

Appendix A  
Certification of Proposal to the City

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with the Request for Proposal (RFP), dated November 5, 2013 and to be bound by the terms and conditions of the RFP.
2. The Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
3. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
4. The proposal includes all of the commentary, figures and data required by the Request for Proposals, dated November 5, 2013.
5. This Proposer has carefully read and fully understands all of the items contained in the General Requirements. The Proposer agrees to all of the General Requirements except for those listed on an attachment.
6. The proposal by this Proposer is an irrevocable offer and shall be valid for 120 days from December 23, 2013, unless extended by mutual agreement.

Name of Proposer: \_\_\_\_\_

By: \_\_\_\_\_

(Authorized Signature)

Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix B  
Summary Sheet

Proposer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal TIN \_\_\_\_\_ State TIN \_\_\_\_\_

Number of years in existence: \_\_\_\_\_

Management person responsible for direct contact with the City and services required for this Request for Proposal (RFP):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Person responsible for day-to-day servicing of the project:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Attach brief biographies/resumes, including experience with local governments, for all responsible person(s) assigned to the RFP and to the City of West Hollywood.

## Functional Requirement Summary

Below is a list of functional requirements questions. Complete your response to each question by placing an "X" in the column of the letter that most closely indicates your response to that particular question. Response options are as follows:

- F = Fully provided out-of-the box without any customizations or modifications
- CO = Fully provided with configuration (e.g., table configuration, built with provided tool set); no changes to source code.
- R = The requirement can be met by running a report within the system
- TP\* = Third party software required to fully meet the required functionality
- CU\*\* = Customization (i.e., changes to the source code)
- NA = Not available

\* Must be listed and priced in the Cost Proposal

\*\* Must be listed and priced in the Cost Proposal.

Any additional comments relating to specific questions should be done in the Notes box.

For example:

Fully provided out-of-the box without any customizations or modifications	Fully provided with configuration; no changes to source code.	The requirement can be met by running a report within the system	Third party software required to fully meet the required functionality	Customization (i.e., changes to the source code)	Not available
F	CO	R	TP	CU	NA
		X			
Notes	Users can easily get this information by running the report from our menu				

1. Allows non-exempt employees to record actual time worked (in/out and verify that no in/out periods overlap

Fully provided out-of-the box without any customizations or modifications	Fully provided with configuration; no changes to source code.	The requirement can be met by running a report within the system	Third party software required to fully meet the required functionality	Customization (i.e., changes to the source code)	Not available
F	CO	R	TP	CU	NA
Notes					

2. Able to allocate regular hours worked to defined work days for exempt employees and verify that the exempt employees are not paid more than 40 hours unless a leave cashout is requested.

Fully provided out-of-the box without any customizations or modifications	Fully provided with configuration; no changes to source code.	The requirement can be met by running a report within the system	Third party software required to fully meet the required functionality	Customization (i.e., changes to the source code)	Not available
<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

3. If exempt employees work more than shift hours, allows exempt employees to enter actual hours worked for the day and verifies that the exempt employees is not paid more than 40 hours for the pay period unless a leave cashout is requested.

Fully provided out-of-the box without any customizations or modifications	Fully provided with configuration; no changes to source code.	The requirement can be met by running a report within the system	Third party software required to fully meet the required functionality	Customization (i.e., changes to the source code)	Not available
<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

4. Capable of handling different work week schedules, including regular and standby shift hours worked and different defined work weeks for employees

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<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

5. Capable for pushing city Holiday hours to employee timesheets based on defined work week hours.

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<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

6. Allows employees to allocate time to multiple projects, other divisions or grants and record a brief description of work done.

Fully provided out-of-the box without any customizations or modifications	Fully provided with configuration; no changes to source code.	The requirement can be met by running a report within the system	Third party software required to fully meet the required functionality	Customization (i.e., changes to the source code)	Not available
<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

7. Allows non-exempt employees to note any portion of hours worked over forty as earned comp time.

Fully provided out-of-the box without any customizations or modifications	Fully provided with configuration; no changes to source code.	The requirement can be met by running a report within the system	Third party software required to fully meet the required functionality	Customization (i.e., changes to the source code)	Not available
<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

8. Allows Employees to use earned leave time (e.g., sick time, vacation) as long as there is a positive leave balance and, if appropriate mark the leave as FMLA.

