



Request for Proposals
Time and Attendance System
(to be integrated with GPS)

PURCHASING DEPARTMENT
501 West Washington St.
Greensboro, NC 27401

September 17, 2013

RFP#: 189-5592

Sealed Proposals will be received by the Guilford County Schools (GCS) until **2:00 pm, Thursday, October 17, 2013**, to furnish all equipment, training and instruction necessary to implement a Time and Attendance system for the District. This system must be capable of complete integration with a GPS system that will be chosen based on the accompanying proposal # 189-5591.

SEND ALL PROPOSALS DIRECTLY TO THE ISSUERS ADDRESS NOTED ON PAGE 6.

IMPORTANT NOTE: Indicate firm name ("Technical Proposal" or "Cost Proposal") and RFP number on the front of each sealed proposal envelope or package, along with the date for receipt of proposals specified above.

Direct all inquiries concerning this RFP to: Don Reid, Purchasing Officer, 336-370-3238, reidd@gcsnc.com

OVERVIEW

The Guilford County Schools Board of Education (GCSBOE) seeks proposals from qualified responsible suppliers to provide a Premise Based Time and Attendance System. Guilford County Schools (GCS) will be responsible for the purchase (or lease) of the software and hardware, and for providing the infrastructure to support the system. The successful contractor shall supply hardware and software that will provide a solution to include but not limited to collecting time and attendance data electronically for every employee, non-employee volunteer, automatically applying pay rules consistently across the organization, streamlining payroll processing, reducing administrative burden, and improving the accuracy and reliability of employee information. The system must be flexible, extensible and fully scalable to meet GCS needs today and in the future.

GCS should be able to track labor at all business levels; by department, by team, position, or by employee. A reliable solution should not stop at simply delivering vacation and sick time balances; but should automatically calculate those balances, administer their use, and ensure compliance with federal, state and organizational policies. The solution should allow employees to submit leave requests online and automatically notify them if the balance is insufficient.

Additionally, supervisors should be able to eliminate unauthorized overtime by scheduling when employees can punch to start and end shifts. Managers should be able to also lock out "early bird" or tardy employees, and force late arrivals and early departures to notify supervisors before punching.

Various time capture devices will be needed, but not limited to hourly and salaried employees, both fixed and mobile positions. Bus drivers and other mobile employees will need to utilize a collection device connected to GPS bus and fleet units. A well-designed solution will be able to adapt to the employee environment, accommodating various data collection points in one comprehensive solution. For example, a flexible online tracking system should accommodate recording attendance leave for salaried employees who are not bound by traditional forms of time and attendance monitoring. Managers should be able to utilize self-service applications to approve leave requests, monitor overtime, and manage by exception. The solution should support automatic email notifications for an exception to attendance rules, allowing a manager to take immediate action.

GCS FACTS

Facts about the Guilford County Schools:

- 126 schools
- 72,500+ students
- 3rd largest school system in NC
- 10,000+ employees

PROCUREMENT STATEMENT OF NON-PREFERENCE

It is the intent of GCS to procure a product in the size, quality, and parameters of the following specifications. Sometimes, for facilitation of bidding/quoting procedures only, a certain manufacturer, product, or vendor will be utilized to help streamline this process. However, GCS invites and encourages all other qualified bidders to submit equivalent bids/quotes. The primary purpose is to ensure that no interested party is excluded or limited from the bidding/quoting process. All bids are evaluated equally, based on the following criteria:

AWARD CRITERIA Award will be based on best value - most advantageous to The Guilford County Schools Board of Education as determined by consideration of:

1. Prices offered.
2. Quality of equipment offered.
3. General reputation and performance capabilities of the bidder.
4. Conformity with specifications herein.
5. Delivery and installation schedule.
6. Location and availability of service and repair facilities and personnel.
7. Suitability for Intended Use.
8. References provided for proposed equipment.
9. Demonstration of proposed equipment, if required.

GCS reserves the right to reject any or all proposals. All proposals/quotes submitted should be as closely aligned as possible to the desired specifications. Any exceptions to the specifications will be evaluated based on the best interest of Guilford County Schools.

While price is an important consideration, GCS will consider other criteria in evaluating these proposals. The point values associated with the award criteria are:

| Factor | Weight | Score | Notes |
|-------------------------------------|---------------|--------------|--------------|
| Cost Proposal | 30 | | |
| Technical Proposal | 40 | | |
| Prior SunPac Integration Experience | 10 | | |
| Corporate Background and Experience | 10 | | |
| References | 10 | | |
| Total | 100 | | |

DEMONSTRATION: GCS reserves the right to require a demonstration of the exact models of equipment offered. Such demonstration would be performed at user's facility, by bidder or his authorized representative, before award of contract, upon request by GCS, free of charge to GCS, and for the purpose of assessing suitability of the offered equipment for the intended use. Failure of bidder or his authorized representative to perform demonstration (if requested) in accordance with the above may be grounds for nullification of the bid. The results of such demonstration would be considered in the award of contract

INFORMATION AND DESCRIPTIVE LITERATURE: Bidders must furnish with their bid detailed descriptive literature and general specifications and other pertinent data necessary for their evaluation as required by Par. 9 of the attached "Instructions to Bidders." In addition, bidder must complete the attached questionnaire sections of the bid. Bids which do not comply with these requirements may be subject to rejection.

PROPOSAL QUESTIONS:

1. **Proposal questions may be submitted until 2:00 pm, Oct. 1, 2013**, by e-mailing Don Reid, Purchasing Officer, reidd@gcsnc.com . Questions will be answered by Oct. 7, 2013, at the discretion of the GCS. Responses will be posted as an Addendum at www.gcsnc.com, District, Departments, Purchasing, Bid Solicitation, with the appropriate RFP.
2. It is the Vendor's responsibility to assure that all addenda have been reviewed and, if need be, signed and returned as Submittal #8.

INDEFINITE ORDER QUANTITY Bidders are informed that this quote/bid is for an estimated quantity of goods/services. No guarantees in order quantities exist until bidder receives a purchase order from GCS. The quantities listed in this proposal are for estimation and planning purposes only. The listed quantities are subject to change, with no guaranteed minimum order implied. The pricing reflected in proposals are considered valid for the period shown under "execution" section of this quote/bid. GCS will procure certain goods and services through the term (contract period) of this proposal only upon actual award. GCS conveys to bidders that purchases will be made as a matter of convenience (convenience contract) to GCS. Award of items to certain vendors pertaining to this proposal do not guarantee purchase of stated quantities.

SERVICE: 4 Hour maximum response time is desired on service during normal working hours (24/7 365 days per year). State response time, telephone information, and location from which service will be provided.

Maximum response time to this location after receipt of service call: _____ hours

Bidder has toll-free number for service calls: (yes/no) _____

If yes, state toll-free (800) number: _____

Bidder will accept collect call for service? Yes/No _____

State telephone number _____

Address of service facility: _____

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The following is a general description of the process by which a firm will be selected to provide products and services.

Schedule and Process

The following chart shows the schedule of events to prepare your organization's Proposal. The key events and deadlines for this process are as follows, some of which are set forth in more detail in the Sections that follow:

| DATE | EVENT |
|-----------------------|---|
| Sept. 17, 2013 | RFP Documents are released by GCS. |
| Sept. 26, 2013 | Pre-proposal Conference @ 10:00 AM. The conference is not mandatory and is being held for the convenience of the proposers. |
| Oct. 1, 2013 | Final Submission of Written Questions. Proposers are permitted to submit to the GCS Purchasing Department written questions and requests for site visits, but only for purposes of clarifying this RFP. All submissions shall be sent via email to Don Reid, Purchasing Officer at reidd@gcsnc.com and shall include the e-mail address and name of a Proposer contact person to receive the GCS's answers. Questions and requests are due by 2:00 pm. Questions will be answered by Monday, Oct. 7 and posted as an Addendum at the discretion of GCS. |
| Oct. 17, 2013 | Proposal Submission. Proposals are due by 2:00 pm at the Guilford County Schools Purchasing Department, 501 W. Washington St, Greensboro NC 27401, Room 100. Proposals submitted after this date and time will not be opened. |
| Oct. 28, 2013 | Demonstration / Oral Presentations (if requested) |
| Nov. 4, 2013 | Proposal evaluation and negotiation |
| Nov. 25, 2013 | Anticipated GCS award date |
| Dec. 16, 2013 | Notice to Proceed with phased implementation |

1. Request for Proposals (RFP) is issued to prospective contractors Sept. 17, 2013.
2. A pre-proposal conference will be conducted on **Sept. 26, 2013, at 10:00 a.m.** The meeting will be held at **Guilford County Schools Purchasing Department** located at **501 W. Washington St. Greensboro NC 27401 Room 100**. The pre-proposal conference is not mandatory and is being held for the convenience of the Proposers. Proposal questions may be submitted until 2:00 pm, Oct. 1, 2013, by e-mailing Don Reid, Purchasing Officer, reidd@gcsnc.com . Questions will be answered by Oct. 7, 2013, at the discretion of GCS. When appropriate, responses will be posted at www.gcsnc.com , District, Departments, Purchasing, Bid Solicitation.
3. GCS is using a two (2) step bidding process. Technical proposals in **one original, (6) six hard copies, and (1) electronic copy**; and Cost proposals in **one original, (2) hard copies and (1) one electronic copy**, will be received from each vendor **in two separate sealed packages - the Technical Proposal and the Cost Proposal**. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
 - a. Technical and Cost - One (1) hard copy of each marked *Original*
 - b. Technical - Six (6) hard copies marked *Copy*
 - c. Cost – two (2) hard copies
 - d. Technical and Cost - One (1) copy of each (Microsoft Word format) on a CD, labeled with the Company Name, RFP 5592, RFP Description, and Date of RFP.

NOTE: No technical information should be contained in the cost proposal. No cost information should be contained in the technical proposal. If any cost information is included in the technical proposal and/or if any technical information is included in the cost proposal, the Vendor's entire proposal may be rejected.

4. All proposals must be received by The Guilford County Schools Purchasing Department, 501 W. Washington St. Greensboro NC 27401, Room 213, not later than 2:00 p.m., October 17, 2013. Your proposal should be in a sealed opaque envelope plainly marked with RFP# 189-5592 and service description as follows:

Request for Proposal # 189-5592
Date: Oct. 17, 2013
Attention: Don Reid
Purchasing Officer
Name of Contractor submitting proposal
Time and Attendance (Cost or Technical) proposal

5. Changes to the conditions and specifications as presented in this RFP will be issued by GCS Purchasing Department, in writing, as an addendum to this document. When an addendum is issued, the proposal acceptance date may be extended at the discretion of the GCS Purchasing Department. Submitted proposals that do not acknowledge receipt of an issued addendum will not be considered. This receipt should be noted on the Addenda Receipt Form located on page 16.
6. At the noted date and time the package containing the proposals from each responding firm will be publicly opened and the name of each vendor announced publicly. A notation will also be made whether a separate sealed cost proposal has been received. Cost proposals will be placed in safekeeping until opened at a later date.
7. Technical proposals will be evaluated first.

