic in Arms Regulations ("ITAR") and/or Export Administration Act/Regulations ("EAR"). Seller agrees to comply with all such laws, regulations and orders as currently in effect or hereafter amended. Seller shall not disclose any export-controlled information, or provide any export-controlled equipment or materials to RRPS without prior written notice. In the event that RRPS agrees to receive such export-controlled information, equipment or materials, Seller shall: (i) include the Export Control Classification Number (ECCN) on the packing documentation, and, (ii) send an electronic copy of the ECCN number and packing documentation to: khayes@rrps.net.

**SECTION III
RFP SCHEDULE**

- RFP Issuance date:..... June 18, 2015
- Deadline for electronically submitted questions:..... 9:00 AM, June 30, 2015
- RFP responses due date & time:..... 2:00 PM, July 17, 2015

Negotiations. RRPS reserves the right to request an oral presentation after receipt of the proposals. The negotiations and projected date of award may change due to the presentations.

DEADLINE TO SUBMIT WRITTEN QUESTIONS: Potential Offerors may submit additional written questions as to the intent or clarity of this RFP until **June 30, 2015 by 11:00am**. All questions including technical questions regarding the RFP must be submitted electronically and should be e-mailed to Kathy Hayes at: khayes@rrps.net Offerors are to submit written questions using the format on RFP Question Submittal Form. Written responses to the questions timely submitted and received will be posted at the RRPS Purchasing Website, as an addendum and will become part of the RFP file. The questions and answers will not indicate any reference to the Offeror that submitted the questions(s). Offerors must provide a single point-of-contact in order to receive an official RRPS response.

This RFP contains specific requests for information. In responding to this RFP, Offerors are encouraged to provide additional information if Offeror believes that information is to be relevant.

SECTION IV INTRODUCTION/PURPOSE

RRPS is soliciting offers for the purchase, installation, setup, training, and technical support of a Time and Attendance System to meet the information needs of the District. The basis of the RFP is to find a replacement for RRPS's current electronic time keeping system. This request for proposals (RFP) is for an **integrated system** to meet the immediate and long range needs of RRPS as outlined in the general and detailed system requirements that follow. By integrated software package, we mean that all software delivered from a vendor should be facilitated from a common organization-wide database permitting the total sharing of information within and across functions and other systems. The integration should include data access products, spreadsheets, and word processors. By immediate and long range, RRPS means a system that will provide functionality to the school district for a period of 8-15 years with maintenance, upgrade, and support services available from the vendor.

The functional areas to be covered by the proposed software are time reporting and records retention. Other optimal features of the replacement system, including payroll processing, HR management, or other useful management tools are desired and will be considered and may be purchased by RRPS. The system will be used by all departments with multiple classifications of employees.

RRPS proposes a phased move to the new system beginning with implementation starting the Summer of 2015 and production no later than Fall 2015.

In meeting the needs in these areas, RRPS realizes that these systems can be procured from: a) a single vendor; b) a group of vendors offering a joint proposal; or c) multiple vendors each responsible for a portion of the system and integration of their product/application. RRPS prefers to procure an integrated central administrative database and Time and Attendance System from a single vendor to meet the total needs of the organization.

In considering options for this software, RRPS is most interested in exploring web client based options that perform equally well in a diverse computing environment that includes Windows,

Linux and other operating systems. RRPS will be focusing on the functional capabilities of the software. At the same time, integration and flexibility are key considerations, as RRPS continues to evaluate new options and consider redesign of processes to provide high-quality customer service as efficiently as possible. The software must work in support of, not as a hindrance to, innovation and serve the needs of RRPS both now and in the future.

The RFP is purposely detailed so the various proposals can be measured against our perceived requirements. The detail furnished and listed below is intended to provide every vendor the opportunity to fully describe how its software will fulfill our needs and where it may fall short and assist RRPS in making an informed choice.

SECTION V BACKGROUND

RRPS is the third largest K through 12 public school district in the state of New Mexico. RRPS was founded in 1994. Since its inception, RRPS has flourished offering more programs to additional students year after year.

RRPS is currently using 2500 full and part time employees. Time calculated in Kronos for approximately 300 part time employees is tracked and then manually uploaded into the District's finance system, Alio, for payroll processing. Employees enter their absences in Aesop & the Payroll Department retrieves the absences from Aesop and manually enters it in Alio. RRPS processes payroll semi-monthly.

RRPS is comprised of three (4) High schools, four (4) Middle Schools and eleven (11) grade schools. RRPS, employs *approximately (2500)* faculty and staff employees. Only 300 currently report time into Kronos. The total number of employees whose time we expect to track in the system will be at least 1000.

Currently we use three systems:

1) Alio processes payroll, tracks employee records and maintains compensation records; 2) Kronos tracks time worked; and 3) AESOP records leave taken and substitute coverage and actively seeks out substitute coverage through phone calls and web based accounts. Currently these three systems do not interface with one another. **RRPS's need is for all three systems to interface with one another.**

RRPS IT Standards. RRPS has Information Technology Standards for governance and regulatory compliance for applications within its portfolio. The datacenter requirements are outlined below:

Datacenter - For applications/software that is provided to reside within the District's Datacenter, the District's Standards are:

Hardware	VM Ware Virtualized Servers
OS	Windows Server 2008 R2
	Windows Server 2012 R2
Database	SQL Server 2008 R2 (64)
	SQL Server 2012 R2 (64)

Current Time Reporting Description

RRPS currently collects and processes time and attendance information using Kronos & AESOP. The goal of this project is to streamline the time and attendance reporting function through automation of the process. The goal is to both reduce the amount of manual processing of time and attendance and to improve the accuracy of reporting to ensure that staff are paid accurately.

Description of Systems

We expect Alio to interface with the solution proposed by the vendors.

A. Alio

Alio is the District's human resources, payroll, accounts payable, procurement, receipts, and financial reporting system. It contains a wide variety of employee demographic, employment, and payroll data, both current and historical. The primary purpose of Alio is to ensure that all employees are paid properly and in a timely fashion, and to support reporting requirements of both the District and external agencies. Alio updates are uploaded by the RRPS IT department. Updates are provided by Weidenhammer.

B. Technical Information

Alio Web Version 15.3.1 resides on a physical Windows 2008 R2 Standard server running Oracle Version 10.2.0.5.0.

C. Financial Information System (FIS)

ALIO is the system of record for the official District financial ledgers and chart of account. It provides support for the operational processing of all campus acquisitions, payables, equipment inventory, and financial transfer activity, as well as for the production of official campus financial reporting for internal and external customers. Alio utilizes Weidenhammer's Corporation's ALIO software on an Oracle platform.

D. AESOP

A substitute placement and absence management software system that uses automated calling features and online access for substitutes and contracted staff. Aesop records only leave/absences for contract staff (not time worked). Aesop records only time assigned for substitutes (but doesn't verify their presence on campus). Employees report their immediate absences and request advance leave by accessing Aesop either online or by phone. Those employees requiring substitute coverage have options to request it. These absences are then posted for subs to accept. Aesop also incorporates a calling system to match qualified subs and contact them for placement. Aesop also offers leave approval options, reporting capabilities, real-time visibility, absence reason balance tracking and data security.

Aesop leave reports are currently pulled every pay period and manually uploaded to Alio to process employee leave. Substitute work hours are not loaded from Aesop into Alio at this time, but instead sub timesheets are manually entered into Alio by payroll staff. Although it would too time consuming to verify each timesheet against the Aesop record, Aesop records of subs' time worked are used as a backup verification of their time when questions arise regarding the timesheet entry.

