



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

REQUEST FOR PROPOSAL

RFP NUMBER
TIMEKEEPING-09

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, TUESDAY, NOVEMBER 17, 2009

MAIL PROPOSAL TO:

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

**HAND DELIVER AND/OR
EXPRESS MAIL TO:**

Stephen F. Austin State University
Procurement and Property 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 and Property Services** before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:

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

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

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SECTION 1 INTRODUCTION

1.1 SCOPE OF PROPOSAL

Stephen F. Austin State University, hereafter referred to as "SFA" or "the University", is seeking proposals for a timekeeping software solution to implement campuswide.

1.2 SFA INFORMATION

Stephen F. Austin State University currently has a variety of timekeeping solutions in different areas of campus. The University has just implemented Sungard Higher Education's web-based Banner software. The Finance module was fully implemented September 1, 2009. The Human Resources module is scheduled for full implementation December 1, 2010. SFA employees approximately 3600 employees, including student employees, located in 103 different departments across campus.

1.3 SCHEDULE OF EVENTS*

Issuance of Request for Proposals.....	October 29, 2009
Proposal Closing.....	November 17, 2009, 5:00pm
Evaluation of Proposals and Selection of Finalists and/or Negotiations	November 18, 2009 – November 30, 2009
Presentations	December, 2009
Award of Agreement.	January, 2010
Implementation and Training	January, 2010 – July, 2010

*Dates are tentative and subject to change.

1.4 OPEN RECORDS

The parties understand the information exchanged in the negotiation process is confidential to the fullest extent permitted by law, and neither party will disclose such information to anyone other than representatives of the negotiating parties except as required by Texas law. Final awards and contracts, after all negotiations are completed, may be subject to open records.

1.5 HISTORICALLY UNDERUTILIZED BUSINESSES

In accordance with Gov't Code 2161.252, Stephen F. Austin State University has determined that subcontracting opportunities are not probable under this contract.

Stephen F. Austin State University is an equal opportunity employer and all Historically Underutilized Businesses (HUBs) are encouraged to participate. In addition, SFA actively promotes a Historically Underutilized Business program in compliance with the State of Texas. Respondents are encouraged to actively seek to subcontract or partner with HUBs in an effort to create an environment that supports, where possible, the HUB program and actively acknowledges and values diversity. More information about HUBs or the University's HUB program can be found at <http://www.sfasu.edu/purchasing/vendors/index.htm?menu=3>.

The State of Texas HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the State of Texas Disparity Study. The HUB goals defined in 1 TAC §111.13 are: *11.9 percent for*

heavy construction other than building contracts, 26.1 percent for all building construction, including general contractors and operative builders contracts, 57.2 percent for all special trade construction contracts, 20 percent for professional services contracts, 33 percent for all other services contracts, and 12.6 percent for commodities contracts.

1.6 CONFIDENTIALITY

Pursuant to the Gramm-Leach-Bliley Act (GLBA), every Service Provider (Contractor), defined as any person or entity that receives, maintains, processes or otherwise is permitted access to nonpublic personal information as defined in 16 C.F.R. § 313.3(n), whether in paper, electronic, or other form, about a University employee, or student through its provision of services directly to the University is subject to the following requirements:

- a. The Service Provider (Contractor) must ensure the security and confidentiality of nonpublic personal information as defined in 16 C.F.R. § 313.3(n), protect against any anticipated threats or hazards to the security and integrity of such information and protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any University employee or student.
- b. To the extent Contractor is provided Stephen F. Austin State University employee or student information owned, possessed or used by Stephen F. Austin State University and that is communicated to, learned, or otherwise acquired by Contractor in the performance of Contractor's duties and obligations under this Agreement, Contractor, its management, employees and agents agree to keep such information confidential, beginning on the date Contractor is first given access to said data and continuing through the term of this Agreement and any time thereafter. Contractor, its employees and agents shall not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for Contractor's, its management's, employees' or agents' own benefit or the benefit of another, any such confidential information, unless required by law. Contractor shall take appropriate safeguards to protect the data and limit access to such to only those representatives of Contractor that must have access for the purposes of this Agreement.

SECTION 2 STATEMENT OF WORK

2.1 SCOPE OF WORK

Stephen F. Austin State University, hereafter referred to as "SFA" or "the University", is seeking proposals for a timekeeping software solution to implement campuswide. The University anticipates the use of a computers as well as punch clocks, both with and without biometrics.

2.2 MINIMUM SYSTEM REQUIREMENTS

The system offered shall, at a minimum:

- 2.2.1 be web-based;
- 2.2.2 have the capability to handle a minimum of 4000 employees;
- 2.2.3 interface with SunGard Higher Education's Banner software;
- 2.2.4 allow manager override for exceptions;
- 2.2.5 provide a biometrics options for ID card scanning;
- 2.2.6 have the capability of monitoring employment in different areas for a single employee and recording overtime accurately;

If the system proposed does not meet these minimum requirements, the proposal will receive no further consideration.