8. Upon completion of the technical evaluation, the cost proposals of only those firms whose technical proposals have been deemed acceptable will be publicly opened. The total cost offered only by the firms with an acceptable Technical Proposal will be tabulated and become a matter of public record. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

In order to determine the best possible solution for implementation of the Time and Attendance system, GCS would like to receive TWO cost proposals, one whereby GCS purchases hardware and software for the system, and one which would allow for leasing of all necessary components. Please use the cost proposal form provided in the specification, with one cost proposal indicated as "Lease," and the other indicated as "Purchase."

9. At their option, the evaluators may request oral presentations or discussion with any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, Vendors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the vendor.

10. Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the vendor and its staff, and cost. ***Vendor must provide proof of successful integration with K-12 Enterprise (SunPac) Payroll and HR Software programs.*** Award of a contract to one vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was most advantageous to the GCS.

11. Vendors are cautioned that this is a request for proposals, not a request to contract, and GCS reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of GCS.

As stated, a team of GCS staff will evaluate the proposals based on each Vendor's ability to meet the performance requirements of this RFP. This section provides a description of the criteria that will be used by the team for evaluation.

To be deemed responsive, it is important for the Proposer to provide appropriate detail to demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFP.

Proposals must contain information specifically related to the proposed Services and specifically requested herein. **Failure of any Contractor to submit requested information may result in the elimination of the Proposal from further evaluation.**

All required features in the Specification Matrix in the "Scope of Work" section must be addressed and any criterion that "does not meet," or has no response will cause the proposal to be disqualified and removed from further consideration. The ability to deliver desired features will be rated and ranked appropriately.

This will be a cost and technical response evaluation. The technical proposal will account for forty percent (40%) of the total evaluation. The cost proposal will account for thirty percent (30%) of the total evaluation; and prior successful SunPac Integration, Corporate Background and Experience, and reference will count ten percent (10%) each for the remaining thirty percent (30%) of the total evaluation weight. The GCS is not obligated to accept the lowest cost proposal submitted by the firm with an acceptable Technical Proposal.

The GCS may request representatives from selected firms which fall within the competitive range to formally present the proposed service plan, and to answer questions from the evaluation committee. Presentations should not exceed one (1) hour.

As part of the evaluation process, the Evaluation Committee may engage in discussions with any Proposer. The GCS may hold discussions with individual vendors to determine in greater detail a Vendor's qualifications, to explore with the vendor the scope and nature of the required contractual services, to learn the vendor's proposed method of performance and the relative utility of alternative methods, and to facilitate arriving at a Contract that will be satisfactory to the GCS.

As soon as practical after opening and evaluation of the Proposals, the committee will recommend one firm for contract award to the GCS Purchasing Department.

The response to this RFP shall consist of the following:

- Corporate Background and Experience
- Executive Summary
- Financial Statement
- Project Plan
- Project Staffing and Organization
- Project Management
- Technical Requirements
- System Test Procedure
- Cost Proposal
- Vendor Qualifications
- Installation, Warranty, and Maintenance
- Cost Proposal
- System Quality Assurance, Documentation and Training

1. Corporate Background and Experience – Submittal #1

This section shall include background information on the organization and should give details of experience with similar projects. A list of references (including contact persons and telephone numbers) for which similar work has been performed shall be included.

2. Financial Statement – Submittal #2

The Vendor's most recent audited financial statement or similar evidence of financial stability shall be provided.

3. Project Organization – Submittal #3

This section must include the proposed staffing, deployment and organization of personnel to be assigned to this project.

The Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

4. Technical Proposal – Submittal #4

The Proposer shall include the following technical information formatted in accordance with the outline listed below.

Note: While GCS expects Proposers to meet all requirements of this solicitation, we realize that some alternative approaches may be necessary or desirable while still achieving the same functional goal. Proposers should specifically describe, **highlighted in bold**, in each of the following sections, areas in which their proposal differs from the RFP.

4.1 Executive Summary

- a. Describe in detail how the proposed integrated system components will satisfy the GCS critical needs to streamline and automate the capture and reporting of time and attendance information.
- b. Explain how your company can provide GCS with the ability to eliminate unauthorized overtime by scheduling when employees can punch to start and end shifts and describe how your company can provide managers with the ability to "lock out" early or tardy employees.

4.2 Technical Requirements

- a. Complete response to the Specification Matrix in the “Scope of Work” section.
- b. Describe in detail proposed Operating System and Database
- c. Include detailed information on proposed hardware

4.3 Project Plan

Include a detailed description of the proposed Project Plan.

4.4 Project Management

Describe the company’s project management methodology. Identify the major cost operators, risks and product customization associated with implementing your proposed solution.

4.5 System Test Procedure

Describe the test program that will be followed by the Proposer to ensure the System requirements have been satisfied.

4.6 System Quality Assurance, Documentation and Training

Describe the deliverables to include: software licensing, interface control documents and application program interfaces, documentation and training required for this fully integrated system. Include any and all technical support necessary for the proposed system.

4.7 Installation, Warranty, and Maintenance

Include complete warranty and maintenance program as part of this proposal response.

4.8 Vendor Qualifications

- a. Provide detailed description of similar projects with which the company has been involved in the past 3 years, including contact names and phone numbers.
- b. Provide resumes for key personnel who will be assigned to this project.
- c. Describe the ability of the company to meet the terms and conditions of the RFP, and the quality and relevance of similar assignments completed by key personnel.
- d. Clearly identify past projects where the company has successfully worked with and managed contracts integrating SunPac 6.09 software and preferably managing the entire software integration aspects of the project.
- e. Provide chronology of company history. Include any mergers, acquisitions or divestitures in the last 10 years. Provide an explanation of any similar projects that were cancelled or not completed.

5. **Cost Proposal – Submittal #5**

The Cost Proposal shall be submitted in a separate, sealed package and contain:

TOTAL COST: An itemized total cost for Phase I implementation.
Itemized cost for adding additional locations.
A total not to exceed cost representing the maximum amount for all work to be performed must be clearly indicated under this heading.

Equipment/Software and Services Cost Proposal

Item Description

GCS will purchase (or lease) the software/hardware, and will provide the infrastructure to support the system. The successful vendor will be responsible for the initial configuration, installation of all hardware (i.e., time collection devices and servers). The initial set up of pay rules and integration with selected systems will also be the responsibility of the awarded vendor.

Provide a Detailed Breakdown of ALL Associated Costs for Complete System

This includes but is not limited to:

- The software package with appropriate licensing and continued support (i.e. product upgrades and service releases)
- Any framework applications that may be needed to support the product.
- Integration with K-12 Enterprise (SunPac) Payroll Software, and other as needed
- Any resources needed for data integration points
- Site located time capture devices
- Vendor consulting services to assist during project implementation
- Warranty, Service, and Maintenance Service including a recommended sparing strategy
- Time device Depot Exchange
- Battery Back-up; Please Note: Tripp Lite Brand UPS manufacturer or equal. UPS must meet a minimum four (4) hour run time for required servers and Time Collection devices.
- Vendor must contact Tripp Lite (or selected “equal” vendor) for the specific UPS to meet the 4 hour requirement dependent on the particular Server and Time Collection Device load rating.

Rick Sed. Tripp Lite District Sales Manager - SE
8704 Wellsley Way
Raleigh, NC 27613

Office: (919)845-0321
Cell: (919)623-0301

Fax: (919)845-0322

- Training of supervisors, system users, as well as the technical support team

INDICATE _____ LEASE PRICING _____ PURCHASE PRICING _____

In this section, provide pricing based on an initial system roll out for a premise based Time and Attendance solution for the following departments. (See page 18 and 19)

Phase I Cost Proposal

**School Nutrition = approx. 725 employees,
14 EXEMPT, 711 NON-EXEMPT**

**Custodial services = approx. 560 employees,
majority NON-EXEMPT**

| | QTY | COST PER UNIT | | TOTAL COST |
|---|------------|----------------------|--|-------------------|
| SOFTWARE | | | | |
| Software License | _____ | \$ _____ | | \$ _____ |
| Recurring Cost – Software Maintenance (Starts 2 nd year) | _____ | \$ _____ | | \$ _____ |
| Manager License – (if applicable) | _____ | \$ _____ | | \$ _____ |
| Annual Support | _____ | \$ _____ | | \$ _____ |
| Other _____ | _____ | \$ _____ | | \$ _____ |
| Other _____ | _____ | \$ _____ | | \$ _____ |
| Other _____ | _____ | \$ _____ | | \$ _____ |
| HARDWARE | | | | |
| Biometric time capture devices | | \$ _____ | | \$ _____ |
| Battery Back-up (Tripp Lite UPS or equal) | | \$ _____ | | \$ _____ |
| Number of Servers required | _____ | | | |
| Other | _____ | \$ _____ | | \$ _____ |
| INSTALLATION COST | | | | |
| Biometric time capture devices | | \$ _____ | | \$ _____ |
| Battery Back-up (Tripp Lite UPS or equal) | | \$ _____ | | \$ _____ |
| Servers | _____ | \$ _____ | | \$ _____ |
| IMPLEMENTATION (One-time fee) | | | | |
| Implementation cost | _____ | \$ _____ | | \$ _____ |
| Vendor Consulting Service cost | _____ | \$ _____ | | \$ _____ |
| Other | _____ | \$ _____ | | \$ _____ |
| Warranty – Time capture devices | _____ | \$ _____ | | \$ _____ |
| Training | _____ | \$ _____ | | \$ _____ |
| Total Cost for Phase I implementation, acquisition and installation. | | | | \$ _____ |

| | |
|--|-----------------------|
| Do the products offered meet Energy Star specifications for energy efficiency? | Yes _____ No _____ |
|--|-----------------------|

INDICATE _____ LEASE PRICING _____ PURCHASE PRICING _____

Provide cost for adding additional locations to the system. (See page 19)

Phase II and Phase III cost proposal

Approx.. 6,530 exempt employees
2,770 non-exempt employees
20k non payroll-Volunteers
TBD Biometric time capture devices
TBD PC time entry, remote PDA/Voice
TBD time capture device via GPS flat file

| | QTY | COST PER UNIT | TOTAL COST |
|---|-------|---------------|------------|
| SOFTWARE | | | |
| Software License | _____ | \$ _____ | \$ _____ |
| Recurring Cost – Software Maintenance (Starts 2 nd year) | _____ | \$ _____ | \$ _____ |
| Manager License – (if applicable) | _____ | \$ _____ | \$ _____ |
| Annual Support | _____ | \$ _____ | \$ _____ |
| Other _____ | _____ | \$ _____ | \$ _____ |
| Other _____ | _____ | \$ _____ | \$ _____ |
| Other _____ | _____ | \$ _____ | \$ _____ |
| HARDWARE | | | |
| Biometric time capture devices | | \$ _____ | \$ _____ |
| Battery Back-up (Tripp Lite UPS or equal) | | \$ _____ | \$ _____ |
| Number of Servers required | _____ | | |
| Other | _____ | \$ _____ | \$ _____ |
| INSTALLATION COST | | | |
| Biometric time capture devices | | \$ _____ | \$ _____ |
| Battery Back-up (Tripp Lite UPS or equal) | | \$ _____ | \$ _____ |
| Servers | _____ | \$ _____ | \$ _____ |
| IMPLEMENTATION (One-time fee) | | | |
| Implementation cost | _____ | \$ _____ | \$ _____ |
| Vendor Consulting Service cost | _____ | \$ _____ | \$ _____ |
| Other | _____ | \$ _____ | \$ _____ |
| Warranty – Time capture devices | _____ | \$ _____ | \$ _____ |
| Training | _____ | \$ _____ | \$ _____ |
| Total Cost for Phase I implementation, acquisition and installation. | | | \$ _____ |

| | |
|--|-----------------------|
| Do the products offered meet Energy Star specifications for energy efficiency? | Yes _____ No _____ |
|--|-----------------------|

By submitting this proposal, the potential contractor certifies the following:

1. This proposal is signed by an authorized representative of the firm.
2. It can obtain insurance certificates as required within 10 calendar days after notice of award.
3. The availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the Technical Proposal.
4. The vendor has attended the conference/site visit and is aware of prevailing conditions associated with performing these services.
5. The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.

VENDOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

BY: _____ TITLE: _____ DATE: _____
(Signature)

(Typed or printed name)

.....
ACCEPTANCE OF PROPOSAL

(Guilford County Schools Board of Education)

BY: _____ TITLE: _____ DATE: _____

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

Unsigned proposals will not be considered.

By submitting this proposal, the potential contractor certifies the following:

1. This proposal is signed by an authorized representative of the firm.
2. It can obtain insurance certificates as required within 10 calendar days after notice of award.
3. The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
4. All labor costs, direct and indirect, have been determined and included in the proposed cost.
5. The vendor has attended the conference/site visit and is aware of prevailing conditions associated with performing these services.
6. The vendor can and will provide the specified performance bond or alternate performance guarantee (*if applicable*).
7. The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 120 days from the date of the opening, to furnish the subject services for a cost not to exceed \$ _____.

VENDOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

BY: _____ TITLE: _____ DATE: _____
(Signature)

(Typed or printed name)

.....
ACCEPTANCE OF PROPOSAL

(Guilford County Schools Board of Education)

BY: _____ TITLE: _____ DATE: _____

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

Unsigned proposals will not be considered.

ADDENDA RECEIPT

**RFP #189-5592
Guilford County Schools BOE
Time and Attendance System**

ADDENDUM #:

DATE:

I certify that this Proposal complies with the General and Specific Specifications and conditions issued by the GCS except as clearly marked in the attached copy.

(Please Print Name)

Date

Authorized Signature

Title

Contractor Name

PROPOSER AND INSURANCE AGENT STATEMENT FORM

RFP #189-5592

Time and Attendance System

We understand the insurance requirements of the RFP, and the evidence of insurability for our client shall be provided prior to Contract execution.

If our client is awarded the Contract, we agree to provide the GCS with a thirty (30) day written notice of any intent to amend, terminate, or non-renew coverage by the insuring Contractor.

Vendor

Insurance Agency

Signature of Authorized Rep.

Signature of Vendor's Agent

Name of Vendor

Name and Location of Insurance Agency

Address of Agency

(Area Code) Telephone Number

Scope

GCS desires to procure an electronic Time and Attendance system to be used at all facilities including, but not limited to: Eugene St. Admin, Franklin Blvd. Admin, Washington St. Admin., W. Market St. Facilities Dept., Prescott St. Technology Dept., Laughlin Professional Dev. Center, GCS Transportation Dept., including GCS School Buses, GCS Maintenance Dept., Grimes Street Warehouse, Gatewood Ave. Warehouse, Raleigh St. Warehouse, All Elementary, Middle and High Schools, and all fleet vehicles associated with any of these sites. (See page 19 & 20 Location Statistics)

The system must collect time and attendance data and accrual tracking for every employee, apply pay rules consistently across the organization and interface seamlessly into GCS SunPac Payroll and HR Operations systems.

The system must also comply with the national ITS Standards such as a scaleable, non-proprietary industry compliant architecture that allows for seamless integration into other core business operational systems. The system must ensure compliance with all federal, state and local regulations including the Family Medical Leave Act (FMLA) and the Fair Labor Standards Act (FLSA).

The system must be able to be deployed in a distributed environment, which is one where the logical components of the application may be on different physical servers in order to provide enhanced uptime and performance. This inherent scalability insures support for future application growth.

The initial acquisition, implementation and installation (**Phase I**) of a Premise Based Time and Attendance solution will include School Nutrition and Custodial Services. (1) one Biometric Time Device will be needed at each of the 124 schools, at least one at the Maintenance Dept., and one at each Administrative site. Approximately 1,260 hourly employees and 25 managers will use the system.

Phase II and Phase III will include approximately 9,300 total employees; 6,530 exempt employees (attendance only), 2,770 non-exempt, and 20k non payroll volunteers (tracking only). An undetermined number of time capture devices will be needed for these phases, and the selected vendor will collaborate with GCS to determine and implement the best solution for the district. Phase II and III rollout will be implemented when funds become available.

The Time and Attendance Solution must interface with SunPac Payroll V 6.09.

| LOCATION STATISTICS | # of Locations | # of Hourly Employees | # Biometric Time clocks | # PC Time Entry | # Remote PDA /Voice Time entry | #Time capture devices via GPS | Comments |
|--------------------------------------|-----------------------|------------------------------|--------------------------------|------------------------|---------------------------------------|--------------------------------------|-----------------|
| ALL GCS LOCATIONS | | | | | | | |
| All Schools | 126 | | | | | | |
| | | | | | | | |
| Eugene St. Admin | | | | | | | |
| Print Shop | | | | | | | |
| Franklin Blvd. Admin | | | | | | | |
| Title I office | | | | | | | |
| ACES office | | | | | | | |
| | | | | | | | |
| W. Washington St. Admin | | | | | | | |
| W. Market St. Facilities Dept. | | | | | | | |
| Pre-K office | | | | | | | |
| Prescott St. Technology Services | | | | | | | |
| Laughlin Prof. Dev. Center | | | | | | | |
| Transportation – Maintenance Garage | | | | | | | |
| Transportation – Satellite Locations | | | | | | | |
| Maintenance Dept. | | | | | | | |
| | | | | | | | |
| Warehouse – Grimes (HP) | | | | | | | |
| Warehouse – Gatewood (GSO) | | | | | | | |
| Warehouse – Raleigh St. (GSO) | | | | | | | |
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| | | | | | | | |
| TOTAL | | | | | | | |
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| | | | | | | | |

| LOCATION STATISTICS | # of Locations | # of Hourly Employees | # Biometric Time clocks | # PC Time Entry | # Remote PDA /Voice Time entry | #Time capture devices via GPS | Comments |
|---------------------------------|-----------------------|------------------------------|--------------------------------|------------------------|---------------------------------------|--------------------------------------|---|
| Phase I Implementation | | | | | | | |
| School Nutrition | 126 | 711 | ? | 0 | 0 | 0 | 1 Biometric per school |
| Custodial Services | 126+ | 550 | ? | 0 | 0 | 0 | Will utilize clocks placed at school locations, will need clocks for Admin. |
| TOTAL | 126+ | 1261 | ? | 0 | 0 | 0 | |
| Phase II Implementation | | | | | | | |
| TO BE DETERMINED | | | | | | | |
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| Phase III Implementation | | | | | | | |
| TO BE DETERMINED | | | | | | | |
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| TOTAL | | | | | | | |

Time and Attendance Specification Matrix

The following section details the functional specifications desired in a Time and Attendance System. They capture the intended behavior of the system. This behavior may be expressed as services, tasks or functions the system is expected to perform.

The following lists functional specifications of the intended system as they have been discovered throughout the requirements elicitation process. Evolutionary revisions to these requirements are foreseen and expected.

Additionally, the priority of the needed specifications will be listed. The specifications will be ranked based on priority: **1) R – Required 2) D – Desirable 3) HD – Highly Desirable.**

Please respond Yes, No or Other (**Y, N, O**) to each item in the matrix. If other, please attach information as to how the criteria will be met. A blank or 'No' response to any 'required' criteria will cause the proposal to be disqualified and removed from further consideration.

8.1 General Specifications

| REQ # | GENERAL | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|---------|---|------------------------|-------------------|
| 8.1.1. | The system must be accessible by the entire workforce – part-time, full-time, mobile, permanent, contingent, hourly and salaried workers must all have access to self-service applications and be able to participate in timekeeping and other business processes | R | |
| 8.1.2. | The system shall allow for reporting needed to comply with Federal, State and Local government agency rules, regulations and statutes including the following: GASB 34 | R | |
| 8.1.3. | The system shall comply with the labor rules and procedures enforced by state, federal, and local governments, Family Medical Leave Act (FMLA) and the Fair Labor Standards Act (FLSA) | R | |
| 8.1.4. | The system shall comply in entirety with the FTA's national ITS standards as written at the time of system acceptance | R | |
| 8.1.5. | The system must have proven interfaces to SunPac HR and Payroll software | R | |
| 8.1.6. | GCS shall retain ownership of the system and all data | R | |
| 8.1.7. | The vendor shall provide the tools to easily integrate with other in-house systems | R | |
| 8.1.8. | The vendor shall show proven competence in handling the complex pay and work rules that are common | R | |
| 8.1.9. | Managers should be able to utilize self-service applications to approve leave requests, monitor overtime, and manage by exception. | R | |
| 8.1.10. | The system shall enable tracking of real-time activity data by employee or team: - to track labor at all business levels — by department, by team or position, or by employee | R | |
| 8.1.11. | Vendor must have SunPac Integration experience | R | |
| 8.1.12. | No extra licensing costs associated to the number of employees | HD | |

| REQ # | GENERAL | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|---------|--|---------------------|----------------|
| 8.1.13. | No software imposed limitation to the number of users who can access the web interface | HD | |
| 8.1.14. | Eliminate the need to manually re-key rules by providing accurate methods for building, changing, or adding | R | |
| 8.1.15. | Eliminate unauthorized overtime by scheduling when employees can punch to start and end shifts- Managers can also lock out “early bird” or tardy employees, and force late arrivals and early departures to notify supervisors before punching | HD | |
| 8.1.16. | Provide tools that proactively alert managers when leave balances fall out of predefined parameters. Examine the data and proactively alert a manager when issues arise. | HD | |
| 8.1.17. | The system should deliver workflow technology that removes some administrative burden | R | |
| 8.1.18. | The system should have the capability to receive Flat File time capture | | |
| 8.1.19. | Allows for remote clocking in/out when employee is at a training site, but does not allow employee to clock in/out from home or car when not working – particularly significant with usage of internet, smart phone, notebooks and remote technology | | |