SECTION VI SCOPE OF WORK

Project. RRPS desires to procure an “Automated Workforce Time Keeping and Scheduling” system that will allow for automation of timekeeping and integration of timekeeping data with the District’s current ALIO and AESOP systems.

The District’s functional objectives for a software solution include:

- Automate Time and Attendance
 - Minimize compliance risks – consistent application of policies and procedures for timekeeping
 - Improve workforce efficiencies in the utilization of staffing resources through automated “real-time” scheduling data
 - Optimize time and attendance data collection and reduce the administrative burden on supervisors, Management, and the timekeeper of the department
 - Improve accuracies in timekeeping; charge work to the correct resource accounts (ORG Codes) eliminating the need for journal entries after events and/or special programs are completed.
- * The timekeeping system should interface with Aesop (or another similar system) to compare sub assignments with sub’s actual time & location worked. Verified information that matches up should then be interfaced with Alio for proper pay.

* Currently we rely on handwritten timesheets from each site to record time worked by subs.

The timesheets are not usually compared to the subs’ Aesop work record due to time constraints.

As a result, a loop hole is created allowing sites to secure a sub to work, pay them by the timesheet, but have no record (or an inaccurate record) of their time entered into Aesop.

SECTION VII SUBMISSION OF OFFER/PROPOSAL FORMAT

Offerors are to organize proposals in the order as stated in this section. The submission of Offers/Proposals must be organized to include, but not be limited to, the following information

1. Name, address, e-mail address, telephone numbers, and facsimile number of the Offeror.
2. Name, title, e-mail address, and telephone number of primary contact of the Offeror.
3. A signature of the Offeror or of an officer/employee who certifies that he/she has the authority to make the Offer.
4. A statement of the Offeror, if awarded the contract, that the company will comply with the Terms and Conditions as set forth in this RFP.
5. Within each of the evaluation criteria headings listed below, this RFP contains specific requests for information that are to be addressed in the order presented below in order to be considered. In responding to this RFP, Offerors are encouraged to provide additional information if Offeror believes that information is to be relevant. **If you are unable to provide**

a response to any of the items listed below, offerors should provide either a “not applicable” or “not available” response.

SECTION VIII EVALUATION CRITERIA & SPECIFICATIONS

The Offerors’ proposals will be evaluated in accordance with the weighted evaluation criteria identified below. The demonstrated record of success will be measured by the Offeror’s ability to give RRPS the greatest value based on the Procurement model criteria listed below. The Offeror(s) whose Proposal is most advantageous to RRPS will be selected to perform the desired services, although RRPS reserves the right to grant multiple awards or to reject all proposals.

<u>Description</u>	<u>Maximum Percentage</u>
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1. SPECIALIZED DESIGN AND TECHNICAL COMPETENCE	MAX POINTS=20
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1.1. Describe your firm’s organization, including joint venture or other form of contractual association. Provide the name of the firm’s owner(s) and/or principal officer(s), and state the date of incorporation (or contractual association), current annual revenues, and number of employees. Provide the firm’s organizational chart.

1.2. Provide a current resume for 1) the project manager(s) who will or may be assigned Responsible Charge, 2) the project manager(s) who will be assigned to this project, and 3) each additional employee who will provide services under the proposed agreement

1.3. Provide a current resume for 1) all proposed sub-consultants and or contractors who will be contracted to provide or perform services under this project.

1.4. Provide a current resume for all specialized services that may be contracted out.

1.5. Provide qualifications for each Consultant or Sub-contractor the Offeror proposes to use for all consultant and subcontracted work.

2. CAPACITY AND CAPABILITY	MAX POINTS=20
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2.1. Describe your firm’s approach to providing and managing the required services as identified within this Request for Proposals.

2.2. Provide information that demonstrates your firms’, and that of your firms’ proposed sub consultants, capacity and capability to perform work of the nature and scope of the RFP project. Detail your firm’s and that of your proposed sub-consultant’s ability, depth of knowledge, skills, experience and expertise as it relates to the services requested and required to be performed as described and outlined within this Request for Proposal.

- 2.3. Discuss how your firm will coordinate or provide particular services which may not be available in-house.
- 2.4. Identify any specialized services you feel may be required to complete performance of the proposed projects and describe how your firm proposes to meet those identified needs.
- 2.5. Describe techniques planned to assure that schedule milestones will be met. Review recent projects to demonstrate ability to meet project budget and schedule.
- 2.6. Provide a summary of current work and statement regarding ability to assign adequate staff and resources to meet project schedules.
- 2.7. Provide a proposed project timeline, broken down by labor category and level of effort to perform the services described within this RFP. The proposed timeline must identify all services to be performed; inclusive of all services proposed to be performed by any and all sub-consultants.
- 2.8. Outline and completely describe your firm's commitment and guarantee for the successful completion of the project.
- 2.9. How does your firm propose to address any deficiencies uncovered during the design and implementation? What commitment and guarantee will your firm extend to RRPS in this regard?
- 2.10. Describe the firm's methods and techniques for tying project goals directly to specific design strategies and how their progress may be monitored.

3. RECORD OF PERFORMANCE

MAX POINTS=20

- 3.1. Identify and provide your firm's three (3) most recent project examples indicating your past record of performance on contracts with Educational or other Government Agencies with respect to such factors as value engineering, cost control and avoidance, quality of work, and ability to meet schedules.
- 3.2. Describe your firm's quality assurance program regarding, but not limited to, design, code compliance, and coordination of work.
- 3.3. Present your firm's three (3) most recently completed project examples that demonstrate your capabilities in relation to the proposed scope of work. For each case, describe the project and the work performed, detail what responsibilities you and your firm had in the project and provide the client's name, address, contact person name and a telephone number. Identify and provide a point of contact and phone number for all sub-consultants used on each of the identified projects. Note, references listed must be willing to provide information about your firm's control of cost, quality of work, and ability to meet schedules. (SEE EXHIBIT B).

4. SCOPE OF SERVICES / WORK PLAN AND TIMELINE

MAX POINTS=20

4.1 Include a detailed description of the work steps and the timing associated with the planning/design services. Describe how the team typically involves user groups, senior management and other staff in the project planning, design and construction phases.

5. GENERAL REQUIREMENTS

MAX. POINTS =16

Software solution should allow for the following general requirements:

- 5.1 System must support an industry standard relational Database management system or be cloud-based.
- 5.2. Provide alternate means of recording data into the system other than PCs, such as a badge terminal and mobile devices.
- 5.3. All user interfaces must be designed for inexperienced computer users
- 5.4. Allows for the creation of a test database to operate separate from the production database.
- 5.5. Have a messaging system that is compatible with Gmail via Google Apps for Education or provide a comparable solution to notify participants of events
- 5.6. Have easy to use tools for tailoring business processes. Minimal training and no development or vendor resources should be needed to update process templates when business rules or approval/routing requirements change.
- 5.7. Have easy to use tools for tailoring forms used. Minimal training and no development or vendor resources should be needed to update forms when additional data fields are needed on a form.
- 5.8. If a battery system is provided as the power source for the time clocks, is the battery backup option included with the clock, or is it a chargeable add-on?
- 5.9. Must be accessible by the entire workforce – either locally or remotely using various platforms
- 5.10. Must be flexible to accommodate pay rules and new FMLA or FLSA laws without customization or major consulting engagement
- 5.11. Must have ability to promote business rules from a test system to production and indicate when they should take effect
- 5.12. Provide an audit trail that details and stores edits to an employee’s time, attendance, and schedule information
- 5.13. Software vendor should have a dedicated consulting team that can help analyze our business processes, develop change management programs, and establish industry best practice benchmarks?
- 5.14. System collects data from Time Clock devices in real time.
- 5.15. System enables inventory items to be attached to personnel, shifts and units.
- 5.16. System must be capable of allowing users to electronically submit requests for use of accrued leave including anticipated accruals for vacation and holiday as well as notice of availability of special assignment and overtime availability. The system must enable users to submit these requests through the Internet, workstation and telephone.