**SECTION 3
INSTRUCTIONS TO RESPONDENTS**

3.1 CONTACT INFORMATION

- 3.1.1 All questions regarding the RFP, HUB Subcontracting Plan, or response must be forwarded to the Director of Procurement and Property Services:
 Diana Boubel
 PO Box 13030
 Nacogdoches, TX 75962
 Phone: 936/468-4037
 Fax: 936/468-4282
 Email: dboubel@sfasu.edu

3.2 SUBMITTAL DEADLINE AND LOCATION

- 3.2.1 All proposals must be received by SFA no later than 5:00pm, Tuesday, November 17, 2009.
- 3.2.2 Proposals are to be submitted to:

MAIL PROPOSAL TO:

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

**HAND DELIVER AND/OR
EXPRESS MAIL TO:**

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

- 3.2.3 All U.S. Mail addressed to any component of SFA is delivered to a central mail room and redistributed by SFA personnel to the addressee's on-campus post office box. Consequently, there is a possibility of delay between receipt of mail at the central mail room and receipt in the Procurement and Property Services Department. Proposals must be in the office of the Procurement and Property Services Department by the time set for RFP closing in order to be considered, and receipt by SFA at the central mail room will not be deemed sufficient.
- 3.2.4 Proposals will be publicly opened Wednesday, November 18, 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.
- 3.2.5 Proposals received after the time for closing will be returned to Respondent unopened regardless of the circumstance. It is the responsibility of the Respondent to get the proposals delivered in a timely manner regardless of delivery method or circumstances.
- 3.2.6 Faxed or electronically mailed proposals will not be accepted.
- 3.2.7 Proposals may be withdrawn at any time prior to the time and date set for proposal closing.
- 3.2.8 Stephen F. Austin State University reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the offer or provide a competitive advantage to any Respondent in the judgment of Stephen F. Austin State University.

3.3 SUBMITTAL INSTRUCTIONS

- 3.3.1 All proposals must be submitted in the format prescribed in Section 3.6.
- 3.3.2 Each Respondent must submit at least one original proposal with original signatures on the Execution of Offer and Form of Proposal and six (6) complete copies.**
- 3.3.3 All proposals must be complete and convey all of the information requested to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, SFA alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.
- 3.3.4 Each respondent, by submitting a proposal, represents that the respondent has read and completely understands the request for proposal documents and agrees to abide by the terms of this RFP and any resulting agreement. Failure of the selected contractor to fulfill the provisions of this request for proposal shall in no way relieve the obligation of the Contractor to furnish all services necessary to carry out the provisions of the agreement.
- 3.3.5 Proposals shall be signed by a legally authorized representative of the Respondent. Unsigned proposals (Exhibit A) will be rejected as a material failure.

3.4 ACCEPTANCE AND FORMATION OF AGREEMENT

- 3.4.1 No recommendation for award will be made until Stephen F. Austin State University is fully satisfied that the Respondent is professionally competent and properly equipped to render the specified collection service.
- 3.4.2 The University reserves the right to further negotiate, after proposals are opened, with any Respondent that submits a proposal. SFA may award a contract(s) based on initial proposals received without any discussion of such proposals. Therefore, each proposal should be submitted on the most favorable and complete price and terms possible.
- 3.4.3 SFA reserves the right to enter into an agreement not based only on the cost to the University, but which, in the sole opinion of SFA, is deemed to represent the best value to SFA.

3.5 EVALUATION CRITERIA

- 3.5.1 A short list selection will be based on a comprehensive review and analysis based on a weighted value of averaged evaluation scores based on the short list criteria listed below in Section 3.5.4. Award will be made from the selected short list respondents based on the Award criteria listed below in Section 3.5.5. Submission of a proposal represents concurrence with this method of evaluation and award. Furthermore, Respondents will not, under any circumstances, dispute any award made using this method.
- 3.5.2 Short-listed respondents may be required to participate in a product demonstration. Such demonstration shall not be conducted as a sales pitch, but as a structured demonstration of the various functions and options available with the software.
- 3.5.3 Evaluation of the proposals will be performed by an evaluation committee representing Stephen F. Austin State University. Proposals will be evaluated using the following criteria, which are listed below in no particular order. Stephen F. Austin State University reserves the right to award an agreement not based only on the cost to the University, but on the criteria that best meet the University's requirements and goals. The University shall be the sole judge of determining which proposal represents the best value to the University.
- 3.5.4 Short List Criteria
- a. 40% - Price proposal
 - b. 35% - Responses to System Questionnaire, Exhibit D
 - c. 25% - Experience completing projects similar in size and scope as that identified herein
- 3.5.5 Award Criteria
- a. 30% - Capabilities above the minimum system requirements defined in RFP Section 2.2
 - b. 45% - Perceived user friendliness and anticipated end user training requirements
 - c. 25% - System expandability and associated pricing