8.2 System Architecture

| REQ # | SYSTEM ARCHITECTURE | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|---|---------------------|----------------|
| | Network Environment | | |
| 8.2.1 | The system must be compatible with GCS’s existing infrastructure | R | |
| 8.2.2 | The system shall operate on Windows 2000 operating system or higher server | R | |
| 8.2.3 | The system must be compatible with Microsoft TCP/IP Network | R | |
| 8.2.4 | The system must be able to function in an distributed environment | R | |
| 8.2.5 | The system must account for and deliver fast and easy system backups and cost effective storage methods | R | |
| 8.2.6 | Optimized to minimize the resource constraint on GCS network | D | |
| 8.2.7 | Scalable system with a storage space/capacity required for at least 20,000 employees | HD | |
| | Database | | |
| 8.2.8 | The database must be compatible with SQL 2005 standard architecture | R | |
| 8.2.9 | Database must be designed in third normal form | R | |
| 8.2.10 | The system must protect the database from illegal access by utilizing SQL security and not using SA for user access. | R | |
| 8.2.11 | The system must provide the ability to update set-up tables and have the changes reflected immediately for time entry and processing | R | |
| 8.2.12 | The database should use standardized naming conventions & avoid design features that would hamper normal database administrator functions | HD | |
| 8.2.13 | Allow access to an external report writer and query tools such as Crystal Reports, or other industry standard reporting tool | D | |
| 8.2.14 | Microsoft SQL Server 2005 or higher database preferred | HD | |

| REQ # | SYSTEM ARCHITECTURE | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|--|---------------------|----------------|
| | Security | | |
| 8.2.15 | All security shall be based on Windows NT authentication protocol. In no case should system administrator accounts be used | R | |
| 8.2.16 | The system must provide an audit trail that details and stores edits to an employee's time, attendance, and schedule information. | R | |
| 8.2.17 | Passwords may not be embedded | R | |
| 8.2.18 | The system must provide password encryption for employee access. | R | |
| 8.2.19 | The system must allow for the creation of security rolls that are definable by individual system function | R | |
| 8.2.20 | The system must be able to restrict access to employee data through application security at various levels (e.g. Manager/Supervisor or Payroll Technician or Employee, etc.). | R | |
| 8.2.21 | The system must provide the ability to change security access when an employee is transferred from one entity to another and those changes must be effective immediately. | R | |
| 8.2.22 | Support function-level security access privileges (some functions may be available to specific user-groups). | HD | |
| 8.2.23 | Authentication of username and password with existing NT Domain or LDAP server | HD | |
| 8.2.24 | Transmissions from the web-based application are kept secure via SSL (Secure Socket layer) | R | |
| | General System Architecture | | |
| 8.2.25 | The system shall automatically import the necessary information regarding operator schedules, maintenance schedules from current in-house systems | R | |
| 8.2.26 | The system must allow entering of daily exceptions to the imported data | R | |
| 8.2.27 | All user interfaces must be designed for inexperienced computer users. | R | |
| 8.2.28 | Software should adhere to widely accepted industry standards, and have passed independent audit testing or be Microsoft Certified. | R | |
| 8.2.29 | The system should deliver a familiar windows look and feel to our users, including intuitive drop-down menus and iconic toolbars, minimizing training requirements and providing greater user satisfaction. | R | |
| 8.2.30 | The system must be easily configurable so customer personnel can maintain and update system without aid of external consultants | R | |
| 8.2.31 | Accommodate pay rules and new FLSA laws without customization or major consulting engagement | R | |
| 8.2.32 | Tracking within the context of projects or cost centers | R | |
| 8.2.33 | The solution must ship with complete system documentation, including "how to" guides for managers and employees, as well as database views and reference guides for system administrators | R | |
| 8.2.34 | Provide a library of pre-built interfaces with leading ERP, HR and Payroll (SunPac) | R | |
| 8.2.35 | Deliver a tool set that enables the development of complex custom-built interfaces and include application programming interfaces (API's) [if any] that work with standard off-the-shelf tools, preferably available in a web services delivery format | D | |

| REQ # | SYSTEM ARCHITECTURE | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|--|---------------------|----------------|
| 8.2.36 | Utilize XML-based APIs for integration and product extensions. | D | |
| 8.2.37 | Based on an Open Data Collection Architecture- that can utilize bio-metric terminals, badge terminals, Web-based solutions, interactive voice response (IVR), handheld devices | HD | |
| 8.2.38 | Permit unlimited concurrent users | HD | |
| 8.2.39 | Have ability to upgrade to new version without major consulting engagement | HD | |
| 8.2.40 | Ability to promote business rules from a test environment to production and indicate when they should take effect | HD | |
| 8.2.41 | Have record management capabilities, and provide easy access to archived records. | D | |
| 8.2.42 | Provide alerts to notify system administrator of server problems or problems with scheduled events. | HD | |
| 8.2.43 | "Out-of-the-box" solution, requiring no customer-specific customization to application code (and thus hindering future upgrades) in order to accommodate our pay rules and business requirements | HD | |
| 8.2.44 | The GUI will be an internet browser based interface, with the ability to be accessed from anywhere on the network, without a client footprint | R | |
| 8.2.45 | The system should support SNMP(Simple Network Management Protocol) compliant hardware and application level support to monitor components and alert on failure | D | |
| 8.2.46 | Support Microsoft Exchange Server for e-mail notifications | R | |
| 8.2.47 | Leverage existing card readers and other planned access control devices | D | |
| 8.2.48 | Ability to interface with current version of SUNPAC System | R | |
| 8.2.49 | If on computer, information must be captured in one screen with minimal steps needed for managers to switch screens and manipulate data | R | |
| 8.2.50 | Training and training materials must be provided with on-going customer service for site managers | R | |

Software

8.3 Leave Management

| REQ# | LEAVE MANAGEMENT | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|-------|---|---------------------|----------------|
| 8.3.1 | Provide the ability to validate leave balances real-time at the point of entry. | R | |
| 8.3.2 | Enforce the minimum number of leave hours that can be taken | R | |
| 8.3.3 | Define an overdraft limit for leave time | R | |
| 8.3.4 | Add, edit, or delete leave events in current or prior pay periods | HD | |
| 8.3.5 | Provide manager reports on leave usage | R | |
| 8.3.6 | Alert managers to leave usage exceptions | R | |
| 8.3.7 | Set carryover limits to restrict the amount of time that can be carried from year to year | R | |

| REQ# | LEAVE MANAGEMENT | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|---|------------------------|-------------------|
| 8.3.8 | Provide group edit capability to suspend and reinstate accrual grants, earning limits, and carryover limits | HD | |
| 8.3.9 | Track the hours an employee has worked toward the 1250 hours required for FMLA eligibility | R | |
| 8.3.10 | Notification when an employee does not return the medical certification for an FMLA case when it is due | HD | |
| 8.3.11 | Track FMLA leave concurrently with other types of leave (i.e. state mandated leave, company medical leave, short-term disability, long-term disability) | R | |
| 8.3.12 | Include standard reports showing leave time taken and available for employees | R | |
| 8.3.13 | Ensure that leave codes are generated and transmitted to payroll to ensure accurate pay while an employee is on leave | R | |
| 8.3.14 | Track vacation, leave, and FMLA in 1-hour increments | R | |
| 8.3.15 | Grant earned accruals based on hours worked multiplied by a factor/per hour | D | |
| 8.3.16 | Grant fixed accruals based on scheduled credits (i.e. a certain number of hours at the end of the month, year) | NA | |
| 8.3.17 | Set limits and qualifying conditions on the earning and taking of leave time | R | |
| 8.3.18 | Set probation periods | D | |
| 8.3.19 | Support for configurable date patterns, including milestones | HD | |
| 8.3.20 | Transfer accruals from a group of employees to an accrual pool | NA | |
| 8.3.21 | Project future balances based on future debits and credits of leave time | HD | |
| 8.3.22 | Provide daily balances in real-time via the data collection terminals, telephony, Web | R | |
| 8.3.23 | Coordinate disability pay with vacation pay to ensure a full paycheck for the employee | D | |
| 8.3.24 | Help determine whether an employee's request for leave is an FMLA qualifying event | R | |
| 8.3.25 | Automatically produce the required letters and documents needed for each new FMLA case | R | |
| 8.3.26 | Allow unlimited leave history entries. | R | |
| 8.3.27 | Notify managers when an employee has exhausted their available leave | R | |
| 8.3.28 | Notify manager when employees are due to return from leave | R | |
| 8.3.29 | Notify the administrator when employees are due to progress to the next leave type (e.g. paid to unpaid STD to LTD) | R | |
| 8.3.30 | Notify the supervisor when an employee does not return the medical certification for an FMLA case when due | R | |
| 8.3.31 | Reveal leave patterns, for example, abusing sick leave for long weekends | R | |
| 8.3.32 | Track paid and unpaid hours for exempt/ non-exempt employees in intermittent and consecutive FMLA status | R | |
| 8.3.33 | Ability for employees to generate their own leave of absence request online | R | |

| REQ# | LEAVE MANAGEMENT | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|--|---------------------|----------------|
| 8.3.34 | Captures and tracks comp time for hours worked over 40 per week; keeps a "running balance" and adds to "short" weeks or deposits overage to log. Goal is to eliminate need for use of a separate comp. time log. | | |

8.4 Attendance Management

| REQ # | ATTENDANCE MANAGEMENT | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|--|---------------------|----------------|
| 8.4.1 | Automate attendance and leave policy administration | HD | |
| 8.4.2 | Calculate point totals or other measurement factors for attendance policies based on absence events and conditions defined in policies | R | |
| 8.4.3 | Provide the ability to enforce leave balances at time of request | HD | |
| 8.4.4 | Provide the ability to update leave balances based on leave entered in the time entry system | HD | |
| 8.4.5 | Manage concurrent leaves such as federal, state, and company leaves | R | |
| 8.4.6 | Automate complex company attendance rules | HD | |
| 8.4.7 | Cascade deduction of multiple leave policies | R | |
| 8.4.8 | Consider attendance policies in managing leave requirements | HD | |
| 8.4.9 | Provide the ability for managers/supervisors to approve leave as entered by employees | R | |
| 8.4.10 | Track perfect attendance | R | |
| 8.4.11 | Track where employees are in the disciplinary process | R | |
| 8.4.12 | Track probationary period and flag managers two weeks prior to end of probation | D | |
| 8.4.13 | Automate the disciplinary notices and reward letters that need to be sent to employees informing them of their status | D | |
| 8.4.14 | Generate graphical representations of attendance policy records | HD | |
| 8.4.15 | Notify us when employees exceed the limits of attendance policy | HD | |
| 8.4.16 | Automatically generate letters and forms for attendance policies | HD | |
| 8.4.17 | Alert supervisors of required actions, such as medical certification or disciplinary notices due | R | |
| 8.4.18 | Track anniversaries in 5 year increments | HD | |
| 8.4.19 | Track disability entitlements for particular employees | D | |
| 8.4.20 | Allows for a mass posting of holidays and scheduled AVL | R | |

