



**CITY OF HOUSTON  
STRATEGIC PURCHASING DIVISION**

**S46-Q23427  
NOTICE OF REQUEST FOR INFORMATION**



**AUTOMATED TIME & ATTENDANCE SYSTEM**

The City of Houston is considering soliciting proposals from Vendor(s) specializing in Automated Time and Attendance Systems. The objective is to investigate systems that will automate time capture as well as leave and absence management for City of Houston employees. Prior to issuing an RFP, the Department would like to take into consideration all companies/organizations interested in participating in the procurement to provide a presentation to the Project Technical Specifications Committee on time and attendance automation; to include all possibilities and considerations that could be utilized in the RFP when issued. The presentation and all other related expenses must be at "NO COST" to the City and will be scheduled with each respondent to this RFI after it has closed.

Please review the basic overview of the intended Scope of Services below. If you believe that your company/organization can provide recommendations to enhance the overall objective stated below and would be interested in conducting a presentation, please provide your companies/organizations contact information to include: Company/Organization Name, Contact Person, Address, Telephone No., Fax No. and E-mail Address. Please indicate your interest to this RFI requirement by submitting the requested information to Eric Alexander, Senior Procurement Specialist, via one of the following methods listed below by **3:00 p.m. CST, Friday, October 2, 2009:**

E-mail (Preferred Method): [eric.alexander@cityofhouston.net](mailto:eric.alexander@cityofhouston.net)

Fax: (832) 393-8759

Mail: City of Houston  
Strategic Purchasing Division  
901 Bagby  
Houston, TX 77002

**OVERVIEW**

The City of Houston is currently in the process of investigating Automated Time and Attendance systems to capture time for all 24,000 + city employees. The current time-capture process is a combination of software interfaces to SAP and manual data entry.

The City has established a Project Technical Specifications Committee that is in the process of developing a request for proposals (RFP) that outlines the requirements for the new time and attendance system. The new system must support the complex pay rules of classified Police and Fire employees. It will also support all Municipal employees in Houston as will be outlined in the RFP.



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Prior to completing and releasing a Time & Attendance System RFP, the City is extending an invitation to all interested Time and Attendance Vendors to provide an overview of their latest system offerings. Topics of interest will include, but not necessarily be limited to the following:

- Multiple types of data gathering devices
- Ability to handle multiple complex pay rules from a configurable interface
- Offer Employee Self-Service features from timeclock, computer, or telephone
- Have advanced scheduling, leave management, and absence management capability
- Experience interfacing with SAP
- Ability to handle a City-Wide Time & Attendance implementation
- Amount of time needed to develop and submit a competitive system proposal after release of the City's RFP
- Discussion of potential project delays after a contract for the system has been executed

Vendors should be advised that the audience for this presentation is the Technical Specifications Committee charged with requirements development for an upcoming RFP and should consider this an opportunity to provide technical input into that process.

All respondents to this RFI will be contacted and invited to conduct a presentation to the City's Project Technical Specifications Committee. Contractors interested in meeting with the City's Project Technical Specifications Committee will be required to present their information in a Microsoft PowerPoint format at the time of the presentation. Ten printed copies and three electronic copies on DVD-ROM will be required. Furthermore, vendors may have a maximum of five representatives in attendance at the presentation session with the Technical Specifications Committee. The time allotted for the presentation will range from one to two hours, depending upon the overall number of presentations that are scheduled.

The goal of this effort is to guide the City in implementing a Time & Attendance system citywide. Again, the City may choose to utilize information obtained from Vendors during this RFI process to develop an RFP toward the goal of implementing the City of Houston's Automated Time & Attendance system.

**All recommendations and comments are welcomed and will be reviewed and considered. All recommendation(s) of good merit and clear business logic and methodology may be used and incorporated into the final RFP solicitation document.**