3.6 PROPOSAL FORMAT

- 3.6.1 Proposals shall be prepared in a straightforward and concise manner, identifying clearly and concisely any deviations, enhancements, and other differences that exist between the RFP and the respondent's proposed services. Emphasis should be placed on responsiveness to the RFP requirements, completeness and clarity of content and conformance to the RFP instructions. **Respondents shall organize their proposal in a point-by-point format according to Section 3.6.2.** Failure to follow point-by-point presentation could be grounds for disqualification.
- 3.6.2 Proposal shall include the following information and be submitted in the following order:
- 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 – Acknowledgement of Addenda, if any
 - iii. Exhibit C – HUB Subcontracting Plan
 - iv. Exhibit D – Price Proposal

- b. Evaluation Submittals
 - i. Company Profile to include the names of individuals that would be assigned to SFA's account, their experience, certifications and qualifications;
 - ii. A brief history of the firm;
 - iii. Respondent's standard form of agreement, including all terms and conditions;
 - iv. Provide a list of no more than five (5) organizations for which Respondent currently has an installation. At a minimum, include entity name, contact name, address, telephone number and e-mail address;
 - vi. 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, email address and reason for termination; **BE SURE TO IDENTIFY ANY TEXAS HIGHER EDUCATION CLIENTS.**

Stephen F. Austin State University reserves the right to check references prior to award. Any negative responses received may be grounds for disqualification of the proposal. SFA reserves the right to enter into an agreement not based only on lowest cost to the University, but which, in the sole opinion of SFA, is deemed to represent the best value to SFA.

EXHIBIT A EXECUTION OF OFFER

In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.

By signature hereon, Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Qualifications. Failure to sign the response, or signing it with a false statement, shall void the submitted response or any resulting contracts, and the Respondent may be removed from all bid lists.

By the signature hereon affixed, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State or the Federal antitrust laws nor communicated directly or indirectly the response made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in Rule 34 TAC 20.38.

Certifications:

Texas Family Code Child Support Certification. By signature hereon, Respondent certifies as follows: "Under Section 231.006, Texas Family Code, the Contractor certifies it is not ineligible to receive the payments specified in the Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate."

Sales Tax Certification. By signing the Agreement, the Respondent certifies as follows: "Under Section 2155.004, Texas Government Code, the Contractor certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Franchise Tax Certification. By signing the Agreement, a corporate or limited liability company, Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171 of the Texas Tax Code, or that the corporation or limited liability company is exempt from the payment of such taxes, or that the corporation or limited liability company is an out-of-state corporation or limited liability company that is not subject to the Texas Franchise Tax, whichever is applicable. Contractor acknowledges and agrees that if this certification is false or inaccurate, at University's option, the Agreement may be terminated and payment withheld.

Payment of Debts to the State of Texas. That pursuant to Section 403.0551, Texas Government Code, the Respondent agrees that any payments owing to the Contractor under this contract may be applied towards any debt or delinquent taxes that the Contractor owes the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.

The person signing the Response should show title or authority to bind his/her firm in contract.

Federal Employer's Identification Number: _____
Sole Owner should also enter Social Security No.: _____
Respondent/Company: _____
Signature (INK): _____
Name (Typed/Printed): _____
Title: _____
Street: _____
City/State/Zip: _____
Telephone No/Fax No: _____
Email: _____

**THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S PROPOSAL.
FAILURE TO SIGN AND RETURN THIS SHEET MAY RESULT IN THE REJECTION OF YOUR RESPONSE.**

EXHIBIT B

HUB SUBCONTRACTING PLAN (HSP)

(The HSP is available for down-load as a Word document for easier completion.)

<http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>

Windows Media and Macromedia Flash versions of instructions for completing the HSP can be found at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>.



HUB SUBCONTRACTING PLAN (HSP)

In accordance with Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, respondents, including State of Texas certified Historically Underutilized Businesses (HUBs), must complete and submit a State of Texas HUB Subcontracting Plan (HSP) with their solicitation response.

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the State of Texas Disparity Study. The HUB goals defined in 34 TAC §20.13 are: *11.9 percent for heavy construction other than building contracts, 26.1 percent for all building construction, including general contractors and operative builders contracts, 57.2 percent for all special trade construction contracts, 20 percent for professional services contracts, 33 percent for all other services contracts, and 12.6 percent for commodities contracts.*

- - Agency Special Instructions/Additional Requirements - -

DETERMINATION OF SUBCONTRACTING PROBABILITY BY THE AGENCY: Stephen F. Austin State University has determined that subcontracting opportunities are probable. The vendor is responsible to determine and designate all areas of subcontracting, if any, regardless of the University's determination.

Class Codes that represent possible areas of subcontracting and may be searched on the State Comptroller's Centralized Master Bidders List (CMBL), <http://www2.cpa.state.tx.us/cmb/cmbhub.html>. Other Class-Item codes may be searched at http://www2.cpa.state.tx.us/com_book/index.html or http://www2.cpa.state.tx.us/com_book/alpha_index.html. **Contact the Assistant HUB Coordinator, Manny Guerrero, 936-468-4529 or guerreromg@sfasu.edu for assistance in identifying potential HUB Subcontractors, if needed.**

Windows Media and Macromedia Flash versions of instructions for completing the HSP can be found at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>.