8.5 Pay Rules Engine

| REQ# | PAY RULES ENGINE | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|--|------------------------|-------------------|
| 8.5.1 | Provide the ability to define a day outside the boundaries of the 24-hour clock (e.g. all employees work day does not start at midnight) | D | |
| 8.5.2 | Provide the ability to update user-defined rules and have the changes reflected immediately for time entry and processing | R | |
| 8.5.3 | Provide the ability to define rules at the employee, or department level. Rules should be restricted for those not eligible such as employees within a probation period | R | |
| 8.5.4 | Must be flexible to easily adapt to changing local, state and federal laws without custom code | R | |
| 8.5.5 | Compute pay (overtime, break rules, etc) in accordance with federal, state, and local laws | R | |
| 8.5.6 | Include configurable pay periods for weekly, bi-weekly, semi-monthly and monthly periods | R | |
| 8.5.7 | Include configurable periods by shift for meal and breaks in accordance with state and federal law whether paid or non-paid and should include penalty if not taken | HD | |
| 8.5.8 | Must support daylight savings time and leap year | R | |
| 8.5.9 | Prevent overlapping punches from occurring | R | |
| 8.5.10 | Provide the ability to enter both hours and amounts | HD | |
| 8.5.11 | Provide the ability to perform multiple complex overtime calculations based on rules built into the system. Overtime calculations will take into account start and stop times, scheduled hours, type of duty performed | R | |
| 8.5.12 | Calculate wages based on rate changes implemented during a pay period | R | |
| 8.5.13 | Support of complex schedules including fixed, split, variable by day, 9/80, etc | R | |
| 8.5.14 | The system must differentiate between exempt and non-exempt and be able to apply the rules appropriately | R | |
| 8.5.15 | Automatically calculate retroactive pay increases | D | |
| 8.5.16 | System must be flexible enough but not limited to incorporating and enforcing GCS specific policies as outlined in the following documents: (available upon request) <ul style="list-style-type: none"> • Alternative Work Schedules • Family Medical Leave • Leave And Attendance • Performance Appraisal Program • Salary Administration • Termination Of Employment • Recruitment/Hiring | R | |
| 8.5.17 | Pay rules must be parameter driven and easy to set-up, change, and track | R | |
| 8.5.18 | Provide ability for a system administrator to turn features on and off (such as report writing, updating rules, etc.) for different users. | R | |

| REQ# | PAY RULES ENGINE | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|--|---------------------|----------------|
| 8.5.19 | Provide a role-based system to manage user's ability to read, add, edit, and delete information in the system (e.g. some groups may be able to view a particular report, whereas other groups may not be privileged to view the report.) | R | |
| 8.5.20 | Provide the ability to apply rules online at the point of entry such as activity based pay rules | R | |
| 8.5.21 | Provide the ability to view immediately the outcome of the rules processing on the time entry web based time card | HD | |
| 8.5.22 | Have a calendar function to maintain and define holidays | R | |
| 8.5.23 | Record multiple positions and their earnings | R | |
| 8.5.24 | Track secondary job earnings, costs, etc...separately from primary job earnings, costs, etc. by department | R | |
| 8.5.25 | Retroactive pay due to raises should be calculated separately between primary and secondary jobs | R | |
| 8.5.26 | Rate adjustments should be able to be made on either a percentage or a dollar value basis | R | |
| 8.5.27 | Provide the ability to track project hours of non-GCS employees and not effect payroll. Approximately 50,000 | R | |

8.6 Approvals

| REQ# | APPROVAL | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|-------|--|---------------------|----------------|
| 8.6.1 | Provide the ability for Managers/Supervisors to view time entries that require approval (both summary and detailed level) | R | |
| 8.6.2 | Provide the ability for Managers/Supervisors to approve the employee's time (where required) | R | |
| 8.6.3 | Provide the ability for Managers/Supervisors to update the employee's time when approving (where required) | R | |
| 8.6.4 | Provide an electronic signature for managers to approve time cards that will be sent to payroll when there are no errors and/or 'show stopper' warnings as defined by the System Administrator | R | |
| 8.6.5 | Attach comments to identify reasons for the manual change (i.e. duplicate, missed punch, etc.) | R | |
| 8.6.6 | Provide the ability for an employee to acknowledge their time card if a change has been made (i.e. added, edited, and deleted items.) | R | |
| 8.6.7 | Provide the ability for a Manager to submit modified time cards without the employee's acknowledgement, however they must attach a reason from a pre-configured list | D | |

8.7 Timecard Edits

| REQ# | TIMECARD EDIT | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|--|---------------------|----------------|
| 8.7.1 | Provide the ability to adjust or correct time entries captured in the current period, but not yet paid | R | |
| 8.7.2 | Provide the ability to adjust or correct time entries paid in previous pay periods | R | |
| 8.7.3 | Allow manager edit, add, and deletes of any previous pay period data collected up until a predetermined cut-off time | R | |
| 8.7.4 | Provide a report that details prior period adjustments and corrections | R | |
| 8.7.5 | Make adjustments to previous pay data that would be paid by current pay period processing | R | |
| 8.7.6 | Allow manager edits for the current pay period but prevent manager edits of the previous pay period after the final previous pay period transmittal has been sent to payroll | R | |
| 8.7.7 | Recalculate all totals immediately after a value is changed | R | |
| 8.7.8 | Track edits historically | R | |
| 8.7.9 | Allow historical edits by the payroll administrators | R | |
| 8.7.10 | Provide the ability to easily navigate from the error report to the time card to make edits | R | |

8.8 Labor Scheduling

| REQ# | LABOR SCHEDULING | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|---|---------------------|----------------|
| 8.8.1 | Import employee work-schedule information from the labor scheduling program | D | |
| 8.8.2 | Provide the ability for a manager/supervisor to enter or create schedules for employees | R | |
| 8.8.3 | Provide the ability to advance book and view schedules in the future | R | |
| 8.8.4 | Provide the ability to accommodate schedule changes and adjustments on demand with no reasonable limitation | R | |
| 8.8.5 | Provide the ability to define schedules with varying lengths (e.g. 4 hours per day, 8 hours per day, etc.) | R | |
| 8.8.6 | Provide the ability to define shift start and stop times using a 24-hour clock | R | |
| 8.8.7 | Provide the ability to define split shift rotations | D | |
| 8.8.8 | Provide the ability to attach employees to shifts at any point in the rotation | D | |
| 8.8.9 | Provide the ability to schedule shifts that cross multiple days (e.g. start at 6:00 p.m. on day one and complete at 2:00 a.m. on day two) | R | |
| 8.8.10 | Schedule meals and breaks, as well as start and end times | R | |
| 8.8.11 | Provide the ability to create schedule patterns that can repeat every 3 or 4 weeks | D | |

| REQ# | LABOR SCHEDULING | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|--|------------------------|-------------------|
| 8.8.12 | Provide the ability to view online, an employee's complete work history from the date of go-live | R | |
| 8.8.13 | Provide the ability to view online, employees' complete future (projected) work schedule | HD | |
| 8.8.14 | Allow schedule shift patterns to be automatically repeated, or rolled forward to future weeks | R | |
| 8.8.15 | Schedule transfers to other departments, as well as to automatically assign a different rate of pay when that transfer is worked | R | |
| 8.8.16 | Save "templates" of the most commonly used shifts so that these can be used for ease of editing | R | |
| 8.8.17 | Provide the ability to assign skills and certifications to employees as well as expiration dates | HD | |
| 8.8.18 | Alert managers when employee certifications expire | HD | |
| 8.8.19 | Provide the ability to manage staffing workload of employees needed for each department or job by shift | HD | |
| 8.8.20 | Provide the ability to show employees most suited to open shifts based on employee skills, certification, availability and seniority | HD | |
| 8.8.21 | Provide the ability to define company policy and flag any schedules that do not comply with company policy | D | |
| 8.8.22 | Track employee preferences and availability | HD | |
| 8.8.23 | Track employee seniority by job | HD | |
| 8.8.24 | Manage baseline staffing requirements | D | |
| 8.8.25 | Calculate open shifts that require coverage | D | |
| 8.8.26 | Assess coverage to determine over and understaffing | D | |
| 8.8.27 | Enforce real-time leave balances and usage rules at the time they are scheduled | R | |
| 8.8.28 | Automatically apply schedule quality rules, such as minimums and maximums per employee, per day, per period | R | |
| 8.8.29 | Display schedule assignments at the time and labor terminal | HD | |
| 8.8.30 | Automate business processes of shift bidding, shift signup, leave requests, and shift swapping including functionality for employee initiation and manager review and approval | R | |

8.9 Activity Tracking and Labor Costing

| REQ# | ACTIVITY TRACKING AND LABOR COSTING | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|-------|---|------------------------|-------------------|
| 8.9.1 | Provide the ability to enter time against capital projects | R | |
| 8.9.2 | Provide the ability to validate job/project codes at the point of entry | R | |
| 8.9.3 | Provide the ability to charge time to multiple job/project codes | R | |
| 8.9.4 | Provide the ability to define default labor costing to minimize time entry requirements | R | |
| 8.9.5 | Provide the ability to validate labor costing at point of entry to ensure accuracy | R | |
| 8.9.6 | Provide the ability to do group edits on activities data | R | |

| REQ# | ACTIVITY TRACKING AND LABOR COSTING | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|-------------|---|--------------------------------|---------------------------|
| 8.9.7 | Provide tracking of direct and indirect labor to a work order | R | |
| 8.9.8 | Provide validation of work order, employee and labor level account | R | |
| 8.9.9 | Provide activity sequence validation | R | |
| 8.9.10 | Provide effective dates throughout all phases of activities | R | |
| 8.9.11 | Provide the ability to define default activity | R | |
| 8.9.12 | Provide the ability to start only or end only jobs (single threaded, sequential activities) | R | |
| 8.9.13 | Provide the ability to work on multiple jobs concurrently | HD | |
| 8.9.14 | Provide the ability to apportion time spent on multiple activities of unequal duration by even allocation or weighted average | D | |
| 8.9.15 | Provide the ability to add multiple records at a time to activity | HD | |
| 8.9.16 | Provide the ability to end all current activity and punch out with single transaction | R | |
| 8.9.17 | Provide the ability to store standard hours for tasks, operations, etc | R | |
| 8.9.18 | Provide method for efficiency analysis (measures standards vs. actual) | R | |
| 8.9.19 | Provide auto notification to exceptions | R | |
| 8.9.20 | Provide the ability to track and report team transactions (time & quantities) | R | |
| 8.9.21 | Provide the ability to apply even distribution to teams or weighted distributions | HD | |
| 8.9.22 | Provide the ability to allow members to join and leave teams | HD | |
| 8.9.23 | Provide the ability to have multiple pay rates for the same task or activity (based on skill level / seniority) | R | |
| 8.9.24 | Provide skill certification recording and validation | HD | |
| 8.9.25 | Provide the ability to store the route of a work order (Master Routing) | HD | |
| 8.9.26 | Provide work order tracking with visibility into job status | HD | |
| 8.9.27 | Compare scheduled completion of work-order vs. actual | HD | |
| 8.9.28 | Provide real time quantity tracking by quantity ordered, complete, on hold, scrapped, reworked, job due date, job history, quantity moved, quantity release | HD | |
| 8.9.29 | Provide real time quantity tracking by operation | HD | |
| 8.9.30 | Show expected quantities due from an operation | HD | |
| 8.9.31 | Provide visibility into completed operations on a work order | HD | |
| 8.9.32 | Provide visibility into all operations on a work order | HD | |
| 8.9.33 | Provide the ability to inactivate a work order | HD | |
| 8.9.34 | Provide production schedules to be closed "short" (i.e. quantity produced is less than requested) | HD | |
| 8.9.35 | Provide daily logged activity reports | R | |
| 8.9.36 | Provide efficiency reports by individual, by team | HD | |
| 8.9.37 | Provide costing reports | R | |
| 8.9.38 | Monetary savings should be recognized for time involved in preparation of payroll for release to Payroll Department | R | |

