

ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)

**REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES
PAYROLL TIME AND ATTENDANCE SYSTEM
March 2018**

1.0 INTRODUCTION

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualification (collectively, “Submittals”) from firms interested in qualifying to provide Professional Services for the upgrade to ALCOSAN’s current time and attendance payroll system.

This document is intended to assist firms in preparing their Submittals for this project. All Submittals that fail to conform to requirements set forth herein will not be considered by ALCOSAN.

2.0 COMMUNICATIONS REGARDING THE REQUEST FOR QUALIFICATIONS

Questions and requests for clarification regarding this Request for Qualifications (“RFQ”) must be directed, in writing, to:

Suzanne Thomas
Procurement Officer
Allegheny County Sanitary Authority
3300 Preble Avenue
Pittsburgh, PA 15233-1092
Email: Suzanne.thomas@alcosan.org

Responses to all general questions and requests for clarification will be posted on ALCOSAN’s website. ALCOSAN will provide, in writing, any clarifications, changes and/or other information deemed to be necessary as addenda to this RFQ. ALCOSAN cannot guarantee responses to any questions received after 2:00 p.m. on Monday, March 26, 2018.

3.0 OBJECTIVE

ALCOSAN proposes to retain a highly qualified firm to provide the services described herein. Firms and team members with significant experience in projects with similar

characteristics will be given prime consideration for this project. Those firms that participate in this Request for Qualification (RFQ) process will be referred to as “Proposers.” “Proposer” and its Subconsultants shall be referred to collectively as the “Team.” The successful team shall be referred to as the Consultant.

4.0 SCOPE OF SERVICES

Project Name: Payroll Time and Attendance
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233
Schedule: June 2018 – June 2024

The selected firm must have an existing product that will provide all services necessary to upgrade the existing time and attendance system including at a minimum:

- replace the three existing time clocks with time clocks that are capable of bio metric scans and swipe cards,
- provide on-line real time access by supervisors to employee attendance,
- provide on-line real time access to employee compensated absence information (vacation, sick and personal holidays are all accrued differently and tracked separately)
- provide on-line approval of time and attendance,
- data transfer to front end legacy payroll system,
- provide standard and customized user friendly reports,
- system must have cost allocation capabilities,
- provide customization to tailor existing software to the specifics required by Union contracts including: shift differentials, move ups, longevity, etc., and,
- provide training and on-going support.

Please note that you must have at least a minimum 10 years of experience providing this type of service and the proposed system must be compatible with ALCOSAN’s payroll/general ledger system: JD Edward World Version A9.3.

The following is an outline of the anticipated project schedule based on the information available at this time. The project schedule is subject to change. The official schedule will be included in the contract for professional services.

<u>Date</u>	<u>Milestone</u>
April 6, 2018	RFQ Submittal Deadline
May 3, 2018*	Shortlist of Firms for RFP
May 4, 2018 *	Distribute RFP
May 25, 2018*	Deadline to submit proposal to ALCOSAN
June 4-8, 2018*	Interviews with ALCOSAN staff
June 28, 2018 *	Selection of Firm by Authority Board

*Approximate Dates

Please note that the base period of this contract will be for five (5) years after final implementation.

5.0 EVALUATION OF QUALIFICATIONS SUBMITTALS/SELECTION PROCESS

The Consultant will be selected based upon the following process:

Shortlist: Once the deadline for the RFQ has lapsed, ALCOSAN's Procurement Project Team shall review, discuss and independently rank all Submittals. The Procurement Project Team will evaluate Submittals based upon the following criteria:

- Firm's history and resource capability to perform required services
- Evaluation of assigned personnel
- Related experience
- Ability to meet schedule and project budget
- Familiarity with local area geography and facilities
- Local office within Allegheny County
- Ability to relate to project requirements
- MBE/WBE/SDV Participation
- Review of vendor references

Based upon the evaluations of the Submittals, the Procurement Committee will develop a shortlist of firms which will be presented to the ALCOSAN Board of Directors for approval. Only information provided in this Submittal regarding this RFQ will count toward the firm's score.

Request for Proposals: Shortlisted firms will be emailed a Request for Proposals ("RFP"). Following proposal submission, Proposers will be interviewed by ALCOSAN's Project Procurement Team. The Project Procurement Team will evaluate Proposer's performance in the interview when evaluating the proposals.

After completion of the interviews, all proposals will be individually evaluated utilizing criteria clearly set forth in the RFP.