SECTION 1 - RESPONDENT AND SOLICITATION INFORMATION

- a. Respondent (Company) Name: _____ State of Texas VID #: _____
 Point of Contact: _____ Phone #: _____
- b. Is your company a State of Texas certified HUB? - Yes - No
- c. Solicitation #: _____

SECTION 2 - SUBCONTRACTING INTENTIONS

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the respondent must determine what portion(s) of work, including goods or services, will be subcontracted. Note: In accordance with 34 TAC §20.12., a "Subcontractor" means a person who contracts with a vendor to work, to supply commodities, or contribute toward completing work for a governmental entity. Check the appropriate box that identifies your subcontracting intentions:

- Yes, I will be subcontracting portion(s) of the contract.
 (If Yes, in the spaces provided below, list the portions of work you will be subcontracting, and go to page 2.)
- No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.
 (If No, complete SECTION 9 and 10.)

Line Item # - Subcontracting Opportunity Description	Line Item # - Subcontracting Opportunity Description
(#1) -	(#11) -
(#2) -	(#12) -
(#3) -	(#13) -
(#4) -	(#14) -
(#5) -	(#15) -
(#6) -	(#16) -
(#7) -	(#17) -
(#8) -	(#18) -
(#9) -	(#19) -
(#10) -	(#20) -

*If you have more than twenty subcontracting opportunities, a continuation page is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanContinuationPage1.doc>

Enter your company's name here: _____ Solicitation #: _____

IMPORTANT: You must complete a copy of this page for each of the subcontracting opportunities you listed in SECTION 2. You may photocopy this page or download copies at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanContinuationPage2.doc>.

SECTION 3 - SUBCONTRACTING OPPORTUNITY

Enter the line item number and description of the subcontracting opportunity you listed in SECTION 2.
 Line Item # _____ Description: _____

SECTION 4 - MENTOR-PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting their Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the portion of work (subcontracting opportunity) listed in SECTION 3, constitutes a good faith effort towards that specific portion of work. Will you be subcontracting the portion of work listed in SECTION 3 to your Protégé?
 - Yes (If Yes, complete SECTION 8 and 10.) - No / Not Applicable (If No or Not Applicable, go to SECTION 5.)

SECTION 5 - PROFESSIONAL SERVICES CONTRACTS ONLY

This section applies to Professional Services Contracts only. All other contracts go to SECTION 6.
 Does your HSP contain subcontracting of 20% or more with HUB(s)?
 - Yes (If Yes, complete SECTION 8 and 10.) - No / Not Applicable (If No or Not Applicable, go to SECTION 6.)

In accordance with Gov't Code §2254.004, "Professional Services" means services: (A) within the scope of the practice, as defined by state law of accounting; architecture; landscape architecture; land surveying; medicine; optometry; professional engineering; real estate appraising; or professional nursing; or (B) provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant; an architect; a landscape architect; a land surveyor; a physician, including a surgeon; an optometrist; a professional engineer; a state certified or state licensed real estate appraiser; or a registered nurse.

SECTION 6 - NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

Complying with a, b and c of this section constitutes Good Faith Effort towards the portion of work listed in SECTION 3. After performing the requirements of this section, complete SECTION 7, 8 and 10.

- a. Provide written notification of the subcontracting opportunity listed in SECTION 3 to **three (3)** or more HUBs. Use the State of Texas' Centralized Master Bidders List (CMBL), found at <http://www2.cpa.state.tx.us/cmb/cmbhub.html>, and its HUB Directory, found at <http://www2.cpa.state.tx.us/cmb/hubonly.html>, to identify available HUBs. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**
- b. Provide written notification of the subcontracting opportunity listed in SECTION 3 to a minority or women trade organization or development center to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. A list of trade organizations and development centers may be accessed at <http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**
- c. Written notifications should include the scope of the work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. Unless the contracting agency has specified a different time period, you must allow the HUBs no less than five (5) working days from their receipt of notice to respond, **and** provide notice of your subcontracting opportunity to a minority or women trade organization or development center no less than five (5) working days prior to the submission of your response to the contracting agency.

SECTION 7 - HUB FIRMS CONTACTED FOR SUBCONTRACTING OPPORTUNITY

List **three (3)** State of Texas certified HUBs you notified regarding the portion of work (subcontracting opportunity) listed in SECTION 3. Specify the vendor ID number, date you provided notice, and if you received a response. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**

Company Name	VID #	Notice Date (mm/dd/yyyy)	Was Response Received?
_____	_____	____/____/____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
_____	_____	____/____/____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
_____	_____	____/____/____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

SECTION 8 - SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the portion of work (subcontracting opportunity) listed in SECTION 3. Also, specify the expected percentage of work to be subcontracted, the approximate dollar value of the work to be subcontracted, and indicate if the company is a Texas certified HUB.