8.10 Employee Self-Service Terminals

| REQ# | EMPLOYEE SELF-SERVICE TERMINAL | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|---------|--|------------------------|-------------------|
| 8.10.1 | Provide a large user-friendly, intuitive ATM-like display with scrollable messages | R | |
| 8.10.2 | Must have programmable soft keys with onscreen labels to provide an intuitive user experience and eliminate the need to memorize function key sequences | R | |
| 8.10.3 | Allow onscreen labels to be reprogrammed for each terminal if necessary. | R | |
| 8.10.4 | Allow one-step punching – No IN or OUT keypunch required | R | |
| 8.10.5 | Allow the employees to pick values from a list of valid values to eliminate a user errors | R | |
| 8.10.6 | Prevent employees from punching-in before their scheduled shift unless there is a manager's override | R | |
| 8.10.7 | Provide the ability to add or delete punches, as well as enter simple, holiday, and non-productive time (i.e. Sick, Jury) transactions at the terminal | R | |
| 8.10.8 | “Swipe and go” badge functionality and keypads: no in or out keypunch required | D | |
| 8.10.9 | Automatically support daylight saving changes | R | |
| 8.10.10 | Must be fully operational when network communications or power is interrupted | R | |
| 8.10.11 | Employee punch data is not lost in the event of a power outage or loss of network connection | R | |
| 8.10.12 | Can use existing badges (proximity) or offers flexibility of no badges (see section 3.6) | R | |
| 8.10.13 | Should not protrude more than 4 inches from the wall as dictated by the American Disability Act (ADA) | R | |
| 8.10.14 | Provide visual and audio feedback to display messages and confirm correct entries | D | |
| 8.10.15 | Allow employees to access up-to-the-second information, such as scheduled shift times, accrual balances and messages, as soon as changes are made anywhere in the system | R | |
| 8.10.16 | Allow employees the ability to initiate requests – request for time off, for example – and view the status of these requests right at the terminal | HD | |
| 8.10.17 | Support a programmable “no re-punch” feature which prevents employees from entering several punches in the same minute | R | |
| 8.10.18 | Provide messaging functionality that allows you to communicate confidentially and electronically with employees without having to rely on a corporate email system or paper trails | HD | |
| 8.10.19 | Provide the ability to configure and manage multiple geographically dispersed terminals from a central desktop application without custom programming | R | |

| REQ# | EMPLOYEE SELF-SERVICE TERMINAL | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|-------------|---|--------------------------------|---------------------------|
| 8.10.20 | Allow terminal software upgrades by means of downloading firmware from a network or over modem to minimize the time and effort involved in upgrading to new revisions of the firmware | R | |
| 8.10.21 | Built-in flash memory | R | |
| 8.10.22 | Programmable soft keys and prominent onscreen labels: | R | |
| 8.10.23 | Support the ability for supervisors to add, edit, or delete punches, display on/off premise employees, perform work rule transfers, and review punches at the terminal | R | |
| 8.10.24 | Allows employees to view and inquire about personal information such as accrual balance, schedule, and hours worked | HD | |
| 8.10.25 | Manufactured by ISO 9001 certified vendor | HD | |
| 8.10.26 | Vendor support includes next day delivery of a new terminal to replace a malfunctioning terminal | R | |

8.11 PC Time Entry

| REQ# | PC TIME ENTRY | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|-------------|--|--------------------------------|---------------------------|
| 8.11.1 | Provide a PC-based interface for timesheet entry | R | |
| 8.11.2 | Provide the option to restrict entries to inactive/terminated employees | R | |
| 8.11.3 | Provide the ability to report time on an exception basis (system generates scheduled time and exceptions are reported where the time is not worked as scheduled) | R | |
| 8.11.4 | Provide the ability to record labor information as durations of time | R | |
| 8.11.5 | Provide the ability to record labor information as start-stop times | R | |
| 8.11.6 | Support unlimited organizational locations and jobs | R | |
| 8.11.7 | Provide the ability to report future exceptions (e.g. vacation or other leaves of absence). | R | |
| 8.11.8 | Provide the ability to report both paid and unpaid time | R | |
| 8.11.9 | Provide the ability to secure the timesheet data from any updates or changes after a designated sign-off | R | |
| 8.11.10 | Interface to be web-based | R | |
| 8.11.11 | Provide secure data using SSL encryption | R | |
| 8.11.12 | Initiate common requests with online forms such as time-off requests, address changes, vacation bidding, shift swapping, etc | R | |
| 8.11.13 | Provide the ability to configure the timesheet screen for users, groups of users, or the entire company without custom code | R | |
| 8.11.14 | Display employee accrual balances on time entry screen to consolidate and simplify time entry | R | |
| 8.11.15 | Pre-populate timecard from scheduled hours | D | |
| 8.11.16 | Provide the ability to attach and remove comments to punches, pay code edits, and historical amounts. | R | |
| 8.11.17 | Provide the ability to record employee's approval of a timesheet | R | |
| 8.11.18 | Provide for leave approval and balances in real-time | R | |

| REQ# | PC TIME ENTRY | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|---------|---|---------------------|----------------|
| 8.11.19 | Provide the ability to designate a back-up for employees that are unable to enter their time (e.g. due to sick leave) | D | |
| 8.11.20 | Allow employees to access up-to-the-second information, such as scheduled shift times, accrual balances, and messages, as soon as changes are made anywhere in the system | R | |
| 8.11.21 | Provide access profiles to define how a user can access the system and what the user can see and use: logon profiles, data access, and display profiles | R | |
| 8.11.22 | Support single sign-on | R | |
| | Mobile Devices | | |
| 8.11.23 | Accessible in a mobile computing environment | R | |
| 8.11.24 | Interacting with the same business objects that provide the business functionality of the desktop forms | R | |
| 8.11.25 | Operates on Pocket PC (or Windows Mobile) | R | |
| 8.11.26 | Able to operate with GRS Devices | R | |
| 8.11.27 | Must keep all of the data in sync – “network transparency” | R | |
| 8.11.28 | Supports bi-directional heterogeneous data replication – If a database is not online at the moment, it will be updated when it does come online. | R | |

8.12 Interactive Voice Response system (IVR) Telephony

| REQ# | INTERACTIVE VOICE RESPONSE SYSTEM (IVR) TELEPHONY | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|---------|---|---------------------|----------------|
| 8.12.1 | Provide the ability to accommodate customized voice prompts | D | |
| 8.12.2 | Restrict inquiry-only functions during periods of heavy traffic | D | |
| 8.12.3 | Allow administrators to measure efficiency and prevent busy signals | R | |
| 8.12.4 | Provide on-demand reports concerning employee profiles, access privileges, line usage, sessions and transactions | R | |
| 8.12.5 | Allow users to “type ahead” and enter their transactions without having to wait for the prompting script to complete | HD | |
| 8.12.6 | Permit assignment of descriptive names instead of numerical values | HD | |
| 8.12.7 | Allow configurable prompting levels to let employees perform their transactions via abbreviated prompts and responses | D | |
| 8.12.8 | Allow users to perform several tasks during the same session | HD | |
| 8.12.9 | Terminate calls when users wait too long to respond to a prompt | D | |
| 8.12.10 | Provide the ability for supervisor-to-employee voice messaging or broadcast messaging | HD | |
| 8.12.11 | Restrict callers to a designated number or area code before allowing further access to the system | R | |
| 8.12.12 | Capture caller id details to report line usage, login details, telephone options, and transaction details | D | |
| 8.12.13 | Support the ability for supervisors to add, edit, or delete punches, perform work rule transfers, and review punches on behalf of employees | R | |

| REQ# | INTERACTIVE VOICE RESPONSE SYSTEM (IVR) TELEPHONY | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|---------|---|---------------------|----------------|
| 8.12.14 | Allow employees to access up-to-the-second information, such as scheduled shift times, accrual balances, and messages, as soon as changes are made anywhere in the system | R | |

8.13 Workflow

| REQ# | WORKFLOW | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|---------|--|---------------------|----------------|
| 8.13.1 | System should have easy to use tools for tailoring business processes | R | |
| 8.13.2 | Minimal training and no development or vendor resources should be needed to update process templates when business rules or approval/routing requirements change | R | |
| 8.13.3 | Have easy to use tools for tailoring forms used. Minimal training and no development or vendor resources should be needed to update forms when additional data fields are needed on a form | R | |
| 8.13.4 | Accommodate non-PC based employees by making time off requests available from other data collection devices, such as a badge terminal | R | |
| 8.13.5 | Have a messaging system that is compatible with corporate email or can be used without an email system to notify participants of events | HD | |
| 8.13.6 | Provide the ability to send an electronic notification to Managers/Supervisors when an employee submits a timecard or another type of request for approval | HD | |
| 8.13.7 | Provide the ability to notify employees of their request status at the badge terminal/time clock | D | |
| 8.13.8 | Provide the ability to send time-based escalations or reminder notifications for a given task in a process | D | |
| 8.13.9 | Provide the ability to send an electronic notification to employees if their Manager/Supervisor has not approved (rejected) their time off request | HD | |
| 8.13.10 | Provide an electronic notification to employees if their Manager/Supervisor has changed their time | HD | |
| 8.13.11 | Provide workflow capabilities for common employee/manager communications (such as time approval, time off request or shift bidding) | D | |

8.14 Integration

| REQ# | INTEGRATION | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|---|---------------------|----------------|
| 8.14.1 | Import employee work-schedule information from the labor scheduling system | R | |
| 8.14.2 | Provide the ability to export correctly calculated pay data to payroll (SUNPAC) for multiple pay periods. | R | |
| 8.14.3 | Provide the ability to import employee master file data from SUNPAC HR, Legacy or Payroll systems, such as job class, pay rate, pay code, etc. on a scheduled and automated basis | R | |
| 8.14.4 | Provide the ability to export information to be used by other Back Office systems (i.e. Labor Scheduling, etc.) | R | |

| REQ# | INTEGRATION | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|---|------------------------|-------------------|
| 8.14.5 | Include bi-directional interface tool | R | |
| 8.14.6 | Provide interface templates to HR and Payroll systems | R | |
| 8.14.7 | Provide real-time integration via XML-based APIs | R | |

8.15 Reporting

| REQ # | REPORTING | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|---------|--|--------------------------------|---------------------------|
| 8.15.1 | Provide a management exceptions desktop view for managers to clearly see any deviation of their organization from productivity and labor usage goals | R | |
| 8.15.2 | The managers should be able to clearly identify the areas of concern without having to look at all the data | R | |
| 8.15.3 | All reports should be delivered with the ability to be viewed by employee, group, cost center, department, based on security privileges | R | |
| 8.15.4 | All reports should be available to varying levels of management with the appropriate security level | R | |
| 8.15.5 | Building and delivering custom reports will be required | R | |
| 8.15.6 | Ability to roll up or drill down into the details for root cause analysis and resolution | HD | |
| 8.15.7 | The management exceptions desktop view should be permission-based and configurable by the managers. | D | |
| 8.15.8 | Provide an integrated ad hoc reporting tool | HD | |
| 8.15.9 | Provide the ability for the user to configure the interactive views with user-defined columns | HD | |
| 8.15.10 | Provide a primary and secondary sort capability within the interactive views | HD | |
| 8.15.11 | Reporting of labor to department, work center, cost center, operation step, machine, task, activity, etc. | R | |
| 8.15.12 | Provide the ability to schedule group edits on a specific date/time | HD | |
| 8.15.13 | Provide Scheduled reports and exception reports delivered via Exchange Server Email System | R | |
| | The system should deliver at least the following reports: | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
| 8.15.14 | Real-time balances to managers and employees | R | |
| 8.15.15 | Absence Summary | R | |
| 8.15.16 | Attendance Points History | R | |
| 8.15.17 | Daily Attendance | R | |
| 8.15.18 | Labor Against Charge | R | |
| 8.15.19 | Missed Work Day After Holiday | R | |
| 8.15.20 | Overtime Summary | R | |
| 8.15.21 | Over/Under Schedule | R | |
| 8.15.22 | Time Off Schedule | R | |

| | | | |
|---------|--------------------|---|--|
| 8.15.23 | Unsigned Time | R | |
| 8.15.24 | Labor Distribution | R | |

8.16 Hardware

| REQ # | TERMINAL HARDWARE | PRIORITY (R, HD, D) | COMPLY (Y,N,O) |
|--------|---|---------------------|----------------|
| 8.16.1 | All terminal hardware must be compatible with existing GCS infrastructure | | |

Describe the services required using narrative or outline as appropriate. Include tasks, schedule, deliverables, milestones, environmental or regulatory constraints, state interfaces, etc. Be as specific as possible, since this will be the basis for evaluating proposals and monitoring the selected contractor's performance. Give beginning and ending dates and/or length of contract term (including any renewal options).

