



# SOLICITATION AMENDMENT

**Materials Management Procurement**  
8314 West Cinnabar Avenue  
Peoria, Arizona 85345-6560  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

Solicitation No: P10-0017  
Description: RFI for Time & Attendance  
Amendment No: One (1)  
**Solicitation Due Date: November 20, 2009**  
Solicitation Due Time: 5:00 P.M. Arizona Time

**Buyer: Christine Finney**

**A signed copy of this Amendment shall be received by the City of Peoria, Materials Management no later than the Solicitation Due Date and Time.**

**I. Solicitation (Request for Information), Page 1, Section II, Requirements, first paragraph is hereby amended as follows:**

The City's organization consists of 14 departments, consisting of 119 cost centers at approximately ~~33~~ 31 facility locations. The attached Exhibit A identifies the various City locations, the existing network connectivity, and the number of employees *PC's* at each site. ~~and the expected method of data collection for each site.~~

**II. Solicitation (Request for Information), Page 4, Section IV, Submission Requirements, Item D, Application Requirements and Deadline, first paragraph is hereby amended as follows:**

One (1) original and ~~seven (7)~~ *ten (10)* copies of the requested information are due at the City of Peoria's address listed below by **November 20, 2009, 5:00 P.M. Arizona Time.**

**III. Solicitation (Request for Information), Pages 6-7, Exhibit A is hereby amended to include two (2) additional columns (on the right, shown in italics). The added columns inicate the existing network connectivity at each site and the number of PC's at each site.**

**IV. All changes have been incorporated into the original Solicitation (Request for Information) document and are shown with deleted characters in strikethrough font and added characters in italicized font.**

Vendor hereby acknowledges receipt and agreement with the amendment.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

The above referenced Solicitation Amendment is hereby Executed

November 9, 2009

at Peoria, Arizona

\_\_\_\_\_  
Christine Finney  
Buyer



## REQUEST FOR INFORMATION AND QUALIFICATIONS

Solicitation Number: P10-0017

### Materials Management Procurement

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### I. INTRODUCTION:

The City of Peoria is seeking **Request for Information** from candidates capable of providing a time and attendance system as described herein.

The City is seeking to convert its existing paper-form based system of collecting payroll information on time worked and approval of the time submitted to an electronic system. The City has complex payroll and timereporting rules that are defined, in part, under the City's Personnel Administrative Regulations (PARs) and three separate Memorandums of Understanding for recognized bargaining groups (Fire, Police, and AFSCME). The system must be capable of processing time and attendance information in compliance with these rules.

### II. REQUIREMENTS:

The City's organization consists of 14 departments, consisting of 119 cost centers at approximately ~~33~~ 31 facility locations. The attached Exhibit A identifies the various City locations, the existing network connectivity, and the number of ~~employees PC's~~ at each site. ~~and the expected method of data collection for each site.~~

The City of Peoria is a general-purpose city government organized under the laws of the State of Arizona, employing approximately 1500 employees (1200 full-time and 300 part-time). Included in this number are approximately 300 Police employees and 150 Fire employees.

The system shall allow for different methods of collecting time worked information that the organization can implement as it deems necessary including desktop and remote laptop computer based entry, biometric time clocks, or other recommended methods .

The system shall provide for verification of time entry against complex payroll rules, various levels of electronic approvals, and interface with (to and from) the City's existing PeopleSoft HCM payroll system. (Peoplesoft HCM version is 8.9 sp 1 with PeopleTools 8.48). The City will be upgrading to PeopleSoft HCM 9.1 in Aug. 2010. Presently we are using the following modules in PeopleSoft - Base Benefits, Payroll, Benefit Administration, eBenefit, ePay, and eProfile.