Company Name	VID #	Expected % of Contract	Approximate Dollar Amount	Texas Certified HUB?
_____	_____	____%	\$ _____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*
_____	_____	____%	\$ _____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*

*If the subcontractor(s) you selected is not a Texas certified HUB, provide written justification of your selection process below:

SECTION 9 - SELF PERFORMANCE JUSTIFICATION

(If you responded "No" to SECTION 2, you must complete SECTION 9 and 10.)

Does your response/proposal contain an explanation demonstrating how your company will fulfill the entire contract with its own resources?

- **Yes** If Yes, in the space provided below, list the specific page/section of your proposal which identifies how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.
- **No** If No, in the space provided below, explain how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.

SECTION 10 - AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP are true and correct. Respondent understands and agrees that, if awarded any portion of the solicitation:

- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying their compliance with the HSP, including the use/expenditures they have made to subcontractors. (The PAR is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to their HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to debarment pursuant to Gov't Code §2161.253(d).
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are to be performed and must provide documents regarding staff and other resources.

Signature

Printed Name

Title

Date

Three Step HUB Lookup

STEP 1:

Enter the following web address:

http://www.window.state.tx.us/procurement//com_book/alpha_index.html

CPA NIGP Commodity Book Alpha Index

The NIGP Commodity/Services Code displayed here is copyrighted material that is to be used for reference purposes only and may not be downloaded without a license from Periscope Holdings, Inc.

[A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#), [J](#), [K](#), [L](#), [M](#), [N](#), [O](#), [P](#), [Q](#), [R](#), [S](#), [T](#), [U](#), [V](#), [W](#), [X](#), [Y](#), [Z](#)

Once at the page, click on the letter of the item type you are looking for (example: PHOTON DETECTORS, you would click on P). Once on the page scroll down until you find the item.

PHOTON DETECTORS..... 287 30

You will found the class code and item number for the product you are searching for and ready for Step 2.

STEP 2:

Enter the following web address:

<http://www.window.state.tx.us/procurement/cmbl/cmblhub.html>

Once on the page check the HUBs on CMBL or HUBs not or CMBL under Search, then enter the Class Code and Item number in Selection 1. (Example highlighted in yellow below)

Submit Search.

Centralized Master Bidders List (CMBL) & Historically Underutilized Business (HUB) Search

Search:
 CMBL only, HUBs on CMBL, HUBs not on CMBL
 HUB Mentor Protege, All Vendors

Vendor ID: ?

Vendor Number: ?

Vendor Name: Name ?

Include Inactive Vendors: ? Small Businesses Only: Yes, No

Selection 1:	Class Code: <input type="text" value="287"/>	Item: <input type="text" value="30"/>	District: <input type="text"/>
Selection 2:	Class Code: <input type="text"/>	Item: <input type="text"/>	District: <input type="text"/>
Selection 3:	Class Code: <input type="text"/>	Item: <input type="text"/>	District: <input type="text"/> ?

[Class Code](#) | [Item Code](#) | [District](#)

Texas County:

City:

Zip:

Sort by:

Output as:

Results:

Output may contain coded information in [Hub Status](#) and [Reason Off CMBL](#)

The following webpage will come up. At this point click GO, you may want to check the Business Description box (this will list what business does on next screen).

Select Fields For Detail List



Output Fields:

- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> VID | <input checked="" type="checkbox"/> CONTACT PERSON | <input checked="" type="checkbox"/> COMPANY NAME | |
| <input checked="" type="checkbox"/> ADDRESS1 | <input checked="" type="checkbox"/> ADDRESS2 | <input checked="" type="checkbox"/> CITY | <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> ZIP |
| <input type="checkbox"/> PHONE | <input type="checkbox"/> FAX | <input type="checkbox"/> EMAIL | <input type="checkbox"/> GENDER |
| <input type="checkbox"/> ETHNICITY | <input type="checkbox"/> FOREIGNADDRESS | <input type="checkbox"/> BUSINESS DESCRIPTION | |

CHARTER NUMBER VENDOR URL(home page) HUB MENTOR/PROTEGE

Go

Clear

At this point you have identify HUB businesses that sell the Class Code and Item number you need. Click on the Company Name and you will be directed to all the information on the HUB company (Contact name, phone number and email address. In addition information on what the company supplies.)