Survey Questions

The information in this survey may help prospective providers to identify the system application and determine an estimate of the processing power required to best meet the needs of the GCS..

A. General Company Information

| | Question | Client Data |
|------|--|---|
| A-1 | Client Name and Corporate location | Name: Guilford County Schools – Greensboro, NC |
| A-2 | What is your primary type of business? | Public School System |
| A-3 | How many sites within your organization will be using The Time and Attendance System? | 126 Schools, 10+ Admin |
| A-3a | If you have multiple sites, do you allow employees to work across more than one site? | Yes |
| A-3b | If Yes, do employees use the same Department, Position, and/or Job codes at all sites? | No |
| A-3c | If Yes to A-3b, are the pay rules identical at different sites? | Yes |
| A-3d | If you answered Yes to A-3c, are these Department, Position and/or Job codes already in use? | Yes |
| A-4 | What is the grand total number of people to be tracked by Time and Attendance (4,032 hourly; 6,553 exempt and 20k volunteer non payroll). What is the total number of Supervisors and/or Dedicated Timekeepers (such as payroll staff) that will edit the time sheets of others? | 30k? Total People 300 Supervisors/Managers 10 Dedicated Timekeepers 310 Total Managers |
| A-5 | What is the number of Administrators in your organization? How many administrators will be accessing the Time keeping solution to make mass changes, approvals, closing the pay period and passing information to payroll? | 2 TS3 Practitioners |
| A-6 | How many concurrent users will be accessing the system? What is the total number of employees and managers that will be logging into the time keeping solution to record time, view schedules, approve time, and run reports? | No limit on Concurrent Users |
| A-7 | Will all employee demographic data be imported from your payroll product? | Yes |
| A-8 | Are any other implementations or overall business changes expected during the Time and Attendance implementation? | Yes |

B. Payroll Processes

| | Question | Client Data |
|------|--|---------------------------|
| B-1 | What payroll product will you be using with the T&A System | K-12 Enterprises – SUNPAC |
| B-1a | What is your current payroll product version? | V 6.09 |
| B-1b | What is your current time and attendance system/method? | MANUAL & ELECTRONIC |

| | | |
|------------|--|---|
| B-2 | Is your payroll product centralized? | Yes |
| B-3 | Does your current payroll system allow pay data imports? | Yes |
| B-4 | Does each of your sites process their own payroll? | No |
| B-5 | Do employees ever share the same employee ID's between sites? | Yes |
| B-6 | What are the pay period frequencies of employees? | Semi-Monthly Monthly |
| B-7 | Do any of your pay periods pay current? – | Current, except for School Nutrition, ACES, Bus Drivers |
| B-8 | Are there any other software programs that need to interface with T&A system other than the payroll software identified above? SUBSTITUTE System OTHERS TBD | Yes |

C. Employee Pay Policies

| | Question | Client Data |
|-------------|---|----------------------|
| C-1 | How are employees punches rounded? | QUARTERS |
| C-2 | How long is your normal meal break? | 30 minutes 1 hour |
| C-3 | Do employees punch for meals? | Punch |
| C-4 | Which overtimes does your company recognize? | Over 40 |
| C-5 | Do you have any days that are always paid at overtime? | No |
| C-6 | Do you have any days that are always paid at double time? | No |
| C-7 | Do you have any employees that are eligible for consecutive day overtime? | No |
| C-8 | Do you have any employees that will earn shift pay? If so, please be prepared to describe during the review conference-call | No |
| C-9 | Are all employees paid the same holiday credit for not working? | No |
| C-10 | If an employee works on a holiday, do they receive a holiday pay rate? | No |
| C-11 | Does your company have any union employees? | Yes |
| C-12 | Does your company have any state specific FLSA requirements? | No |

Within each company, the calculation of employee time can be different. For example, Union 1 only receives overtime after 8 hours in a day and Union 2 only receives overtime after 40 hours in a week. In this example, we would consider these two separate employee groups. Other determining factors for separate groups include but are not limited to: overtime, weekend differential, shift differential, different holidays, etc.

List all groups that are paid with different pay policies. If necessary, please provide additional sheets.

| Group Name | Group Name | Group Name | Group Name |
|--|------------|------------|------------|
| | | | |
| ALL NON-EXEMPT EMPLOYEES EARN COMP TIME | | | |
| NO EXEMPT EMPLOYEES EARN COMP TIME | | | |
| NO EMPLOYEES ARE ELIGIBLE FOR OVERTIME PAY | | | |

E. Time Clocks

| | Question | Client Data |
|-----|--|--|
| E-1 | What is the quantity, and type(s) of Time Clocks that you plan to use in your organization? Approximate | Ethernet Time Clocks Biometric TBD (Ethernet) TBD |
| E-2 | Will the clock polling server be hosted by vendor or self-hosted? | Self |

G. Questions for I.S, I.T., Network administrator etc.

These are PC hardware, network and systems questions, usually to be answered by the IT Manager.

| | Question | Client Data |
|-----|--|----------------------|
| G-1 | Do you have a minimum of 56Kbps available bandwidth for site-to-site network communications? | Yes |
| G-2 | Who is your ISP provider? | AT & T / Time Warner |
| G-3 | Do all sites have a minimum of 56Kbps upload/128Kbps download? | Yes |
| G-4 | Are all locations using Microsoft IE 5.5 SP2 or higher? | Yes |
| G-5 | Do all end user PC's have a minimum of 128MB of RAM? | Yes |
| G-6 | Does your company use a remote access tool? | Yes |

H. Training Expectations

The purpose of identifying training expectations is to allow our training department a forecast of the number of students to expect for various class offerings.

| | Question | Client Data |
|-----|---|--------------------------------|
| H-1 | Manager Training Appropriate for anyone who is reviewing, approving, or editing others' timecards. | 100 approx. Number of students |
| H-2 | Practitioner Training Appropriate for system administrators. | 15 Number of students |

Section 9
Guilford County Schools School Locations
and Administrative Sites

| SCH # | GCS School Name | Address | SCH # | GCS School Name | Address |
|-------|-------------------------------|--|-------|---|--|
| 407 | Academy at High Point Central | 700 Chestnut Street High Point 27262 | 370 | Frazier Elementary | 4215 Galway Drive Greensboro 27406 |
| 545 | Academy at Smith High School | 2407 South Holden Rd Greensboro 27407 | 379 | Gateway Education Center | 3205 E. Wendover Avenue Greensboro 27405 |
| 304 | Alamance Elementary School | 3600 Williams Dairy Rd Greensboro 27406 | 388 | General Greene | 1501 Benjamin Parkway Greensboro 27408 |
| 307 | Alderman Elementary | 4211 Chateau Drive Greensboro 27407 | 382 | Gibsonville Elementary | 401 E. Joyner Street Gibsonville 27249 |
| 310 | Allen Jay Elementary | 1311 E. Springfield Rd High Point 27263 | 385 | Gillespie Park Elementary | 1900 Martin Luther King Dr Greensboro 27406 |
| 316 | Allen Middle | 1108 Glendale Drive Greensboro 27406 | 390 | Greensboro College Middle | 815 W. Market Street Greensboro 27401 |
| 319 | Andrews High | 1920 McGuinn Drive High Point 27265 | 394 | Grimsley High | 801 Westover Terrace Greensboro 27408 |
| 322 | Archer Elementary | 2610 Four Seasons Blvd. Greensboro 27407 | 400 | Guilford Elementary | 920 Stage Coach Trail Greensboro 27410 |
| 325 | Aycock Middle | 811 Cypress Street Greensboro 27405 | 397 | Guilford Middle | 320 Lindley Rd Greensboro 27410 |
| 328 | Bessemer Elementary | 918 Huffine Mill Rd Greensboro 27405 | 398 | (Doris Henderson) Guilford Newcomers | 411 Friendway Rd Greensboro 27401 |
| 331 | Bluford Elementary | 1901 Tuscaloosa Street Greensboro 27401 | 402 | Hairston Middle | 3911 Naco Rd Greensboro 27401 |
| 334 | Brightwood Elementary | 2001 Brightwood Sch Rd Greensboro 27405 | 403 | Hampton Elementary | 2301 Trade Street Greensboro 27401 |
| 337 | Brooks Glodal Studies | 1215 Westover Terrace Greensboro 27408 | 464 | Haynes-Inman Education | 200 Haynes Rd Jamestown 27282 |
| 341 | Brown Summit Middle | 4720 NC Hwy 150 East Brown Summit 27214 | 406 | High Point Central High | 801 Ferndale Boulevard High Point 27262 |
| 343 | Claxton Elementary | 3720 Pinetop Rd Greensboro 27410 | 396 | High School Ahead | 329 College Rd Greensboro 27410 |
| 346 | Colfax Elementary | 9112 US 421 Colfax 27235 | 409 | Hunter Elementary | 1305 Merritt Drive Greensboro 27407 |
| 349 | Cone Elementary | 2501 N. Church Street Greensboro 27405 | 412 | Irving Park Elementary | 1310 Sunset Drive Greensboro 27408 |
| 355 | Dudley High | 1200 Lincoln Street Greensboro 27401 | 415 | Jackson Middle | 2200 Ontario Street Greensboro 27403 |
| 395 | Early College at Guilford | George Wilson White House 5608 W Friendly Ave GSO 27410 | 418 | Jamestown Elementary | 108 Potter Drive Jamestown 27282 |
| 460 | Eastern Middle | 435 Peeden Drive Gibsonville 27249 | 421 | Jamestown Middle | 301 Haynes Rd Jamestown 27282 |
| 358 | Eastern High | 415 Peeden Drive Gibsonville 27249 | 423 | Jefferson Elementary | 1400 New Garden Rd Greensboro 27410 |
| 361 | Erwin Montessori | 3012 E. Bessemer Avenue Greensboro 27405 | 424 | Jesse Wharton Elementary | 5813 Lake Brandt Rd Greensboro 27455 |
| 364 | Fairview Elementary | 608 Fairview Street High Point 27260 | 427 | Johnson Street Global | 1601 Johnson Street High Point 27262 |
| 366 | Falkener Elementary | 3931 Naco Rd Greensboro 27401 | 430 | Jones Elementary | 502 South Street Greensboro 27406 |
| 367 | Ferndale Middle School | 701 Ferndale Boulevard High Point 27262 | 436 | Joyner Elementary | 3300 Normandy Rd Greensboro 27408 |
| 370 | Florence Elementary | 7605 Florence School Rd High Point 27265 | 437 | Kernodle Middle | 3600 Drawbridge Parkway Greensboro 27410 |
| 373 | Foust Elementary School | 2610 Floyd Street Greensboro 27406 | 439 | Kirkman Park Elementary | 1101 N. Centennial Street High Point 27262 |

