



## Request for Information 02-133-24

State of Alaska  
Department of Administration  
Division of Finance

**Date Issued: June 14, 2024**

### TIME AND ATTENDANCE SOLUTION

#### **Introduction:**

The Department of Administration (DOA), Division of Finance (DOF), is seeking information from vendors who are qualified to provide a Time and Attendance System, training, and ongoing support and maintenance. Information gathered will be used to assess the gains in productivity, operational efficiency, and accuracy through the implementation of a new time collection system that could replace existing paper and manual processes.

This request for information (RFI) does not guarantee future work. The information gathered will aid DOF in conducting market research to ascertain the availability of resources.

#### **Background Information:**

DOF provides accounting, payroll services, payroll production, and travel services for all departments in all three branches of government.

- **Payroll Services:** DOF is charged with maintaining accurate employee and time and attendance information in the IRIS Human Resource Management system in order to process pay for approximately 14,000 executive branch employees. DOF staff ensures compliance with collective bargaining unit agreements, personnel rules, statutes, and other federal and state requirements.
- **Payroll Production:** DOF is responsible for maintaining employee and position records, processing pay for employees paid through IRIS Human Resource Management system, and providing accumulated payroll information, historical records, and reports of the data processed.

[IRIS](#) is DOF's enterprise resource planning system and uses the [CGI Advantage® ERP](#) platform. The IRIS Human Resource Management system has the capability to offer some agencies the ability to enter simple timesheets. The division is seeking information for a new solution that could address the complex time recording needs of all state agencies. Complex time keeping exists today in the form of different bargaining units throughout the state along with a multitude of existing special letters of agreements that can deviate payroll processing from the timekeeping standards within an employee's specific bargaining unit. Time is recorded on timesheets today with the use of event codes. There are over 200 event codes that could be used on a timesheet today, many of which are special premium codes governed by bargaining unit contract articles. Complex timekeeping would also include splitting up hours within a timesheet based on accounting charges.

#### **Response Information:**

The purpose of this RFI is to gather information from vendors who are qualified to provide a time and attendance solution for complex time recording needs of all the state agencies. The division is seeking information about the types of solutions available, as well as the general and benchmark cost of those solutions.

#### **Responses must include the following information:**

1. Organization name, contact name, mailing address, phone number, and email of designated point of contact;
2. Existing capableness and competence related to the services identified above to include answers to the RFI Questionnaire; and

3. Responses provided in both word and PDF formats, including any supplemental attachments.

***RFI Questionnaire:***

The division is interested in the following information as well as any value-added options that your solution offers.

1. What is the name of your organization and your solution?
2. Provide an overview of the ownership of your organization.
3. Provide a general overview of your product offering and its value proposition. (limit to 1,000 words)
4. Provide a general overview of the user experience with your solution, and if mobile device access is a standard feature.
5. How does your solution interface with ERP applications?
6. Are these program components a bundle or can plans choose certain services?
7. Please provide the general and benchmark cost associated with your program.
8. Please describe your SAAS-hosted service offering.
9. What are the service components to your solution? Please address the listed components below:
  - Activity tracking and labor distribution.
  - Standby pay, premium pay, overtime, flex time.
  - Time allocation by cost center.
  - Multiple pay codes.
  - Override pay rates and job class codes.
  - Equipment codes and valid project codes to be entered in addition to time worked.
  - Timekeeping for employees working in multiple departments.
  - Timekeeping for full-time, part-time, shift work, seasonal.
  - Timesheets for past, current, and future pay periods.
  - Leave requests, leave donations, leave cash-in, leave bank usage, and leave transfers.
  - Role-based permissions.
  - What kind of timesheet entry controls are available?
  - What kind of timesheet error reporting is available?
  - What kind of functionality does the software have around automation and routing?

**This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services.** DOA does not intend to award a contract from this RFI, nor will DOA be financially responsible for the preparation, or administration cost incurred to respond to this RFI. All costs associated with responding will be solely at the interested party's expense.

***Procurement Officer contact information:***

Interested parties must submit a written response by **July 1, 2024, at 3:00 PM AKST**. Responses must be sent via E-mail to [doa.oppm.procurement@alaska.gov](mailto:doa.oppm.procurement@alaska.gov).

All questions must be in writing and emailed to: [doa.oppm.procurement@alaska.gov](mailto:doa.oppm.procurement@alaska.gov)

Attention: Glenn Delos-Reyes, Procurement Specialist

Department of Administration

Office of Procurement and Property Management

***Notice to Vendors:***

Pursuant to [Administrative Order 352](#), (a) any person or business determined to support or participate in a boycott of the State of Israel will be disqualified from any procurement related to this Request for Information; and (b) the support of or participation in a boycott of the State of Israel by a person or business contracting with the State of Alaska under AS 36.30 constitutes grounds for termination of the contract. [Administrative Order 352](#) does not apply to a contract if the person or business has fewer than 10 employees; or the amount to be paid under the contract, excluding renewals and options available under the contract, is less than \$100,000.