Results for HUBs on CMBL Search

Vendor ID	Contact Person	Company Name	Address (line 1)	Address (line 2)	City	State	Zip Code
1870735709300	Owner/Peggy Williams	ALL AMERICAN LIGHTING	2613 COPELAND RD		Tyler	TX	75701-5524
1742650108000	General Manager/Robert D. Cordero	COMPUTER EXPRESS	P O BOX 691547		San Antonio	TX	78249
1752747995400	Owner/Jennifer Abernathy	CONSTRUCTION SERVICES COMPANY	P.O. BOX 1020		Jewett	TX	75846
1742135938500	Pres./Edna Douadi	GLOBE ELECTRIC SUPPLY COMPANY, INC.	P.O. BOX 710548		Houston	TX	77271-0548
1261264570000	Partner/Jamie A. Boyd	HUB SOLUTIONS, LLC	P. O. BOX 11670		College Station	TX	77842
1752513903000	T Ip	ICOM INC	1427 N LOOP 12		Irving	TX	75061
1742600097600	E. Michael Rodriguez / President	INTERTEX ELECTRONICS, INC.	1200 W. HILDEBRAND AVENUE		San Antonio	TX	78201
1752475403700	Owner/James Holleman	J. M. HOLLEMAN & ASSOCIATES	2119 VIA ESTRADA		Carrollton	TX	75006-4622
1742035035100	Shirley Mccaffety/President	MCCAFFETY ELECTRIC CO., INC.	P.O. BOX 163		Huntsville	TX	77342
1760543414500	Manager Support Services/Timi Finley	NAKNAN, INC	1300-A BAY AREA BLVD, SUITE 233		Houston	TX	77058-2505
1742678386000	John M. Baugnon	SEQUEL DATA SYSTEMS INC	11824 JOLLYVILLE ROAD	SUITE 400	Austin	TX	78759
1010905986400	Owner/Vickie	SIMBA	PO BOX 3141		Grapevine	TX	76099-

	Kasten	INDUSTRIES					3141
1043605666600	Owner/Estella Curry	SMALL PROJECT SOLUTIONS	101A OAK STREET PMB 105		Copperas Cove	TX	76522
1061694711400	Joshua Hari, President	SPACECENTER SYSTEMS, INC	1635 BROADWAY STE#109		Pearland	TX	77581-5601
1742341747000	Robbie Kuemmel/Owner	THE SOFTWARE PLACE PLUS	P O BOX 26630		Austin	TX	78755
1742917773000	President - Jennifer R. Hartman	VCS SECURITY SYSTEMS, INC.	3202 N. NAVARRO		Victoria	TX	77901

16 vendors found where class code (1) is '287', item code (1) is '30' or 'all' sorted by name.
(Inactive vendors listed in italics)

IF YOU REQUIRE ADDITIONAL HELP CONTACT MANNY GUERRERO @ 936-468-4529

**EXHIBIT C
FINANCIAL PROPOSAL**

Having carefully reviewed the specifications and related documents affecting the proposal to provide collection services to 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**
- 15 time clocks with biometrics**
- Include 1st year maintenance**

A. Turn-key Project Cost: \$ _____

B. Breakdown of above Project Cost:

Software \$ _____

Software Maintenance (1st year) \$ _____

Hardware \$ _____

Hardware Maintenance (1st year) \$ _____

Installation \$ _____

Training \$ _____

Other \$ _____

C. Provide a pricing structure for software and hardware cost for a minimum of 4 additional years after the first year of maintenance, and a minimum of 9 years after the first year of maintenance.

**EXHIBIT D
SYSTEM QUESTIONNAIRE**

Explain how your organization will deliver the following.

Y = Yes, N = No, C = Custom, F = Future

	Requirement	Y	N	C F	Describe how you meet this requirement
MINIMUM SYSTEM REQUIREMENTS					
1	Is the system web-based?				
2	Does your solution have the capability to handle a minimum of 4000 employees?				
3	Can you perform enterprise integration with SunGard Higher Education's Banner software, version 8?				
4	Does your system allow manager override for exceptions?				
5	Does the solution support various time collection methods (internet, terminal, telephone, mobile, biometrics, etc)?				
6	Does your system have the capability of monitoring employment in different areas for a single employee and recording overtime accurately?				
If the answer to any of the above 6 questions is No, the proposal will receive no further consideration.					
OTHER					
7	Can you provide a measurable return on investment verified by a third party study?				
8	What attributes of your software solution will help us minimize total cost of ownership (TCO) compared to other vendors?				
9	Can the solution scale to support more than 4000 employees?				

	Requirement	Y	N	C F	Describe how you meet this requirement
10	Please provide evidence of superior customer service. Submit results of third-party surveys and measurements of customer satisfaction. If such surveys are not available, please explain why.				
11	Do you have established programs for soliciting and incorporating customer input into its products and services? Describe.				
12	Do you host customer website for product support, training, and other customer communications? Please describe the services offered through your website.				
13	Identify all browsers that are supported.				
LEAVE AND ATTENDANCE MANAGEMENT					
14	Provide the ability to validate leave balances real-time at the point of entry.				
15	Add, edit, or delete leave events in current or prior pay periods				
16	Set limits and qualifying conditions on the earning and taking of leave time				
17	Set carryover limits to restrict the amount of time that can be carried from year to year				
18	Project future balances based on future debits and credits of leave time				
19	Provide daily balances in real-time via the data collection terminals, telephony, Web				
20	Track the hours an employee has worked toward the 1250 hours required for FMLA eligibility				