### III. COSTS:

Please provide a complete, detailed cost of your solution including those listed below if applicable, listing the specific items and quantity. The City's existing network configuration is detailed in Exhibit B. If the respondents proposed solution has requirements greater than the existing resources described in Exhibit B, please identify those resources and the associated costs in the cost summary below:

- Software costs
- Hardware costs
- Annual support & maintenance costs
- Consulting services costs
- Operating systems costs
- Connectivity



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- Implementation costs
- Server Administration
- Training costs
- Other – please specify

The Respondent shall indicate all necessary components (software, hardware and personnel) to install, train City staff and operate the system. The City may implement this system in fiscal year 2011 (starts July 1, 2010). Please state in the proposal the estimated delivery, installation, training and implementation time schedule.

If the operating system and hardware is not currently part of the City's support capabilities, please provide information and costs on training and support to the City's Information Systems staff.

Respondents are encouraged to submit alternates and options which they feel may be beneficial to the City of Peoria. These items shall be described with associated costs.

Respondents shall describe the city roles and level of participation required to implement their product. The implementation strategy should include the amount of consulting help required and the amount of city staffing resources required. If there are alternative consulting options, these should be described and quantified.

Respondents shall be required to work in conjunction with IT staff during the implementation. This fact should be considered with regard to implementation/costs.

Respondents shall be responsible for including all costs necessary to implement the system. Any costs not specifically identified will be assumed to be included in costs of other identified costs.

The Proposed General Software must comply with the Current City Network Configuration:

- 100% compatible with SQL Server 2005/2008 or later, Server Operating System - Windows 2003 or 2008 and Desktop - Windows XP.
- Define web based software vs. client based software solutions.
- Software able to print documents direct to PC networked printers.
- Software currently supported with no plans for phase out.
- Software adheres to widely accepted industry standards, and has passed independent audit testing.
- Adequate security features that include the ability to set access controls at multiple levels.
- Software includes built-in back up features, and data recovery if processing is disrupted due to power loss or other interruptions.
- User customizable report capabilities where applicable.
- Documentation with on-line help, as well as printed user manuals.



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- Customer support, with a toll free support line, and available email and remote diagnostics during normal business hours. Optional extended hour coverage (up to 24x7) must be available.
- Create capability for users to create custom reports.

#### IV. SUBMISSION REQUIREMENTS:

##### A. Evaluation Criteria

Submittals will be evaluated on the following criteria in relative order of precedence:

- 1) Project Understanding and Method of Approach
- 2) Experience and Qualifications
- 3) Cost Considerations
- 4) Client List
- 5) Conformance to Request

##### B. Format:

Please submit one (1) original and ten (10) copies of your submittal. Submittals should be structured in order as listed below:

- 1) Project Understanding and Method of Approach
  - Demonstrate an understanding of the City's request and requirements and approach to provide a solution to the City's needs.
  - Provide explanation of why your product is the best solution for the City of Peoria, unique benefits of your solution, etc.
  - Describe testing methodology, including quality assurance.
  - Describe how your firm handles application version control.
  - Describe how your firm prioritizes enhancement requests and the frequency of upgrades.
  - Provide a high level timeline of a similar project.
- 2) Experience and Qualifications
  - Describe the experience and qualifications of your firm implementing your time and attendance solution in a municipal government of similar size and complexity to the City of Peoria.
- 3) Cost Considerations
  - Complete the Price Sheet on Page 5 (Required).
  - Provide the City with a realistic approach to the financial impacts of a time and attendance system including all equipment, licensing, implementation, training, licensing and ongoing maintenance.



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#### 4) Client List

- Provide a list of municipal clients of a similar size and complexity to Peoria who can speak about your experience and performance (within the past three years) with implementation of your time and attendance product. Specify those references where your firm implemented an interface between your product and PeopleSoft.
- Include contact name, title, phone number and e-mail address.

#### 5) Additional Information – if applicable

- Responding firms shall also include a cover page with the following information: Company Name, Contact Person, Address, Phone and Fax Numbers, Email Address, Website Address and Hours of Operation.