6.0 QUALIFICATIONS SUBMITTALS

Two (2) hard copies of sealed Submittals and one (1) electronic copy (Compact Disc) are required. Submittals must be received by the ALCOSAN Contracts Department **no later than 2:00 PM on April 6, 2018**. Please allow time to be processed by security. If the documents are sent via courier, it is Consultant's responsibility to ensure the documents have been received on time.

Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR
Payroll Time and Attendance**

Allegheny County Sanitary Authority
Office of Procurement
3300 Preble Avenue
Pittsburgh, PA 15233

Attention: Suzanne Thomas, Procurement Officer

Late and/or noncompliant Submittals will not be accepted for any reason. Submittals that do not include requested information and/or do not follow the requested format will be considered non-responsive. Non-responsive Submittals will not be evaluated. To enable ALCOSAN to efficiently evaluate the Submittals, Proposers must strictly follow the required format in preparing their Submittals.

Each hard copy of the Submittals shall be bound using GBC or other semi-permanent binding to ensure that pages are not lost. Pages shall be no larger than standard letter size 8 ½" x 11" or folded to that dimension. Each section (as set forth below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required. Proposers are encouraged to submit on double-sided paper. Electronic copies shall be submitted as a PDF document on a CD.

Each Submittal shall be organized in the following order:

- A. Letter of Commitment** Provide a cover letter and company profile introducing the firm. This letter shall commit the firm to the terms of this RFQ and shall be signed by a person authorized to bind the company.
- B. Outside Cover and/or First Page:** Shall contain the name of the RFQ, the name of the Proposer, a point-of-contact, contact information (telephone and email) and the submittal date.
- C. Table of Contents**
- D. Team's Experience/References (Tabbed Section 1):** The Proposer shall select five (5) similar projects using Part I, Section F, SF 330, to highlight, as best representing the Team's project experience. For each project, the Proposer shall prepare a brief, two-page, summary of the project including the following information:
 - Project Name and Location
 - Date(s) of Project
 - Project Owner
 - Contact Name/Address/Telephone Number/Email Address

- Brief Description of the Project, highlighting the involvement of the Proposer
- Firm Name and Role
- Key Personnel involved in the Project, including Subconsultants
- Project Description
- Year Completed
- Total Fees

E. Team’s Experience (Tabbed Section 2): The Proposer will submit a completed Form SF 330 (Parts I and II).

The Proposer shall attach an 11x17 Organizational Chart (Part I, Section D) of the proposed Team, not to exceed one (1) page, folded to accommodate an 8 ½ x 11 formatted booklet.

The Proposer may provide no more than three (3) resumes of key personnel for Part I, Section E, with each resume not exceeding two (2) pages.

The Proposer shall provide a matrix of the Projects identified in Section 1 and the team members, including subconsultants, participation on each project.

F. Commitment to MBE/WBE/SDV Participation Goals (Tabbed Section 3):

ALCOSAN encourages businesses owned and operated by minorities, disadvantaged, women, and service disabled veteran business enterprises to submit Submittals or to participate as subconsultants or suppliers. The Proposer shall be required to utilize minority, disadvantaged, women and service disabled veteran business enterprises to the fullest extent possible. The MBE/WBE participation goals are 10-25% of the total value of the Consultant’s proposed services. The SDV participation goals are 3% of this same total value. A copy of ALCOSAN’s Supplier Diversity Business Policy Statement is available upon request. At this stage of submitting qualifications, ALCOSAN is looking for more than a general commitment to the goals of the policy. ALCOSAN understands that the ability to use subconsultants will vary and depend greatly on the size and type of project. The Proposer shall submit a statement of its commitment to the policy, highlighting MBE/WBE/SDV participation rates on the Proposer’s past projects. The Proposer should identify potential team members, if any, proposed under this project.

Failure to provide a clear MBE/WBE/SDV team structure where the team members are integrated into the program will impact a submittal’s evaluation.

G. Right to Know: ALCOSAN is a municipal authority and is therefore subject to requests through the Pennsylvania Right-To-Know Law (RTKL). Submittals may

become part of a RTKL request during and after the subsequent contract. **All Proposers shall clearly identify only that portion of the proposal which is considered company proprietary information and, therefore, exempt under the RTKL.** A legend at the beginning of the proposal and/or on every page will not be considered sufficient. If there is no information contained in the submittal that may be exempt from the RTKL, Proposers shall make a statement to that fact in the Submittal.