6. SYSTEM ACCESS/DATA SECURITY

MAX. POINTS =13

Software solution should allow for the following system access and data security:

- 6.1 Must be capable of performing audits of entered data
- 6.2. Must protect the database from illegal access
- 6.3. Must restrict access to employee data through application security at various levels (e.g. Manager/Supervisor or Payroll Technician or Employee, etc.)
- 6.4. Provide password encryption for employee access
- 6.5. Provide the ability to change security access when an employee is transferred from one entity to another and those changes must be effective immediately
- 6.6. Support function-level security access privileges (some functions may be available to specific user-groups), including field level for sensitive data
- 6.7. System must enable RRPS to designate under appropriate security authorization, application administrators and sub administrators to enable assignments and approve schedules and exceptions.
- 6.8. System roster must enable authorized users to fill vacancies in accordance to department policy and procedures.
- 6.9. System should be accessible on a daily basis at any time of the day
- 6.10. The system must allow temporary duty assignments for administrators allowing individuals to have a higher security access for a specific time period.
- 6.11. The system must provide comprehensive security system including layered security, limiting individuals control over specific units and /or function as specified and controlled by the administrator.
- 6.12. The system security must require both a User ID and password for access.
- 6.13. Transmissions from the web-based application are kept secure

7. PAY RULES

MAX. POINTS =34

– Software solution should allow for the following pay rules:

- 7.1. Assignments must be definable based on skills, job classification, rank, seniority, seniority within a set of skills or within a job classification, or based on an override of criteria for which an exception needs to be marked on the record
- 7.2. Business rules engine that delivers on-demand real-time calculations
- 7.3. Compute pay (overtime, break rules, etc) in accordance with federal, state, and local laws
- 7.4. Have a calendar function to maintain holidays
- 7.5. How does the system handle multiple OT pay categories and calculations?

- 7.6. Include configurable periods by shift for meal and breaks in accordance with RRPS policy (clock in and out multiple times during shift i.e. breaks, lunch)
- 7.7. Include for hourly wage and overtime information
- 7.8. Must easily adaptable to changing local, state and federal laws (legal requirements) without custom code
- 7.9. Must support daylight savings time
- 7.10. Pay rules must be parameter driven and easy to set-up, change, and track
- 7.11. Prevent overlapping punches from occurring
- 7.12. Provide a role-based system to manage user's ability to read, add, edit, and delete information in the system (e.g. some groups may be able to view a particular report, whereas other groups may not be privileged to view the report)
- 7.13. Provide alerts to notify system administrator of server problems or problems with scheduled events.
- 7.14. Provide support for a system administrator to turn features on and off (such as report writing, updating rules, etc.) for different users
- 7.15. Provide support to manage user accounts to Add, Edit, Suspend, and Delete visibility to certain functions
- 7.16. Provide the ability to apply rules online at the point of entry such as activity based pay rules
- 7.17. Provide the ability to define rules at the employee, or group level. Rules should be restricted for those not eligible such as employees within a probation period
- 7.18. Provide the ability to enter both hours and amounts
- 7.19. Provide the ability to perform multiple complex overtime calculations based on rules built into the system. Overtime calculations will take into account start and stop times, scheduled hours, type of duty performed
- 7.20. Provide the ability to update user-defined rules and have the changes reflected immediately for time entry and processing
- 7.21. Send all employees payroll punches for the current pay period to the employee's proper account string.
- 7.22. System allows company to easily maintain and modify any and all complex pay rules with or without vendor intervention at no cost?
- 7.23. System allows for the calculation and management of multiple Paid Time Off plan entitlements

7.24. System must accommodate user-defined simple and complex rotational assignments comprised of differing start times and working days

7.25 System must be capable of determining when an employee should receive RRPS comp time or OT Pay by utilizing information within ALIO and business rules.

7.26. System must record exceptions to work schedules after a user enters their exception by telephone, internet or intranet.

7.27. The system must allow detailed constraints for each code such as advance notice or supervisor approval

7.28. The system must allow RRPS to create and edit business rules to govern all scheduling and leave issues applicable to full and part-time personnel in multiple collective bargaining contracts.

8. SPECIAL PAY RULES – Software solution should allow for the following special pay rules:

8.1. Apply RRPS Comp accruals based on multiple classification of employees.

8.2. Apply overtime rules to Comp accruals.

8.3. Automatic tracking of requirements for qualifications for part-time benefit enrollment - average 30 hours/week for 1 year then maintain average of 30 hours per week. System sends alerts to Supervisor/Manager/Timekeeper if position not budgeted for benefits is approaching an average of 30 hours per week so that necessary schedule adjustments may be made. This does not "re-set" with position classification changes or with multiple job charge codes.

8.4. Automatic tracking of requirements for qualifications for part-time staff enrollment in retirement system

8.5. In lieu of overtime, some employees earn comp time at 1.5. Will the proposed system track their comp time?

8.6. Must physically work over 40 hours to qualify for overtime at 1.5x. Apply straight/regular pay for hours over 40 if not physically worked over 40.

9. INTEGRATION/INTERFACE

MAX. POINTS =20

Software solution should allow for the following:

9.1. Integrate/Interface with the Weidenhammer ALIO payroll/HR system - transferring pay time, leave used and accrued, automatically to and from the ALIO system based on the District's business unit requirements and comply with the District's ERP system (ALIO) standards for integration and/or interface solution.

9.2. System must update District's ERP (ALIO) HR, Accounting, and Budget modules automatically upon change to budgeted positions (Budget Position Control) based on the District's business unit requirements and comply with the District's ERP system (ALIO) standards for integration and/or interface solution.

9.3 The timekeeping system should interface with Aesop (or another similar system) to compare sub assignments with sub's actual time & location worked. Verified information that matches up should then be interfaced with Alio for proper pay. Currently we rely on handwritten timesheets from each site to record time worked by subs. The timesheets are not usually compared to the subs' Aesop work record due to time constraints. As a result, a loop hole is created allowing sites to secure a sub to work, pay them by the timesheet, but have no record (or an inaccurate record) of their time entered into Aesop.

9.4. System should provide an integrated telephony system that accommodates inbound and outbound communication that includes: user leave requests and overtime signup, messaging, overtime offers, and the ability for supervisors to approve leave requests.

9.5. Telephony must be integrated in the system for data entry and inquiry

9.6. The system should be able to determine employees schedule & exempt status by pulling information from ALIO. We have exempt, non-exempt, and part-time employee(s) who work either a 75 or 80 hour bi-weekly schedule.

10. DATA MANAGEMENT/ANALYSIS

MAX. POINTS =9

Software solution should allow for the following data management and analysis:

10.1. Allow editing of data imported

10.2. Automatically combine data from time and labor systems, payroll systems and ALIO to create a single-view and actionable productivity reports for front-line managers

10.3. Department should be able to track time by categories, subcategories and tasks as needed (i.e. cat 'Department Review'/sub-cat 'Site Plans'/task 'Administrative Site Plan Review').

10.4. Have the ability to combine labor usage data with financial data to provide managers the ability to track their actual labor utilization vs. plan

10.5. Provide a management exceptions desktop view for managers to clearly see any deviation of their organization staffing goals. The managers should be able to clearly identify the areas of concern without having to look at all the data. The managers should also be able to roll up or drill down into the details for root cause analysis and resolution. The management exceptions desktop view should be permission-based and configurable by the managers.

