STEPHEN F. AUSTIN STATE UNIVERSITY
PROCUREMENT AND PROPERTY SERVICES
P. O. Box 13030
NACOGDOCHES, TX 75962

REQUEST FOR PROPOSAL

RFP NUMBER
TIMEKEEPING-09

ADDENDUM NO. 1

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, THURSDAY, NOVEMBER 19, 2009

MAIL PROPOSAL TO:

Stephen F. Austin State University
Procurement Services
P. O. Box 13030
Nacogdoches, TX 75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:

Stephen F. Austin State University
Procurement Services
2124 Wilson Drive
Nacogdoches, TX 75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at **Stephen F. Austin State University Procurement Services** before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:

Diana Boubel
Stephen F. Austin State University
Procurement Services
936-468-4037
email: dboubel@sfasu.edu

STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal #TIMEKEEPING-09

ADDENDUM NO. 1

THIS ADDENDUM MUST BE ACKNOWLEDGED IN ORDER FOR THE RESPONSE TO RECEIVE CONSIDERATION. FAILURE TO ACKNOWLEDGE THE ADDENDUM WILL RESULT IN DISQUALIFICATION OF THE RESPONSE.

CHANGE IN PROPOSAL CLOSING DATE

All references in the RFP document to the Proposal Due Date, Proposal Closing Date, or Submittal Deadlines are hereby changed as follows:

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, THURSDAY, NOVEMBER 19, 2009

RFP Section 3.2.4 is changed as follows:

Proposals will be publicly opened Friday, November 20, 2009 at 8:00am in the office of the Director of Procurement, 2124 Wilson Drive. Only the names of the Respondents will be read aloud.

Please note the following responses to questions received by email as of 11/9/09:

1. Do you all pay in arrears for payroll – or do you pay current?

   Answer: Arrears

2. What kind of non-biometric clock do we want? Card swipe, PC entry, PIN entry?
   a. If card swipe do we want the lower cost device that only swipes in and out or a higher end device that, in addition to swipe in/out, allow employees to check schedules, request time off, and check their time record.

   Answer: The University will negotiate the type of clock with the awarded vendor. For price proposal purposes, quote a card swipe unit. And the software must allow for PC entry by employees not using a time clock.

3. What kind of Biometric clock do we want? Fingerprint, hand recognition?
   a. If fingerprint do we want a lower cost unit which allows finger to punch in/out or a higher end device that, in addition to punch in/out, employee can check schedules, request time off, and check time records.

   Answer: The University will negotiate the type of clock with the awarded vendor. For price proposal purposes, quote a fingerprint unit.

ADDENDA NO. 1
Cont'd

4. How many supervisors or Users will need access to the system to approve time or requests for time off, or set schedules etc.?

   Answer: We are asking for pricing based on 3600 employees, but we want the system to be expandable to a minimum of 4000 to allow for future growth. A final number will be negotiated with the awarded vendor.

5. Can you please release the bid in a word format? Or at least the Exhibit D system questionnaire in word format?

   Answer: Word format document is attached. All changes noted herein have been incorporated into the word document, with the exception that Exhibit B, HUB Subcontracting Plan documents are not included. Only the Exhibit B cover sheet is included providing a link to the HSP word document.

6. In including the cost for maintenance for 4 years and 9 years, is the university considering prepaying these years up front?

   Answer: Up front payment is not typical, and it should be quoted based on an annual payment. However, if any discounts are allowed for upfront payment this should be noted for consideration.

7. Please clarify if you are looking for 10 total references (5 with Banner and 5 without).

   Answer: We are primarily looking for 5 references that are using Banner. If you have this, 5 references without the Banner interface are not necessary. If you have less than 5 or no installations interfacing with Banner, then we do want 5 references where you have an installation without the Banner interface.

8. Is Banner version 8 a necessary requirement or will all recent versions of Banner be sufficient?

   Answer: It's not an absolute requirement, but will be a strong point of consideration as Stephen F. Austin is converting our live modules to Banner 8 in December, 2009 and all other modules will go live on Banner 8.

9. In section vi, it states "reason for termination". Please clarify.

   Answer: This was a typographical error. Section vi should be section v and should read as follows:

   v. Provide a list of no more than five (5) University/College organizations for which Respondent currently has an installation interfacing with Sungard Higher Education's Banner software, version 8. At a minimum, include entity name, contact name, telephone number, and email address; BE SURE TO IDENTIFY ANY TEXAS HIGHER EDUCATION CLIENTS.

ADDENDA NO. 1
Cont'd

10. Section 1.5 states "In accordance with Gov't Code 2161.252, Stephen F. Austin State University has determined that subcontracting opportunities **are not probable** under this contract." However, the HUB plan states that the university has determined that Subcontracting opportunities ARE probable and that responses without a completed HSP will be rejected. Is the HSP required/necessary for this response?

    Answer: This was a typographical error. Section 1.5 should read as follows:

    1.5 HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

HUB SUBCONTRACTING PLAN

FAILURE TO SUBMIT A HUB SUBCONTRACTING PLAN WITH THE RESPONSE WILL RESULT IN DISQUALIFICATION OF THE RESPONSE.

DETERMINATION OF SUBCONTRACTING PROBABILITY BY THE AGENCY:
Stephen F. Austin State University has determined that subcontracting opportunities are probable.

NOTE: Exhibit E, HUB Subcontracting Plan attached documents include the following:
Page 1 – Sections 1 and 2; **complete all sections**
Page 2 – Sections 3 thru 8; copy page as needed; complete sections if applicable
Page 3 – Sections 9 and 10; complete section 9 if applicable; **complete and sign section 10**

11. The requested financial parameters are fairly global and do not call out specific or ancillary features required. Should we provide a proposal based on solely what has been stated with the expectation that further proposal and negotiation will take place after "round 2" vendors have been selected, discovery has been done, and software has been demonstrated?