### C. Review Process

A review panel composed of city staff members will evaluate all submissions meeting the application requirements and deadline. The panel will determine if a formal Request for Proposal (RFP) will be issued at a later date. The City of Peoria reserves the right to gather other information that can be used during the evaluation process in order to make a decision on who will move forward to the RFP stage.

### D. Application Requirements and Deadline

One (1) original and ~~seven (7)~~ *ten (10)* copies of the requested information are due at the City of Peoria's address listed below by **November 20, 2009, 5:00 P.M. Arizona Time.**

\*Note: this is **not** a postmark deadline.

The mailing and/or delivery address is:

**City of Peoria - Materials Management**  
**Attn: Christine Finney, Buyer II**  
**RFI#: P10-0017, Time & Attendance**  
**9875 N. 85<sup>th</sup> Avenue – 2<sup>nd</sup> Floor**  
**Peoria, Arizona 85345**



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## City of Peoria - Estimated Costs for Time and Attendance

Provide estimated costs as requested on Page 1, Item III, Costs

<u>Description</u>	<u>Cost</u>
Software Cost(s):	
Hardware Costs	
Annual Support and Maintenance Costs:	
Consulting Services Costs	
Operating Systems Costs	
Connectivity	
Implementation Costs:	
Server Administration	
Training Costs:	
Other (please specify):	



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**EXHIBIT A  
CITY LOCATIONS**

<b>Location</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Postal</b>	<i>Existing Network Connectivity</i>	<i>Number of PC' s</i>
City Hall	8401 W. Monroe St.	Peoria	AZ	85345	Yes	138
Public Services Administration Bldg (PSAB)	8351 W. Cinnabar Ave.	Peoria	AZ	85345	Yes	330
City Court	10100 N 83rd Ave	Peoria	AZ	85345	Yes	13
Technology Center	8343 W. Monroe St.	Peoria	AZ	85345	Yes	74
Main Branch Library	8463 W. Monroe St.	Peoria	AZ	85345	Yes	79
Sunrise Library (North Branch)	21109 N. 98th Avenue	Peoria	AZ	85382	Yes	63
Development and Community Services Bldg	9875 N. 85th Avenue	Peoria	AZ	85345	Yes	147
Sports Complex	16101 N 83rd Ave	Peoria	AZ	85382	Yes	13
Rio Vista Park	8866 W Thunderbird Rd	Peoria	AZ	85381	Yes	33
Community Center	8335 W. Jefferson	Peoria	AZ	85345	Yes	3
Sunrise Family Center	21303 N. 86th Dr.	Peoria	AZ	85345	Yes	1
Fire Operations	8315 W Washington	Peoria	AZ	85345	Yes	6
Fire Station 198	40202 N 87th Ave	Peoria	AZ	85383	Yes	1
Fire Station 197	7758 W Jomax Rd	Peoria	AZ	85381	Yes	5
Fire Station 196	28251 N El Mirage Rd	Peoria	AZ	85383	Yes	3
Fire Station 195	23100 N Lake Pleasant Rd	Peoria	AZ	85382	Yes	20



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**EXHIBIT A  
CITY LOCATIONS  
(CONTINUED)**