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<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

9. If a leave type requires documentation (jury duty, doctor’s note for sick leave more than 3 days), notifies employee that documentation is required and allows employee to upload PDF file.

Fully provided out-of-the box without any customizations or modifications	Fully provided with configuration; no changes to source code.	The requirement can be met by running a report within the system	Third party software required to fully meet the required functionality	Customization (i.e., changes to the source code)	Not available
<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

10. Allows employees to request a cash-out of accumulated leaves

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<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

11. Employees are notified if leave balance plus the current accrual will exceed the maximum allowed.

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<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

12. Non-exempt employees are able to note In/Out times of any callbacks (non-contiguous hours worked outside the defined workweek schedule) and a brief description of the work done. Callbacks less than the guaranteed amount (e.g., 3 hours) are compensated at the guaranteed amount

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<b>Notes</b>					

13. Identifies hours worked by non-exempt employees in their bargaining unit's negotiated shift-differential period and records a shift differential

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<b>Notes</b>					

14. Calculates overtime for non-exempt employees after comp-time earned is subtracted from hours worked

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<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

15. For exempt employees, verifies that when leaves are used, regular hours worked plus holiday hours plus leaves do not exceed the shift hours and notifies employees to reduce leaves used when too many leave hours are used.

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<b>Notes</b>					

16. Provides adequate security for employees and supervisors so that:

- (a) Employees can maintain their own time sheet and only their timesheet
- (b) Authorized employees can enter time for employees within their departments

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<b>Notes</b>					

17. Has automated workflow timesheet approval options that are driven by their appointment division.

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<b>Notes</b>					

18. Contains an audit trail that tracks data changed, hold original data and user name of the person modifying or viewing an item.

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<b>Notes</b>					

19. Allows timesheets using leave balances (e.g., vacations, rolling out leaves) for future pay period to be submitted by an employee

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<b>Notes</b>					

20. Sends e-mails notices to supervisors and/or managers regarding missing time documents

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<b>Notes</b>					

21. Tracks leave usage.

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<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

22. Provides a time summary report that can be printed or emailed

- (a) For the employee that lists hours worked and leaves used by date and then subtotals for the pay period.
- (b) For the manager that lists hours worked and leaves used by date for each employee and then subtotals for the pay period.

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<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

23. Provides ad hoc and routine reports.

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<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

24. Provides the ability to export time records into a text delimited file that can be imported into Eden’s payroll module using Eden’s Import Timesheet Data form.

Fully provided out-of-the box without any customizations or modifications	Fully provided with configuration; no changes to source code.	The requirement can be met by running a report within the system	Third party software required to fully meet the required functionality	Customization (i.e., changes to the source code)	Not available
<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

25. Provides the ability to lock time records that have been imported into Eden and are now in payroll for review and processing

Fully provided out-of-the box without any customizations or modifications	Fully provided with configuration; no changes to source code.	The requirement can be met by running a report within the system	Third party software required to fully meet the required functionality	Customization (i.e., changes to the source code)	Not available
<b>F</b>	<b>CO</b>	<b>R</b>	<b>TP</b>	<b>CU</b>	<b>NA</b>
<b>Notes</b>					

26. Provides a scheduling system where
- (a) Employees could request time off
  - (b) supervisor could plan, schedule, edit and approve their employees requests for time off
  - (c) defaults the approved/requested time off into the appropriate timesheet day for that pay period.

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F	CO	R	TP	CU	NA
Notes					

27. Where ever possible, access Eden’s database tables to obtain most current data and eliminate the need to maintain duplicate tables and records.

	Fully provided out-of-the box without any customizations or modifications	Fully provided with configuration; no changes to source code.	The requirement can be met by running a report within the system	Third party software required to fully meet the required functionality	Customization (i.e., changes to the source code)	Not available
	F	CO	R	TP	CU	NA
Employee Information						
Employee Leave Balances						
Pay Period Information						
Shift Information						
Hour Code Information						
Leave Code Information						
Project Code Information						
Division Code Information						
Notes						