	Requirement	Y	N	C F	Describe how you meet this requirement
21	Track FMLA leave concurrently with other types of leave (i.e. state mandated leave, company medical leave, short-term disability, long-term disability)				
22	Help determine whether an employee's request for leave is an FMLA qualifying event				
23	Allow unlimited Leave history entries.				
24	Notify managers when an employee has exhausted their available leave				
25	Reveal leave patterns, for example, abusing sick leave for long weekends				
26	Enforce a probation period (for example, accrue but prevent the use of leave within first 90 days)				
27	Provide tools to resolve disputes of leave balances and review employee leave events				
28	Calculate leave time used and available				
29	Provide the ability to update leave balances based on leave entered in the time entry system				
30	Provide the ability to enforce leave balances at time of request.				
31	Can the system handle vacation accrual maximums based on anniversary dates?				
APPROVALS					
32	Provide the ability for Managers/Supervisors to view time entries that require approval (both summary and detailed level)				
33	Provide the ability for Managers/Supervisors to				

	Requirement	Y	N	C F	Describe how you meet this requirement
	approve the employee's time (where required)				
34	Provide the ability for Managers/Supervisors to update the employee's time when approving (where required)				
35	Can an employee work in multiple departments with each department approving the time for their own department, yet still maintain FLSA rules for overtime, etc. of all time worked for the University?				
TIMECARD EDITS					
36	Provide the ability to adjust or correct time entries captured in the current period, but not yet paid.				
37	Provide the ability to adjust or correct time entries paid in previous pay periods.				
38	Provide a report that details prior period adjustments and corrections.				
39	Make adjustments to previous pay data that would be paid by current pay period processing.				
40	Recalculate all totals immediately after a value is changed.				
41	Track edits historically.				
42	Allow historical edits by the payroll administrators				
43	Attach comments to identify reasons for the manual change (i.e. duplicate, missed punch, etc)				

	Requirement	Y	N	C F	Describe how you meet this requirement
44	Provide the ability for an employee to acknowledge their time card if a change has been made (i.e. added, edited, and deleted items. This feature can be turned on or off)				
45	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				
LABOR SCHEDULING					
46	Provide the ability to define schedules with varying lengths (e.g. 4 hours per day, 8 hours per day, etc.).				
47	Provide the ability to advance book and view schedules in the future.				
48	Allow schedule shift patterns to be automatically repeated, or rolled forward to future weeks				
49	Provide the ability to create schedule patterns that can repeat every 3 or 4 weeks.				
50	Provide the ability for a payroll administrator or manager/supervisor to enter or create schedules for employees.				
51	Provide the ability to view online, an employee's complete work history from the date of go-live.				
52	Provide the ability to accommodate unlimited schedule changes and adjustments on demand.				
53	Provide the ability to create user-defined shifts - specify the maximum number of shifts allowed in the system.				
54	Provide the ability to define shift start and stop times using a 24-hour clock.				

	Requirement	Y	N	C F	Describe how you meet this requirement
55	Provide the ability to define split shift rotations.				
56	Provide the ability to attach employees to shifts at any point in the rotation.				
57	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).				
58	Schedule meals and breaks, as well as start and end times				
59	Save "templates" of the most commonly used shifts so that these can be used for ease of editing				
EMPLOYEE SELF-SERVICE					
60	Allow employees to access up-to-the-second information, such as scheduled shift times, accrual balances and hours worked, as soon as changes are made anywhere in the system.				
61	Allow employees the ability to initiate requests – request for time off, for example - and view the status of these requests right at the terminal.				
62	Support a programmable "no re-punch" feature which prevents employees from entering several punches in the same minute.				
63	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.				
64	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				

	Requirement	Y	N	C F	Describe how you meet this requirement
WEB TIME ENTRY					
65	Provide an HTML and/or Java based interface with the ability to configure the timesheet screen for users, groups of users, or the entire company without custom code. Start-stop view, project view, and/or time stamp view.				
66	Support unlimited organizational locations and jobs				
67	Display employee accrual balances on time entry screen to consolidate and simplify time entry				
68	Provide the option to restrict entries to inactive/terminated employees				
69	Provide the ability to record employee's approval of a timesheet				
70	Provide the ability to designate a back up for employees that are unable to enter their time (e.g. due to sick leave).				
71	Support single sign-on; if so, can single sign-on be accessed through SFA's secure portal?				
72	Provide the ability to secure the timesheet data from any updates or changes after a designated sign-off				
SECURITY, ACCESS AND EDITS					
73	Does the system provide role-based security?				
74	Are there access privilege controls? If yes, are they customer-definable?				
75	Does the system provide audit trails? If yes, for what functions and edits?				
76	Can the system provide read-only access at the field and user level?				