    Answer: Exhibit C has been revised to request base pricing along with an explanation of what is included, and to request pricing separately for add-on modules/options. See Revised Exhibit C attached.

12. What insurance requirements are needed for this bid?

    Answer: See attached insurance requirements

13. Please clarify the discrepancy between Exhibits listed in the Table of Contents and attached, and those listed as Required Submittals in Section 3.6.2a.

    Answer: Add Exhibit E, Acknowledgement of Addenda to the Table of Contents and revised Section 3.6.2a as follows:

    a. Required Submittal – **failure to provide any of the following documents will result in disqualification of the proposal from further consideration**
        i. Exhibit A – Signed Execution Of Offer
        ii. Exhibit B – HUB Subcontracting Plan
        iii. Exhibit C – Financial Proposal
        iv. Exhibit D – System Questionnaire
        v. Exhibit E – Acknowledgement of Addenda

EXHIBIT C
FINANCIAL PROPOSAL

Having carefully reviewed the specifications and related documents affecting the proposal to provide a timekeeping solution for Stephen F. Austin State University, the undersigned submits the following Financial Proposal in accordance with the Request for Proposal documents:

Respondent Name:_____

Authorized Signature:_____

Provide a preliminary cost proposal based on a basic system with the following parameters:

--3600 employee using web-based time entry
--5 time clocks without biometrics – card swipe units (no add'l features to check schedules etc.)
--15 time clocks with biometrics – fingerprint units (no add'l features to check schedules etc.)

The University will negotiate final needs and pricing with the awarded vendor.

A. Proposed Project Costs:

1. Software (your base product) $_____

Identify what is included in your base product: _____
(attach add'l pages if necessary) _____

_____

Identify add-on modules and cost: _____
(attach add'l pages if necessary) _____

_____

2. Software Maintenance for base product (1st year) $_____

Identify what is included in your maintenance/support plan: _____
(attach add'l pages if necessary) _____

_____

3. Hardware $_____
Price should be based on the 20 units identified above. Identify pricing on other type of clocks; i.e., handprint, high-end units allowing the checking of schedules, requesting time off, etc.:
(attach add'l pages if necessary) _____

_____

Exhibit C Financial Proposal cont'd

Respondent Name:_____

4. Hardware Maintenance (1st year) $_____
Price should be based on the hardware units quoted in item 3 above.

5. Installation $_____

Identify everything included in the installation cost:_____

(attach add'l pages if necessary)_____

_____

B. Provide the methodology for software and hardware maintenance/upgrade costs for 4 and 9 additional years after the first year; i.e., maximum percentage increase per year; guaranteed pricing for a certain number of years; discounted pricing options, etc:

(attach add'l pages if necessary)_____

_____

_____

_____

_____

C. Provide information and pricing on training options available; i.e., train the trainer, contractor training of all users, etc.

(attach add'l pages if necessary)_____

_____

_____

_____

_____

D. Provide any other information and pricing, if applicable for anything that SFA may want to consider, but that has not been previously addressed in the RFP or your response.

(attach add'l pages if necessary)_____

_____

_____

_____

_____

INSURANCE REQUIREMENTS
STEPHEN F. AUSTIN STATE UNIVERSITY

The Contractor shall not commence work under this Contract until he has obtained all the insurance required hereunder and certificates of such insurance have been filed with and reviewed by the Owner. Acceptance of the insurance certificates by the Owner shall not relieve or decrease the liability of the Contractor.

If policies are not written for the amounts specified below (except Worker's Compensation and Employer's Liability), Contractor shall carry Excess Liability insurance for any difference in amounts specified. If Excess Liability insurance is provided, it shall follow the form of primary policy.

This insurance shall not be canceled, limited in scope of coverage, or non-renewed until after thirty (30) days prior written notice, or ten (10) days for non-payment of premium, has been given to the Owner.

Contractor's insurance shall be deemed primary with respect to any insurance carried by Stephen F. Austin State University for liability arising out of operations under this Contract.

Stephen F. Austin State University, its officials, directors, employees, representatives and volunteers shall be named as additional insured. This is not applicable to the workers' compensation policy.

The workers' compensation and employers' liability policy will provide a waiver of subrogation in favor of the Owner.

The workers' compensation insurance coverage must include the responsibility of the Contractor to provide coverage for every worker either under the Contractor's policy or under the policy provided by a subcontractor. The Contractor's policy shall provide that, in the event that a subcontractor's policy fails to provide worker's compensation coverage of a worker, such insurance coverage is provided by the Contractor's policy.

Unless otherwise provided for herein, the Contractor shall provide and maintain, until the Work covered in this Contract is completed and accepted by the Owner, the minimum insurance coverage as follows:

	TYPE OF COVERAGE	LIMITS OF LIABILITY
1.	Workers' Compensation	Statutory
2.	Employer's Liability	$500,000 each occur/aggregate
3.	Comprehensive General Liability	$1,000,000 each occur $3,000,000 aggregate
4.	Comprehensive Automobile Liability Combined Single Limit	$1,000,000

EXHIBIT E
ACKNOWLEDGEMENT OF ADDENDA

Receipt is hereby acknowledged of the following addenda to this RFP.

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Respondent/Company:_____

Refer to the SFA Procurement and Property Services Department web-site to confirm all addenda issued:
http://www.sfasu.edu/purchasing/vendor/procurement.asp