10.6. Provide data to help managers track and demonstrate compliance with established RRPS and Departmental policies (i.e. staffing ratios)

10.7. Provide front-line managers with information that gives them the ability to easily track where their people have been working, based on skill mix and pay type

10.8. Provide the information for management and timekeeper to compare performance of one work unit, location, etc. vs. others (i.e., internal benchmarking)

10.9. Provide information for managers to track the actual utilization of variable labor and compare it to plan. If there are deviations, provide the ability to analyze the deviations and resolve the labor issues which cause it

11. ATTENDANCE MANAGEMENT

MAX. POINTS =12

Software solution should allow for the following attendance management:

- 11.1. Alert supervisors of required actions, such as medical certification or disciplinary notices due
- 11.2. Allow posting to update all leave accruals; sick, vacation, management leave, compensatory time, etc...
- 11.3. Automate attendance and leave policy administration
- 11.4. Calculate leave time used and available. The software should not allow an employee to enter leave for which the employee is not eligible.
- 11.5. Generate graphical representations of our attendance policy records, including peak days and overall usage for employee sick time taken, vacation time taken, etc. or tracking absenteeism rates by type (sick, vacation, comp, etc.) and by department, supervisor, etc.
- 11.6. Notify us when employees exceed the limits of our attendance policy
- 11.7. Provide the ability for managers/supervisors to approve leave as entered by employees
- 11.8. Provide the ability to enforce leave balances at time of request.
- 11.9. Provide the ability to update leave balances based on leave entered in the time entry system
- 11.10. System offers a single screen that can show managers in real time any employees that have punch exceptions, are absent, and employee IN/OUT status
- 11.11. The system must administer user-defined leave policies that restrict employees from calling in for leave just before their shift. Describe how the system denies a user from calling in sick 2 hours before their shift, but enables them to call in sick if they call more than two hours before their shift.
- 11.12. What attendance exception tracking and reporting features are built into your base product without purchasing additional modules?

12. LEAVE MANAGEMENT

MAX. POINTS =17

The proposed Software solution should allow for the following leave management functions:

- 12.1. Ability for employees to generate their own leave of absence request online
- 12.2. Ability for users to enter future paid leave
- 12.3. Add, edit, or delete leave events in current or prior pay periods
- 12.4. Alert managers to leave usage exceptions
- 12.5. Enforce the minimum number of leave hours that can be taken (e.g., time is only allowed in .25 hour increments)
- 12.6. Ensure that leave codes are generated and transmitted to payroll to ensure accurate pay while an employee is on leave

- 12.7. Include standard reports showing leave time taken and available for our employees
- 12.8. Notify managers when an employee has exhausted their available leave
- 12.9. Notify managers when employees are due to return from leave
- 12.10. Notify the administrator when employees are due to progress to the next leave type (e.g. paid to unpaid)
- 12.11. Prohibit overdraft of leave time.
- 12.12. Provide manager reports on leave usage
- 12.13. Provide the ability to validate leave balances real-time at the point of entry.
- 12.14. Provide tools to resolve disputes of leave balances and review employee leave events
- 12.15. Reveal leave patterns, for example, abusing sick leave for long weekends
- 12.16. Set carryover limits to restrict the amount of time that can be carried from year to year
- 12.17. Would also like to set up leave requests and reporting of leave taken through ALIO ESS, approvable by supervisor or alternate.

13. SCHEDULE MANAGEMENT

MAX. POINTS =26

Software solution should allow for the following schedule management:

- 13.1. Calculate open shifts that require coverage
- 13.2. Display schedule assignments at the time and labor terminal
- 13.3. Manage baseline staffing requirements
- 13.4. Provide the ability to accommodate unlimited schedule changes and adjustments on demand.
- 13.5. Provide the ability to advance book and view schedules in the future.
- 13.6. Provide the ability to define schedules with varying lengths (e.g. 4 hours per day, 8 hours per day, etc.).
- 13.7. Provide the ability to define shift start and stop times using a 24-hour clock.
- 13.8. Provide the ability to define split shift rotations.
- 13.9. Provide the ability to manage staffing workload of employees needed for each department or job by shift.
- 13.10. Provide the ability to schedule shifts that cross multiple days (e.g. start at 6:00 p.m. on day one and complete at 2:00 a.m. on day two).
- 13.11. Provide the ability to view online, an employee's complete work history from the date of go-live.

- 13.12. Provide the ability to view online, employees' complete future (projected) work schedule.
- 13.14. Schedule meals and breaks, as well as start and end times
- 13.15. Schedule transfers to other departments, as well as to automatically assign a higher rate of pay when that transfer is worked
- 13.16. Schedules can be of any making including straight tours, variable hours, differing on/off by time period, and any blend or form
- 13.17. System automatically calculates and indefinitely manages holidays (New Year's Eve/Day, Birthday for Martin Luther King, Memorial Day, Easter, etc.)
- 13.18. System must allow each employee to query their current schedule, their most recent past schedule, and any future schedule.
- 13.19. System must also be flexible to manually change vacation/holiday schedule as year progresses
- 13.20. System must have the functionality to apply user-defined scheduling policies to daily staffing rosters. Explain how the system organizes and administers user-defined overtime scheduling policies and procedures based on union-influenced scheduling policies.
- 13.21. System must provide a daily staffing roster that accommodates: staffing by shift, 6 organizational levels, deployments, staffing by organization policies and procedures, track vacancies.
- 13.22. System provides customized views of schedules.
- 13.23. System should provide each employee a user friendly calendar that reflects: work schedule, time off, paydays, shift trades (time trades), holidays, FLSA, and overtime opportunities
- 13.24. The system must be able to accommodate varying scheduling comprised of multiple start times and rotation. Describe how to set up schedules with varying hours per day and rotational patterns to include rule based schedules.
- 13.25. The system must record exceptions to work schedules promptly after a user enters their exception through the Internet, workstation, or telephone.
- 13.26. Track employee preferences and availability

14. LABOR COSTING

MAX. POINTS =5

Software solution should allow for the following labor costing (projects/grants) ability:

- 14.1. Provide network based data entry (from any RRPS terminal)
- 14.2. Provide reconciliation with time and attendance
- 14.3. Provide the ability to charge time to multiple job/project codes
- 14.4. Provide the ability to validate job/project codes at the point of entry

14.5. Provide the ability to validate labor costing at point of entry to ensure accuracy

15. TELEPHONE TIME ENTRY

MAX. POINTS =29

Software solution should allow for the following telephone time entry ability:

15.1. Allow administrators to measure efficiency and prevent busy signals

15.2. Allow configurable prompting levels to let employees perform their transactions via abbreviated prompts and responses

15.3. Allow employees to access up-to-the-second information, such as scheduled shift times, accrual balances, and messages, as soon as changes are made anywhere in the system

15.4. Allow users to “type ahead” and enter their transactions without having to wait for the prompting script to complete

15.5. Allow users to perform several tasks during the same session

15.6. Describe how the system performs an outbound call and the options the employee has in accepting work.

15.7. Describe the options the employee has when calling into the system.

15.8. Must accommodate the delivery of messages from an administrator to any employee via touch-tone phone.

15.9. Permit assignment of descriptive names instead of numerical values

15.10. Provide on-demand reports concerning employee profiles, access privileges, line usage, sessions and transactions.

15.11. Provide the ability for supervisor-to-employee voice messaging or broadcast messaging

15.12. Provide the ability to accommodate customized voice prompts

15.13. Provide the ability to restart an employee’s access to the IVR system by phone, line, time, and password

15.14. Restrict inquiry-only functions during periods of heavy traffic

15.15. Support the ability for supervisors to add, edit, or delete punches, perform work rule transfers, and review punches on behalf of employees

15.16. System must allow department-recorded messages to be sent over the telephone.

15.17. System must be able to deliver messages to the individual, group, or entire department with positive message receipt confirmation.