<b>Location</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Postal</b>	<b>Existing Network Connectivity</b>	<b>Number of PC' s</b>
Fire Station 194	9800 W Olive Av	Peoria	AZ	85345	Yes	2
Fire Station 193	8330 W Emile Zola	Peoria	AZ	85381	Yes	2
Fire Station 192	8915 W Union Hills Dr	Peoria	AZ	85381	Yes	1
Fire Station 191	18500 N 89th Av	Peoria	AZ	85345	Yes	10
Municipal Operation Center	8850 N. 79th Ave.	Peoria	AZ	85345	Yes	14
Fleet Services (located at MOC)	8850 N. 79th Ave.	Peoria	AZ	85345	Yes	84
Pinnacle Peak Public Safety Facility	22244 N. Lake Pleasant Rd.	Peoria	AZ	85382	Yes	2
Greenway Water Treatment Plant	7300 W. Greenway Rd.	Peoria	AZ	85382	Yes	15
Beardsley Water Reclamation Facility	19980 N. 111th Ave.	Peoria	AZ	85382	Yes	47
Jomax Water Reclamation Facility	12483 W. Jomax Rd.	Peoria	AZ	85383	Yes	8
Butler Water Reclamation Facility (WRF)	8660 N. 79th Avenue	Peoria	AZ	85345	Yes	9
Quintero Water Treatment Plant	16194 W. Iron Age Drive	Peoria	AZ	85383	Yes	4
Peoria HS Pool	11200 N. 83rd Avenue	Peoria	AZ	85345	Yes (very limited)	1
Centennial HS Pool	14388 N. 79th Avenue	Peoria	AZ	85381	Yes (very limited)	2
Sunrise Pool	21321 N. 86th Drive	Peoria	AZ	85382	Yes (very limited)	1



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### EXHIBIT B NETWORK CONFIGURATION

Technical fit is evaluated for all hardware and software purchased for the City of Peoria.

- A. Current Standards: The City of Peoria complies with (and requires vendors who provide applicable solutions to help uphold and adhere to) the Payment Card Industry (PCI) Data Security Standard (DSS) ([https://www.pcisecuritystandards.org/security\\_standards/pci\\_dss.shtml](https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml)) and the Arizona Department of Public Safety Data and Network Security standards. Additionally, the City of Peoria embraces Microsoft's Best Practices recommendations.
- B. Network Infrastructure: Cisco Switched 10/100 network utilizing TCP/IP is the only network protocol. Municipal complex connected with GB fiber connections with remote locations some running on T1 connections and some on fiber. The network consists of converged voice and data running Cisco VoIP with QOS.
- C. Servers: HP Proliant servers running Microsoft Windows 2003 and Windows 2008 operating systems (latest Service Pack and Critical Updates applied), Windows 2003 Active Directory, Symantic Antivirus Enterprise, Comm Vault Galaxy backup agents, HP System Insight Manager agents, and EMC storage agents for SAN connectivity and management.
- D. Storage Area Network: EMC CLARiiON CX500 attached to Cisco 9216 Fiber Channel Switches.
- E. Databases: Microsoft SQL Server 2005/2008 with latest service packs and critical updates. Microsoft enterprise per seat licensing in place, per processor purchased when required.
- F. Web Servers: Windows 2003/2008.
- G. Web Application Servers: Microsoft IIS, Cold Fusion MX7.0, Apache-Jakarta-Tomcat Servlet.
- H. Web Applications: Currently using but not limited to ASP/JSP/ASP.Net.
- I. Payment Processing: Verisign Payflow Pro (All public web servers are isolated from the City Network in an DMZ)
- J. Email: Microsoft Exchange 2007 with Outlook 2007 client.
- K. Application Systems: Client-server or browser-based clients.
- L. Electronic Document Management: Alchemy, iCapture (Sales Tax Division, Police Department), OnBase.
- M. Reporting Tool: Crystal Reports and/or Business Objects (10) remove- don't specify version (single licenses), Microsoft Access Reporting, Report Server.



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**EXHIBIT B  
NETWORK CONFIGURATION  
(CONTINUED)**

- N. GIS: Desktop ArcGIS Version 9.3, ArcView and ArcINFO licensing levels; Server ArcSDE Version 9.3 running on MS SQL Server; Internet/Intranet Mapping System ArcIMS 9.3 – Intranet Only access, ArcGIS Server 9.2 environment. Peoria will begin, development of ArcGIS Server applications in the 9.3 environment.
- O. Workstations: Dell hardware standard, OptiPlex G745 Pentium 5 530/3.000 GHz, memory 3.0 GB for all new purchases; Microsoft Windows XP operating system, Microsoft Office 2007 Suite.
- P. Printers: Dell and HP hardware.
- Q. Remote Access: Cisco VPN, Citrix Application Server.