	Requirement	Y	N	C F	Describe how you meet this requirement
77	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				
78	Can security of the system be handled behind SFA's firewall?				
79	Provide the ability to change security access when an employee is transferred from one department to another and those changes must be effective immediately.				
80	Authenticate username and password with existing NT Domain or LDAP server.				
REPORTS					
81	Please provide a list of all standard reports.				
82	Are reports sorted by the following? - Calendar year - Fiscal year				
83	Are report results exportable to Microsoft Office Applications?				
84	Can the database be accessed using standard Microsoft tools such as Excel and Query?				
85	Provide real-time information to decision makers.				
86	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.				
87	Provide ad hoc reporting capabilities and the ability to create user-defined queries/reports.				
HISTORY, DATA BACKUP AND RECOVERY					

	Requirement	Y	N	C F	Describe how you meet this requirement
88	What backup and recovery capabilities are built into the system?				
89	What are the basic requirements for managing the system?				
REMOTE ACCESS AND ON-LINE HELP					
90	Can the product be web-enabled for remote access purposes? If yes, please describe how.				
91	Does the product have on-line help documentation available? If yes, please describe.				
92	If yes, can the on-line documentation be copied and edited? If yes, please describe.				
ARCHITECTURE AND TECHNICAL REQUIREMENTS					
93	Must be accessible by the entire workforce – part-time, full-time, mobile, permanent, contingent, hourly and salaried workers must all have access to self-service applications and be able to participate in timekeeping and other business processes.				
94	Must have record management capabilities, and provide easy access to archived records.				
95	Must have ability to promote business rules from a test system to production and indicate when they should take effect.				
96	Automatically support daylight saving changes.				
97	Employee punch data is not lost in the event of a power outage or loss of network connection.				
98	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				

	Requirement	Y	N	C F	Describe how you meet this requirement
	line) if the time clock has lost communication with the Timekeeping System.				
99	Communications with server should be performed at regularly scheduled intervals or preset times, or on an "on demand" or "when available" basis.				
100	Can use existing badges (barcode, magnetic, or proximity) or offers flexibility of no badges				
101	Provide the ability to upgrade the badge terminal to support finger scan biometric verification technology.				
102	Provide the ability to support biometric and non-biometric employees at the same terminal.				
103	Should not protrude more than 4 inches from the wall as dictated by the American Disability Act (ADA)				
104	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				
105	How is information purged from the system?				
106	Describe minimum and preferred server requirements				
107	Will SFA be able to obtain a "flat" file from the timekeeping input?				
108	Is the system push technology?				
109	Interface with Sungard Higher Education's Banner software, version 8.				
MAINTENANCE AND SUPPORT					

	Requirement	Y	N	C F	Describe how you meet this requirement
110	Solution must be designed to minimize vendor service hours required to maintain and upgrade system. Explain how.				
111	Are product updates and enhancements released on an annual schedule?				
112	Are product updates and upgrades mandatory when a new version is released?				
113	Vendor support includes next day delivery of a new terminal to replace a malfunctioning terminal				
114	Do you have telephone, email, and internet based customer support?				
115	Is support offered 24/7/365?				
116	Do you provide a two hours or less response commitment?				
117	Can we track open support cases through the customer support website?				
118	Do you have a remote support center that can access our environment for remote troubleshooting if necessary?				
119	Can we be assigned a dedicated support technician?				
120	Describe the installation process for loading software on computers, if required				
121	Describe the process to install time clocks				
122	Who is responsible for installation and maintenance of time clocks?				
	IMPLEMENTATION				
123	Provide a sample project plan.				

	Requirement	Y	N	C F	Describe how you meet this requirement
124	Describe the qualifications and structure of your implementation team.				
125	Vendor must provide flexible implementation options to accommodate customer timeline and desired support.				
126	Provide percentage of customers that have required custom coding during implementation				
127	Is the system a user-defined, rules based system? If yes, please describe.				
128	Is the architecture of the system 'true' point-in-time? Are changes made to code tables and organizational structures effective dated?				
129	Can all changes be future dated including employee data, code table changes and organizational changes? Does the system support standard reporting using future dates?				
130	Does the system provide user defined fields?				
131	Does the system provide for attaching of documents into the system? If yes, please describe?				
132	Are any additional networking or cable installed required?				
TRAINING AND CONSULTING					
133	Do you offer a variety of training delivery options, such as live instructor classroom training, onsite training, train-the-trainer, internet based courses, self-paced tutorials?				
134	Do you offer live, internet-based training for the system?				
135	Do you provide different learning paths for the various sets of employees that will require				

	Requirement	Y	N	C F	Describe how you meet this requirement
	training (i.e. Department Manager/Administrative Assistant, System Administrator, Configuration Specialist, IS Specialist, Employee, etc.)				
136	Do you offer educational consulting to develop a custom training program based on our unique training needs?				
137	Do you offer custom development of training materials to accommodate our internal terminology and processes?				
138	Provide change management services to aid in preparing and planning for the system implementation to gain employee acceptance, manage costs, and ensure the smoothest possible deployment of the new systems and processes.				