15.18. System must be flexible to allow for an individual to call staff personally.

15.19. System must call out for overtime to fill vacant positions through the telephone.

15.20. System must call qualified employees for vacant positions over the telephone without human intervention.

- 15.21. System must enable employees to obtain work status information over the telephone.
- 15.22. System must have the functionality to send recorded schedule work exceptions through the telephone.
- 15.23. System must keep an audit trail of who was called, the purpose of the call, and the outcome of the call.
- 15.24. The system must be able to track and use employee refusals for overtime for future callback. Describe any functionality the system has to factor in refusals and no contacts into the overtime call order.
- 15.25. The system must be able to track the time, date and shift called for, the employee called, the supervisor calling and the result of the call (accept, no contact, refusal, etc.).
- 15.26. The system must be capable of notifying personnel of open positions and be able to be stopped to allow an individual to call candidates personally
- 15.27. The system must be capable of sending notification to personnel by telephone, voicemail, or pager (including alphanumeric capability), cellular phone, electronic fax, or electronic mail
- 15.28. The telephone application will allow employees to change their phone numbers.
- 15.29. The telephone application will allow employees to send recorded schedule work exceptions.

16. TERMINAL TIME ENTRY

MAX. POINTS =33

Software solution should allow for the following terminal time entry ability:

- 16.1. Allow employees the ability to initiate requests – request for time off, for example - and view the status of these requests right at the terminal.
- 16.2. Allow employees to access up-to-the-second information, such as scheduled shift times, accrual balances and messages, as soon as changes are made anywhere in the system.
- 16.3. Allow one-step punching – No IN or OUT keypunch required
- 16.4. Allow onscreen labels to be reprogrammed for each terminal if necessary
- 16.5. Allow override restrictions at the terminal, either individually or globally for a group of employees. For example, if overtime is authorized for an entire unit, the supervisor can override the restriction for the whole group
- 16.6. Allow terminal software upgrades by means of downloading firmware from a network or over modem to minimize the time and effort involved in upgrading to new revisions of the firmware
- 16.7. Allow the employees to pick values from a list of valid values to eliminate a user errors
- 16.8. Allows employees to view and inquire about personal information such as accrual balance, remaining Paid Time Off balances, schedule, and hours worked.
- 16.9. Approval can be required or optional by employee group

- 16.10. Automatically support daylight saving changes
- 16.11. Can use existing badges (barcode, magnetic, or proximity) or offers flexibility of no badges
- 16.12. Communications with server should be performed at regularly scheduled intervals or preset times, or on an “on demand” or “when available” basis.
- 16.13. Display the correct time for the time zone in which the terminal is installed (in order to correctly calculate actual time worked when punches span time zones)
- 16.14. Employee punch data is not lost in the event of a power outage or loss of network connection
- 16.15. Employees can see their current and historical punch Exceptions on line
- 16.16. Employees can view both current and historical timesheets online
- 16.17. Must be fully operational when network communications or power is interrupted
- 16.18. Must be parameter-driven software that allows easy customization of the terminal’s functions
- 16.19. Must have programmable soft keys with onscreen labels to provide an intuitive user experience and eliminate the need to memorize function key sequences
- 16.20. Prevent employees from punching-in before their scheduled shift unless there is a manager’s override. This feature must be able to be turned on and off
- 16.21. Provide a large user-friendly, intuitive ATM-like display with scrollable messages
- 16.22. Provide messaging functionality that allows you to communicate confidentially and electronically with employees without having to rely on a corporate email system or paper.
- 16.23. Provide the ability to add or delete punches, as well as enter simple, holiday, and non-productive time (i.e. Sick, Jury) transactions at the terminal
- 16.24. Provide the ability to configure and manage multiple geographically dispersed terminals from a central desktop application without custom programming
- 16.25. Provide the ability to track time and attendance information at the terminal
- 16.26. Provide visual and audio feedback to display messages and confirm correct entries
- 16.27. Should be able to mount terminal over an AC outlet (on drywall) or can have an internal AC outlet installed (on masonry) to secure all power and other connections inside the unit thereby eliminating malicious or accidental disruption of power
- 16.28. Should function in off-line mode, and send a batch once connectivity is re-established (employees must be able to punch-in/out for shift or break off line) if the time clock has lost communication with the Timekeeping System

16.29. Support a programmable "no re-punch" feature which prevents employees from entering several punches in the same minute

16.30. Support the ability for supervisors to add, edit, or delete punches, display on/off premise employees, biometric enroll/un-enroll, cancel automatic meal deductions, enter monetary amounts, perform work rule transfers, and review punches at the terminal

16.31. The system must have time clock functionality for record keeping purposes only. All of our employees are exempt or non-exempt (no hourly employees). Employees work a set schedule, only exceptions would be uploaded to ALIO such as accruals used (vacation, sick), shift differential worked, OT worked, comp time worked, etc.

16.32. Time entry devices and installation of the devices must be compliant with the American Disability Act (ADA)

16.33. Vendor support includes next day delivery of a new terminal to replace a malfunctioning terminal

17. WEB/MOBILE DEVICE TIME ENTRY MAX. POINTS =20

Software solution should allow for the following web time entry ability:

17.1. Ability to enter and track actual tasks from our work program daily and within each pay period for each employee, without affecting payroll. This is not to get paid, but to track how employees are using their time. The smallest reporting interval would be 0.25 hours. The work program currently consists of 6 main categories with multiple sub-categories that change over time.

17.2. Allow employees to access up-to-the-second information, such as scheduled shift times, accrual balances, and messages, as soon as changes are made anywhere in the system

17.3. Control the display or non-display of accrual codes

17.4. Display employee accrual balances on time entry screen to consolidate and simplify time entry

17.5. Initiate common requests with online forms such as time-off requests, address changes, shift swapping, etc

17.6. Pre-populate timecard from scheduled hours

17.7. Provide access profiles to define how a user can access the system and what the user can see and use: logon profiles, data access, and display profiles

17.8. Provide for leave approval and balances in real-time

17.9. Provide the ability to attach and remove comments to punches, pay code edits, and historical amounts.

17.10. Provide the ability to record employee's approval of a timesheet

17.11. Provide the ability to record labor information as start-stop times or durations of time

- 17.12. Provide the ability to report both paid and unpaid time.
- 17.13. Provide the ability to report future exceptions (e.g. vacation or other leaves of absence).
- 17.14. Provide the ability to report time on an exception basis (system generates scheduled time and exceptions are reported where the time is not worked as scheduled).
- 17.15. Provide the ability to restrict the use of time entry codes by employee based on access privileges
- 17.16. Provide the ability to secure the timesheet data from any updates or changes after a designated sign-off
- 17.17. Provide the ability to Supervisors and/or the Timekeeper to enter time as back up for employees that are unable to enter their time (e.g. due to sick leave)
- 17.18. Provide the option to restrict entries to inactive/terminated employees
- 17.19. Support single sign-on per employee
- 17.20. Support unlimited organizational locations and jobs

18. TIME CARD ADJUSTMENTS

MAX. POINTS =11

Software solution should allow for the following time card adjustments:

- 18.1. Allow historical edits by the payroll administrators
- 18.2. Allow manager to edit, add, and delete any previous pay period data collected up until a predetermined cut-off time
- 18.3. Allow manager edits for the current pay period but prevent manager edits of the previous pay period after the final previous pay period transmittal has been sent to payroll
- 18.4. Allow manager to make edits that impact a large group of employees (such as accrual balance payouts, retroactive pay calculation)
- 18.5. Make adjustments to previous pay data that would be paid by current pay period processing
- 18.6. Provide a report that details prior period adjustments and corrections
- 18.7. Provide the ability to adjust or correct time entries captured in the current period, but not yet paid
- 18.8. Provide the ability to adjust or correct time entries paid in previous pay periods.
- 18.9. Provide the ability to easily navigate from the error report to the time card to make edits
- 18.10. Recalculate all totals immediately after a value is changed.
- 18.11. Track edits historically

19. REPORTING AND AUDITS

MAX. POINTS =41

Software solution should allow for the following reports and audits:

- 19.1. Ability to set up a dashboard report of how much time was spent on each project in a given time period that management can select (usually monthly, quarterly, semi-annually and annually) by task, category, subcategory, and also by staff member, work group, division and department-wide (very customizable). Report could be shared with other management staff.
- 19.2. Be able to easily configure or reconfigure other pay such as: Shift premiums, Bonuses, Overtime, Holiday, Vacation, Sick and all other identified pay codes.
- 19.3. Create a report that displays all forecasted overtime that will occur based on the actual worked hours and the remaining scheduled hours.
- 19.4. Produce reports required to analyze data imported.
- 19.5. Provide ad hoc reporting capabilities and the ability to create user-defined queries/reports.
- 19.6. Provide an error and warning report, which list discrepancies with time punches for all employees for the pay period as defined by the Payroll Administrator.
- 19.7. Provide an online dashboard to alert a manager when a location is performing outside of tolerable work standards
- 19.8. Provide interactive exception summary views for common tasks or processes with the capability to drill down on specific employees with exceptions.
- 19.9. Provide real-time information to decision makers.
- 19.10. Provide the ability for the user to configure the interactive views with user-defined columns.
- 19.11. Provide the ability to customize interactive views by manager (for example, the ability to see timecard information, schedules, leave balances, and hours totals in a single view without having to move from screen to screen.
- 19.12. Provide the ability to determine the user that approved time entries.
- 19.13. Provide the ability to determine the user that entered or adjusted time entries.
- 19.14. Provide the ability to multi-select employees within the interactive view and perform group edits.
- 19.15. Provide the ability to perform actions on employee data within the interactive views, such as edits to timecards and schedules.
- 19.16. Provide the ability to schedule group edits on a specific date/time.
- 19.17. Provide the ability to view the time that has been entered for audit purposes.
- 19.18. Provides an audit trail for all overtime telephone calls made with the result of each call.

- 19.19. Standard reports can be exported to multiple file formats. Please identify all file formats standard reports can be exported to.
- 19.20. System allows for both current and archived employees to be included in a single Standard Report.
- 19.21. System allows for creation of custom reports. Please explain the level of support for custom reports and any associated charges.
- 19.22. System allows for reporting across any or all levels of the company, within the defined data hierarchy.
- 19.23. System allows for restricted report initiating/viewing rights based on user/group.
- 19.24. System allows for restricted viewing by hierarchy, pay group, area, division, etc.
- 19.25. System allows for Saved reports to be modified and changed prior to viewing.
- 19.26. System allows for scheduled reports to run automatically and be distributed to specific users/distribution lists, via email or other means of distribution.
- 19.27. System allows for the reporting of hours worked AND dollars earned by employee by selected date range.
- 19.28. System allows for the use of filters, groupings, and sort orders to define report criteria.
- 19.29. System allows for viewing of employee historical and current information in a single Standard report. Information would include historical and current time entry data and historical leave balances, usage and accruals. The definition of historical data would include data converted from the legacy system in addition to data in the new system.
- 19.30. System allows the reporting of employee leave balance totals.
- 19.31. System creates an audit trail when punches or totals are edited on the timesheet by authorized users.
- 19.32. System creates an audit trail when schedules are changed by authorized users.
- 19.33. System has password security (ex. Expiration, Alphanumeric characters).
- 19.34. System maintains a record of who worked each day, and what happened during that shift. This information must be able to be saved and accessed indefinitely.
- 19.35. System must produce and prioritize a list of qualified and available candidates according to the business rules when filling a vacancy.
- 19.36. System offers a Calendar view of attendance exceptions 16.38. System provides a full and un-editable audit trail.
- 19.37. System provides access to historical information.
- 19.38. System provides functionality to specify the view and edit rights for each field for each use.r

19.39. The system has the functionality to perform time stamps on each and every data entry point initiated by a user, supervisor, manager, administrator and the application itself and provides a means to review each data entry point for evaluation and audit.

19.40. The system must have the ability for full and random inspection of fair and equitable provisioning of overtime and special duty assignments based on rules within the organization.

19.41. The system must maintain an audit trail of all rules used to fill vacancies.

20. WORKFLOW AND APPROVAL

MAX. POINTS =25

Software solution should allow for the following workflow and approval:

- 20.1. Alerts must be available to notify schedulers of shortages in specialties and rank.
- 20.2. Approval process can block approval of timecard with missing punches.
- 20.3. Approval process supports level to level locking of the time card from further changes.
- 20.4. Attach comments to identify reasons for the manual change (i.e. duplicate, missed punch, etc).
- 20.5. Automatically write approved time off, and other information to the schedule and/or timecard.
- 20.6. Provide an electronic signature for managers to approve time cards that will be sent to payroll when there are no errors and/or 'show stopper' warnings as defined by the System Administrator.
- 20.7. Provide the ability for a Manager to submit modified time cards without the employee's acknowledgement, however they must attach a reason from a pre-configured list.
- 20.8. Provide the ability for an employee to acknowledge their time card if a change has been made (i.e. added, edited, and deleted items. Can this feature be turned on or off?
- 20.9. Provide the ability for Managers/Supervisors to approve the employee's time (where required).
- 20.10. Provide the ability for Managers/Supervisors to update the employee's time when approving (where required).
- 20.11. Provide the ability for Managers/Supervisors to view time entries that require approval (both summary and detailed level).
- 20.12. Provide the ability for view only capability to staff members other than the Manager/Supervisor.
- 20.13. Provide the ability to notify employees of their request status at the badge terminal/time clock.
- 20.14. Provide the ability to provide an electronic notification to employees if their Manager/Supervisor has changed their time.

- 20.15. Provide the ability to send an electronic notification to employees if their Manager/Supervisor has not approved (rejected) their time off request.
- 20.16. Provide the ability to send an electronic notification to Managers/Supervisors when an employee submits a timecard or another type of request for approval.
- 20.17. Provide the ability to send time-based escalations or reminder notifications for a given task in a process.
- 20.18. Provide workflow capabilities for common employee/manager communications (such as time approval, time off request or shift bidding); employee/HR communications (such as benefits enrollment); employee/employee communications (such as shift swapping); and manager/HR communications (such as salary/position change approvals).
- 20.19. System should allow for a configurable multi-level manager and payroll administrator approval process.
- 20.20. System should include functionality with workflow for employees to make Time off Requests through an on-line browser.
- 20.21. System must notify supervisors to warn them of any unfilled/open positions.
- 20.22. System should allow Business rules to be edited to follow District's guidelines for Shift Differential, overtime pay, compensation pay, standby time.
- 20.23. The system must have an alert system that reacts to vacancies caused by work exceptions and identify the appropriate replacement personnel. The work exceptions should be based on user-defined and editable business rules.
- 20.24. The system should allow employees to request comp, straight time, overtime pay, shift differential as part of work flow. For example, an employee's set schedule is 6:30-3, the employee works 6:30-4. The employee should request the additional time from 3:30-4 and it be approved by supervisor/timekeeper as an exception so that it can be paid in ALIO or rejected because this time is not approved by the supervisor. Or an employee receives an after hours call, the employee should be able to request compensation in the form of comp time, straight time, or Overtime.
- 20.25. The system should allow employees to request time off; this should be approved in a work flow. Supervisors approve the time off but timekeeper approves before it posts to ALIO so that time posts in appropriate time period.

