

NOTICE TO BIDDERS

Faulkner County will be accepting sealed bids on timekeeping software.

Bid specifications and Submittal forms may be obtained from the Faulkner County Judge's Office. Bids will be accepted until 9:00 am on June 10, 2024, at which time they will be opened at the Faulkner County Judge's Office, located at 801 Locust Street Conway AR, 72034. Faulkner County reserves the right to accept or reject any or all bids placed and waive formalities.

Bids should be submitted in total including taxes, for the price to be paid by Faulkner County.

Direct questions and requests for clarifications related to this bid to Randy Higgins at 501-450-4900 or Randy.higgins@faulknercountyar.gov .

Bids may be mailed to:

Faulkner County Judge's Office
Attn: Timekeeping Software Bid
801 Locust Street
Conway AR, 72034

This information is also available on our website at www.faulknercounty.org/business/rfp

The Faulkner County Judge's Office paid \$ for this publication.

BID INFORMATION AND BID SPECIFICATIONS

FOR

TIMEKEEPING SOFTWARE

THIS BID PACKET CONTAINS INFORMATION
CONCERNING PROJECT FOR
FAULKNER COUNTY, ARKANSAS
COUNTY JUDGE ALLEN DODSON

Timekeeping Software

May 23, 2024

Date: May 23, 2024

Reference: Timekeeping Software

Bids are to be addressed to:

Faulkner County Judge's Office
Attn: Timekeeping Software Bid
801 Locust Street
Conway AR, 72034

BIDS ARE DUE ON June 10, 2024, by 9:00 a.m.

Bids may be mailed or hand-delivered to Judge Allen Dodson, County Judge, Faulkner County, Arkansas. All bids must be turned in prior to the 9:00 AM deadline.

*****Faxed, Phone, or e-mail bids will not be accepted.

*** All bids must be in a sealed envelope and marked Attn: Timekeeping Software Bid

Timekeeping Software

Project Description

The timekeeping software will be used by up to 400 employees, including but not limited to law enforcement personnel, to log work hours, manage leave time, and ensure compliance with labor regulations. It should interface with the Financial Intelligence financial services software system and offer a user-friendly interface accessible via multiple devices.

Scope of Work

- Implement timekeeping software for all Faulkner County Government Offices
- Provide training
- Offer ongoing technical support and software updates

Requirements

- Time Tracking-including but not limited to:
 - Clock-in/Clock-out
 - Lunch/Break
 - Accruals & Leave
- Paid Time Off Management & Reporting
- Compliance Reports
- Open API and ability to integrate with Financial Intelligence Software
- Accessible on desktop and mobile devices (iOS and Android).
- Data Security
- Regular Data Backup and Recovery Procedures
- Dedicated account manager for service (no ticketing system, an actual person)
- No third party for implementation, all implementations should be completed by the same team/company that is providing the service
- Single sign-on, Web timesheet
- Multiple time collection methods and time clocks with ID, badge facial recognition, or finger scan options.
- 100% mobile capability for supervisors and employees
- Kiosk App
- Support for non-exempt and exempt
- Role-based dashboards and analytics

Implementation Timeline

Bidders are required to provide a timeline detailing when Faulkner County can anticipate the software to be fully operational.

Bid Sheet

Company Name: _____

Contact Person: _____

Contact Information: _____

The above-named vendor offers to provide software with the following specifications:

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Total Implementation	\$
Total Training	\$
Total Support & Maintenance	\$
Total Additional Costs	\$
Grand Total	\$

Signature: _____ Date: _____