



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: March 27, 2012

TITLE: Award of Contract for a Time and Attendance System Based on Responses to Request for Proposal (RFP) 10-0050

BACKGROUND:

Request for Proposal (RFP) 10-0050, Employee Time and Attendance Management System was mailed to sixteen vendors and posted to the Purchasing Department's Web address; 9 vendors responded with their electronic solution to replace the district's current timesheet and punch card system for recording time & attendance. The RFP required the vendor's product, (software solution) to interface with the district's Sungard Financial Operating System. A Clarification Request was sent to all vendors verifying their solution would accept real time Sungard software upgrades (changes) which would effect time & attendance reporting.

Based on the responses received, four vendors were deemed eligible for an award of contract. A second Clarification and a Best & Final Offer was sent each of the four vendors. References were requested in addition to a five year life cycle cost to include proximity (badge) readers, system maintenance, operating software, available upgrades, training, etc. Please see the attached vendor evaluations.

RECOMMENDATION:

The Administration recommends the Governing Board approve the Award of Contract to Andrews Technology based on their response to Request for Proposal 10-0050.

INITIATED BY:

A handwritten signature in cursive script that reads "Scott Little".

Scott Little, Chief Financial Officer

March 16, 2012

A handwritten signature in cursive script that reads "Vicki Balentine".

Vicki Balentine, Ph.D., Superintendent

Evaluation Criteria

The five vendors deemed ineligible for award consideration were: Timeware, Executime Software, NOVAtime, Time Data Systems, Inc., and Time Trak Systems of Arizona.

The four vendors eligible for award consideration were evaluated on the following criteria: solution provided, cost, company qualifications, and RFP submittal, (all required information received). Please see below.

Company	Kronos	Qqest	TimeClock Plus	Andrews Technology
Solution Provided (45 Points Possible)	38	33	43	40
Cost (25 Points Possible)	9	22	14	25
Company Qualifications (20 Points Possible)	20	20	20	20
RFP Submittal (10 Points Possible)	10	10	10	10
Total (100 Points Possible)	77	85	87	95

Solution Provided:

Points were awarded based on each vendor's solution presented to the entire evaluation team at Wetmore Center.

Cost:

Points were awarded based on each vendor's response to the Best & Final Offer. Andrews Technology with the lowest cost solution received twenty five points. Each additional vendor received a percentage of that amount based on the percent their cost exceeded the lowest cost provider.

Company Qualifications:

The evaluation team determined any one of the four vendors receiving a Best & Final Offer would be qualified to provide a time & attendance solution.

RFP Submittal:

The evaluation team determined all four vendors provided the necessary information in their RFP response to meet the district's requirements for a Best & Final Offer.