21. MAINTENANCE AND SUPPORT

MAX. POINTS =11

Vendor's proposal should provide the following information:

- 21.1. Are product updates and enhancements released on an annual schedule?
- 21.2. Are product updates and upgrades mandatory when a new version is released?
- 21.3. Are there charges for new version releases?
- 21.4. Do you have a customer website and newsletter that communicate product news and updates?

- 21.5. Do you have telephone, email, and internet based customer support? Please state your policy for Help Desk support of previous versions/releases.
- 21.6. How does vendor provide product support, training, and other customer communications? Please describe the services offered (i.e. website, etc.).
- 21.7. Please provide your service levels of support (i.e. 24/7, etc.).
- 21.8. List the last 3 versions of your product, their release date, and the date on which each was discontinued and the date on which each was no longer supported.
- 21.9. Solution must be designed to minimize vendor service hours required to maintain and upgrade system. Explain how.
- 21.10. What is the cost for Annual Maintenance and what does it include?
- 21.11. Do you provide remote support for this system when there are issues encountered?

22. IMPLEMENTATION AND PROJECT MANAGEMENT **MAX. POINTS =8**

Vendor's proposal should provide the following information:

- 22.1. Vendor must adhere to best practice project management methodology.
- 22.2. Describe your process for collaborating with our organization on the project plan and the mechanism used to allow our organization to make final changes to that plan.
- 22.3. Project management, configuration, technology consulting, testing, and training from single vendor.
- 22.4. Provide evidence of phased implementation methodology.
- 22.5. Provide training and reference materials (documentation).
- 22.6. Provide user support services.
- 22.7. Vendor must provide flexible implementation options to accommodate customer timeline and desired support.
- 22.8. What training comes delivered standard with your system?

23. INSTALLATION/TRAINING/WARRANTY **MAX. POINTS =25**

23.1 Training is to take place at the RRPS main campus. Training should commence immediately upon the completion of installation and calibration. The training should involve in-depth training for members of the RRPS IT, Finance, Payroll and Human resources staff, and should be sufficient to allow them to understand and operate all functions of the system as well as allow them to troubleshoot minor issues without technician intervention or assistance.

23.2 Up to three (3) open forum meetings for end users which includes a question and answer section, should also be performed to demonstrate to end-users the functionality and operations of the system; so that they can take full advantage of system features. All training shall be included as part of initial fee for setup. It is expected that all training is provided by skilled and educated

individuals on the processes and techniques necessary to perform technical training on the software.

23.3 As part of the annual maintenance and support fee, Offeror will be required to provide On-going formal training, at least annually, for RRPS Human Resource, Finance, Payroll and IT personnel to inform them of new features and functionality.

23.4 The Offeror is to define the system's warranty, length, terms and conditions and exclusions.

24. SERVICE

MAX. POINTS =25

24.1 The Offeror must provide technical phone support for proposed system at least during normal business hours of 7:00 am to 5:00 pm MST Monday through Friday as part of annual support and maintenance fees.

24.2 It is preferred that Offeror also provide onsite support as needed. Certified technician must arrive onsite within one (1) business day of service call. Standard service call rates will apply between the hours of 7:00 am and 5:00 pm MST Monday to Friday excluding state and federal holidays. After hour charges will not apply for service call if technician arrives prior to 5:00 PM (Cost must be provided with proposal under service section).

24.3 Offeror must show what is and is not included in annual support and maintenance fee with regard to updates, technical support etc.

EXHIBIT A

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee,

nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“**Family member**” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“**Pendency of the procurement process**” means the time period commencing with the Public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Prospective contractor**” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s)
(Attach extra pages if necessary)

Signature _____ Title/Position _____

Date _____ Company _____

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature _____

Date _____

Title (Position) _____

Company _____

EXHIBIT B

**RFP 2015-006-ADM
- REFERENCES -**

**OFFERORS SHALL PROVIDE REFERENCE ONLY ON THIS FORM.
REFERENCE CANNOT BE RIO RANCHO PUBLIC SCHOOL DISTRICT.**

1. FIRM NAME: _____
CONTACT PERSON: _____
TITLE OF CONTACT: _____
ADDRESS: _____
TELEPHONE NUMBER: _____

COMMENTS:

2. FIRM NAME: _____
CONTACT PERSON: _____
TITLE OF CONTACT: _____
ADDRESS: _____
TELEPHONE NUMBER: _____

COMMENTS:

3. FIRM NAME: _____
CONTACT PERSON: _____
TITLE OF CONTACT: _____
ADDRESS: _____
TELEPHONE NUMBER: _____

COMMENTS:

4. FIRM NAME: _____
CONTACT PERSON: _____
TITLE OF CONTACT: _____
ADDRESS: _____
TELEPHONE NUMBER: _____

COMMENTS:

5. FIRM NAME: _____
CONTACT PERSON: _____
TITLE OF CONTACT: _____
ADDRESS: _____
TELEPHONE NUMBER: _____

COMMENTS:

6. FIRM NAME: _____
CONTACT PERSON: _____
TITLE OF CONTACT: _____
ADDRESS: _____
TELEPHONE NUMBER: _____

COMMENTS:

EXHIBIT C
RESIDENT VETERANS PREFERENCE CERTIFICATION

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

PLEASE CHECK ONLY ONE STATEMENT FROM THE FOUR (4) STATEMENTS LISTED BELOW:

_____ I declare that my firm is ineligible to receive New Mexico Resident Veterans Preference.

The following three (3) checkboxes are applicable to ONLY those vendors eligible to receive New Mexico Resident Veterans Preference AND who have included a valid New Mexico Resident Veterans Preference certificate with their sealed response. No preference will be extended unless a valid certificate is included in your sealed response. Submitted certificates shall be validated by the Rio Rancho Public Schools District with New Mexico Tax & Revenue.

_____ I declare under penalty of perjury that my business prior year revenue, starting January 1 ending December 31, is less than \$1 Million allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

_____ I declare under penalty of perjury that my business prior year revenue, starting January 1 ending December 31, is more than \$1 Million but less than \$5 Million allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

_____ I declare under penalty of perjury that my business prior year revenue, starting January 1 ending December 31, is more than \$5 Million allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under §13-1-21 or § 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)* (Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or termination of an award if the statements are proven to be incorrect.

EXHIBIT D

New Mexico Applicant Processing Service (NMAPS) Process Overview for Electronic Fingerprinting

Registration:

All applicants must register prior to being fingerprinted. You must be fingerprinted within 90 days of registration.

· The applicant must register with 3M Cogent at www.cogentid.com.

Choose New Mexico and then click Register Online for a Background Check.

Click on ORI LOOK UP, find RIO RANCHO PUBLIC SCHOOLS ORI# NM930071Z and double click on it. It will automatically populate the ORI# in the required section. Finish filling out the online registration completely.

· After registration is complete, the applicant will receive a Registration ID Number.

PLEASE RETAIN THIS NUMBER; IT IS NEEDED IN ORDER TO BE FINGERPRINTED.

· While online registration (www.cogentid.com) is the preferred registration method, telephone registration is also available: 1-877-99NMAPS (1-877-996-6277).

Fees & Payment:

Electronic fingerprint and background check fees are **\$44.00**

Payment Methods	
Online	<ul style="list-style-type: none">• Credit/Debit Card
At the Fingerprint Site	<ul style="list-style-type: none">• Money order/cashier's check made out to 3M Cogent• NO cash• NO checks

Fingerprinting:

· Fingerprints are done on site at RRPS District Office (**BY APPOINTMENT ONLY**). Please contact H.R. at (505) 896-0667 x-51186 to schedule an appointment **once you have completed the online registration**.

· Additional fingerprint sites are listed at www.cogentid.com > New Mexico > under User Information section > Fingerprint Location Map.

· Appointments at other locations are not required.

· Applicants may visit any fingerprinting location during any of the site's scheduled fingerprinting hours. Check the website for hours.

· Bring your Registration ID Number and a valid photo ID.

· If you are paying by money order, bring a money order made out to 3M Cogent.

Results:

· Background check results will be sent directly to RRPS.

· 3M Cogent does not have access to background check results, or make employment determinations.

· RRPS will contact the applicant when background check results are received.

**EXHIBIT E
RFP2015-006-ADM**

OFFEROR SIGNATURE FORM AND AMENDMENT/ADDENDA ACKNOWLEDGEMENT FORM

ACKNOWLEDGMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda:

Addenda No. _____ Dated _____ Addenda No. _____ Dated _____

Addenda No. _____ Dated _____ Addenda No. _____ Dated _____

RESIDENT BUSINESS, RESIDENT CONTRACTOR AND RESIDENT VETERAN PREFERENCE CERTIFICATION

To receive a resident business preference pursuant to Section 13-1-21 NMSA 1978 or a resident contractor preference pursuant to 13-4-2 NMSA 1978, a business or contractor is required to submit with its bid or proposal a copy of a valid resident contractor certificate issued by the taxation and revenue department. *In addition, the attached "Resident Veteran Preference Certification" form (Exhibit E) must filled out, signed and accompany any RFP from any business wishing to receive a resident veteran's preference.*

RESIDENT PREFERENCE NUMBER: _____

VETERAN PREFERENCE NUMBER: _____

In acknowledgement of receipt of the Request for Proposals, the undersigned agrees that he/she has received a complete copy of this Request for Proposal. The undersigned further agrees that he/she has read this Request for Proposal and agrees to all specifications, general requirements, and terms and conditions of said Request. This form must be signed and returned with the response to Request for Proposal. Non-compliance may cause said proposal response to be declared non-responsive.

The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing proposal, (such persons, firms and corporations hereinafter referred to as the Offeror), being duly sworn, on his oath, states that to the best of his belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing proposal, has directly or indirectly entered into any agreement or arrangement with any other Offerors, or with any official of Rio Rancho Public Schools (RRPS) or any employee thereof, or any person, firm or corporation under contract with RRPS whereby the Offeror, in order to induce the acceptance of the forgoing proposal by RRPS, has paid or is to pay to any other Offeror or to any of the aforementioned persons anything of value, whatever, and that the Offeror has directly or indirectly entered into any arrangement or agreement with any other Offeror or Offerors which tends to or does lessen or destroy free competition in the letting of the award sought for by the foregoing proposal.

The Offeror certifies that the contractor shall operate in accordance with all applicable state and federal regulations.

The Offeror agrees that all terms and conditions within the proposal shall be considered a part of the contract as if incorporated therein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives.

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

NEW MEXICO GROSS RECEIPTS TAX NO _____

FEDERAL EMPLOYER ID NUMBER (FEIN) _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE _____

PRINTED OR TYPED NAME _____

TITLE _____

DATE _____

EXHIBIT F
INSURANCE REQUIREMENTS

CERTIFICATES OF INSURANCE:

The Contractor shall furnish the Owner one copy each of Certificates of insurance herein required for each copy of the Purchase Order/Agreement showing coverage, limits of liability, covered operations, effective dates of expiration of policies of insurance carried by the Contractor. The Contractor shall furnish to the Owner copies of limits. The Certificate of Insurance shall be in the form of AIA Document G-705 or similar format acceptable to the Owner. Such certificates shall be filed with the Owner and shall also contain the following statements:

1. "The Governing Board of RRPS, its agents, servants and employee are held as additional insured."
2. "The insurance coverage certified herein shall not be canceled or materially changed except after forty five (45) days written notice has been provided to the owner."

COMPENSATION INSURANCE:

The Contractor shall procure and shall maintain during the life of this contract Worker's Compensation as required by applicable State law for all Contractor's employees to be engaged at the site of the project under this project and in case of any such work sublet the Contractor shall require the subcontractor or sub subcontractor similarly to provide Worker's Compensation Insurance for all the subcontractor's or sub subcontractor's Workers which are covered under the Contractor's Worker's Compensation Insurance. In case any class of employee engaged in work on the project under this contract is not protected under a Worker's Compensation Status, the Contractor shall provide and shall cause each subcontractor or sub subcontractor to provide Employer's insurance in any amount of not less than \$500,000.

CONTRACTOR'S PUBLIC LIABILITY INSURANCE

The contractor shall procure and shall maintain during the life of this contract Public Liability Insurance as required by applicable State law. In case of any work being sublet, the Contractor shall require the subcontractor or sub-subcontractor similarly to provide Public Liability Insurance for all the subcontractor's or sub-subcontractor's work being performed under this Purchase Order/Agreement. In any case, whereby the Contractor's sub-contractor or sub-subcontractor services are not covered under separate policy, the Contractor shall provide and shall cause each subcontractor or Sub-subcontractor to be covered under the contractor's policy. The insurance must remain in force for the life of the contract including all contract extensions or renewals. The limits effective June 8, 2012 are:

\$1,000,000 per occurrence; \$2,000,000 annual aggregate.

CONTRACTOR'S VEHICLE LIABILITY INSURANCE:

The Contractor shall procure and shall maintain during the life of this contract Vehicle Liability Insurance coverage "equal to the maximum liability amounts set forth in the New Mexico Tort

Claims Act Section 41-4-1 et.seq. NMSA 1978.” The insurance must remain in force for the life of the contract including all contract extensions or renewals. The limits effective July 1, 1992 are:

Bodily Injury	\$750,000 Each Occurrence
Property Damage	\$100,000 Each Occurrence

SUBCONTRACTOR’S AND SUB CONTRACTOR’S PUBLIC AND VEHICLE LIABILITY INSURANCE:

The Contractor shall either:

1. Require each subcontractor or sub-contractor to procure and maintain during the life of the subcontract or sub subcontract public Liability Insurance of the types and amounts specified above or,
2. Insure the activities of the subcontractors of sub subcontractors in the Contractor’s Policy as required under this Article.

GENERAL:

All Insurance policies are to be issued by companies authorized to do business under the laws of the state in which work is to be done and acceptable to owner.

The Contractor shall not violate, permit to be violated, any conditions of any said policies, and shall at all times satisfy the requirements for the insurance companies writing said policies.

APPENDIX A

RFP Question Submittal Form
RFP#2015-006-ADM

All written questions must be addressed to the Buyer for this RFP. Offerors are to submit written questions using the format below. Written responses to the questions received will be distributed by RRPS's Purchasing Department as addenda to this RFP solicitation.

Question #	Reference Page/Paragraph/Sec	Question