| SCH # | GCS School Name | Address | SCH # | GCS School Name | Address |
|-------|---|--|-------|-----------------------------|--|
| 442 | Kiser Middle | 716 Benjamin Pkwy Greensboro 27408 | 496 | Northwood Elementary | 818 W. Lexington Avenue High Point 27262 |
| 448 | Lincoln Academy | 1016 Lincoln Street Greensboro 27401 | 499 | Oak Hill Elementary | 320 Wrightenberry Street High Point 27260 |
| 451 | Lindley Elementary | 2700 Camden Rd Greensboro 27403 | 502 | Oak Ridge Elementary | 2050 Oak Ridge Rd Oak Ridge 27310 |
| 454 | Madison Elementary | 3600 Hines Chapel Rd McLeansville 27301 | 505 | Oak View Elementary | 614 Oakview Rd High Point 27265 |
| 457 | McIver Education Center last See Herbin-Metz & Greene page | 1401 Summit Avenue Greensboro 27405 | 508 | Page High | 201 Alma Pinnix Drive Greensboro 27405 |
| 461 | McLeansville Elementary | 5315 Friedens Chch Rd McLeansville 27301 | 511 | Parkview Elementary | 325 Gordon Rd High Point 27260 |
| 462 | McNair Elementary | 4603 Yanceyville Street Browns Summit 27214 | 491 | Pearce Elementary | 2006 Pleasant Ridge Rd Greensboro 27410 |
| 463 | Mendenhall Middle | 205 Willoughby Blvd Greensboro 27408 | 514 | Peck Elementary | 1601 W. Florida Street Greensboro 27403 |
| 326 | Middle College @ Bennett | 610 Gorrell Street Greensboro 27401 | 517 | Peeler Elementary | 2200 Randall Street Greensboro 27401 |
| 399 | Middle College @ GTCC G'boro | 3505 E. Wendover Ave Greensboro 27401 | 391 | Penn-Griffin School for the | 825 Washington Drive High Point 27260 |
| 401 | Middle College @ GTCC J'town | 104 Rochelle Rd Jamestown 27282 | 522 | Pilot Elementary | 4701 Chimney Springs Rd Greensboro 27407 |
| 483 | Middle College @ NCA & T | 1601 E Markt St Rm 105 Greensboro 27411 | 523 | Pleasant Garden | 4833 Pleasant Garden Rd Pleasant Garden 27313 |
| 569 | Mdl College @ NCA&T STEM | 403 Laurel Street Greensboro 27411 | 529 | Ragsdale High | 602 High Point Rd Jamestown 27282 |
| 408 | Middle College @ GTCC High Point | 901 S. Main Street High Point 27262 | 532 | Rankin Elementary | 3301 Summit Avenue Greensboro 27405 |
| 466 | Millis Rd Elementary | 4310 Millis Rd Jamestown 27282 | 530 | Reedy Fork Elementary | 4571 Reedy Fork Parkway Greensboro 27405 |
| 340 | Monticello-Brown Summit Elementary | 5006 NC 150 West Brown Summit 27214 | 533 | Scale School Greensboro | 116 Pisgah Church Rd Greensboro 27405 |
| 469 | Montlieu Avenue Math/Science Academy | 1105 Montlieu Avenue High Point 27262 | 534 | Scale School High Point | 900 English Rd High Point 27262 |
| 472 | Morehead Elementary | 4630 Tower Rd Greensboro 27410 | 535 | Sedalia Elementary | 6120 Burlington Rd Sedalia 27342 |
| 478 | Murphey Elementary | 2306 Ontario Street Greensboro 27403 | 538 | Sedgefield Elementary | 2905 Groometown Rd Greensboro 27407 |
| 481 | Nathanael Greene Elementary | 2717 NC 62 East Liberty 27298 | 541 | Shadybrook Elementary | 503 Shadybrook Rd High Point 27265 |
| 484 | Northeast High | 6700 McLeansville Rd McLeansville 27301 | 544 | Smith High | 2407 S. Holden Rd Greensboro 27407 |
| 487 | Northeast Middle | 6720 McLeansville Rd McLeansville 27301 | 547 | Southeast High | 4530 Southeast School Rd Greensboro 27406 |
| 486 | Northern Elementary | 3801 NC Hwy 150 Greensboro 27455 | 550 | Southeast Middle | 4825 Woody Mill Rd Greensboro 27406 |
| 489 | Northern High | 7101 Spencer Dixon Rd Greensboro 27455 | 553 | Southern Elementary | 5720 Drake Rd Greensboro 27406 |
| 488 | Northern Middle | 616 Simpson-Calhoun Rd Greensboro 27455 | 556 | Southern High | 5700 Drake Rd Greensboro 27406 |
| 490 | Northwest High | 5240 Northwest School Rd Greensboro 27409 | 313 | Southern Middle | 5747 Drake Rd Greensboro @7406 |
| 493 | Northwest Middle | 5300 Northwest School Rd Greensboro 27409 | 559 | Southwest Elementary | 4372 Southwest School Rd High Point 27265 |
| | | | | | |
| | | | | | |

| GCS ADMINISTRATIVE LOCATION | Phone # | VoIP Extension (if available) | Fax # | ADDRESS |
|------------------------------------|----------------|--------------------------------------|--------------|---|
| ACES | 370-2321 | 715-550 | 370-2380 | 120 Franklin Blvd. |
| Athletics/Student Activities | 370-8950 | 723-100 | 370-2320 | 120 Franklin Blvd. |
| Career and Technical Education | 370-8358 | 727-250 | 370-2320 | 120 Franklin Blvd. |
| Character Development | 370-2330 | | | 120 Franklin Blvd. |
| Counseling Services | 370-2331 | 715-103 | 370-2320 | 120 Franklin Blvd. |
| Diversity Office | 370-3284 | 717-100 | 370-2320 | 120 Franklin Blvd. |
| ESL Intake Center | 370-8982 | 704-100 | 370-8939 | 120 Franklin Blvd. |
| Exceptional Children | 370-2323 | 722-100 | 370-2326 | 120 Franklin Blvd. |
| Federal Programs | 370-2375 | 727-100 | 370-2320 | 120 Franklin Blvd. |
| Magnet Schools | 378-8832 | 727-150 | 370-2320 | 120 Franklin Blvd. |
| School Safety | 370-8995 | 720-100 | 370-8006 | 120 Franklin Blvd. |
| School Social Services | 370-2329 | 715-300 | 370-2320 | 120 Franklin Blvd. |
| Southeastern Region | 378-8800 | 701-300 | 370-8906 | 120 Franklin Blvd. |
| Student Assignment | 370-8303 | 719-100 | 378-8810 | 120 Franklin Blvd. |
| Student Records | 370-2334 | 715-150 | 370-8381 | 120 Franklin Blvd. |
| Student Services | 370-8397 | 715-100 | 370-2320 | 120 Franklin Blvd. |
| Title I | 370-2368 | 727200 | 378-8801 | 120 Franklin Blvd. |
| Visually Impaired Program | 370-8209 | 722-230 | 370-8210 | 120 Franklin Blvd. |
| | 370-3278 | 722-200 | | |
| Transportation | 370-8920 | 724-150 | 370-8930 | 131 Franklin Blvd. |
| Northern Region | 375-2621 | 701-350 | 375-2626 | 2500 Lee's Chapel Rd. |
| Safe and Drug-Free Schools | 621-4001 | 715-350 | 375-2564 | 2500 Lee's Chapel Rd. |
| Maintenance | 370-2386 | | 370-2398 | 3920 Naco Rd. |
| Technology Services | 335-3000 | 725-100 | 370-8012 | 425 Prescott St. |
| Computer Helpdesk | 370-8179 | 725-500 | 370-8011 | 425 Prescott St. |
| Computer Repair | 378-8817 | 725-530 | | 425 Prescott St. |
| Psychological Services | 370-8170 | 722-300 | 370-8172 | 4830 Pleasant Garden Rd., Pleasant Garden |
| Virtual Learning | 370-8190 | | 370-4207 | 501 W. Washington St. |
| Advanced Learning | 370-8361 | | | 501 W. Washington St. |
| Central Region | 433-7198 | | 370-3481 | 501 W. Washington St. |
| Curriculum (9-12) | 370-8904 | | 370-4207 | 501 W. Washington St. |
| Curriculum (K-8) | 574-2648 | | 370-4207 | 501 W. Washington St. |
| Fixed Assets | 370-3247 | | 370-8427 | 501 W. Washington St. |
| Media Services | 370-2355 | | 275-7893 | 501 W. Washington St. |
| Purchasing | 370-3242 | | 271-3346 | 501 W. Washington St. |

| GCS ADMINISTRATIVE LOCATION | Phone # | VoIP Extension (if available) | Fax # | ADDRESS |
|--|----------|-------------------------------|----------|-----------------------------------|
| Risk Management | 370-3245 | | 370-8427 | 501 W. Washington St. |
| School Nutrition | 370-3266 | | 370-4042 | 501 W. Washington St. |
| Textbooks | 370-3248 | | 370-8427 | 501 W. Washington St. |
| Warehouse | 819-2755 | | 819-2757 | 529 W. Grimes St., High Point |
| Construction | 370-3500 | 707-100 | 370-3499 | 617 W. Market St. |
| Facilities Planning | 370-3500 | 707-100 | 370-3498 | 617 W. Market St. |
| Operations | 370-3482 | 701-150 | 370-3497 | 617 W. Market St. |
| Pre-K | 370-2362 | 722-240 | 370-8938 | 617 W. Market St. |
| Academic Improvement | 335-3292 | | 370-2320 | 712 N. Eugene St. |
| Accounting | 370-8372 | | 370-8273 | 712 N. Eugene St. |
| Accounts Payable | 370-8362 | | 370-8273 | 712 N. Eugene St. |
| Benefits | 370-8348 | | 370-8924 | 712 N. Eugene St. |
| Budget Office | 370-8988 | | 370-8273 | 712 N. Eugene St. |
| Courier Services | 370-8310 | | | 712 N. Eugene St. |
| District Relations | 370-2365 | | 574-3863 | 712 N. Eugene St. |
| Employment Applications | 370-8342 | | 370-8062 | 712 N. Eugene St. |
| Human Resources | 370-8348 | | 370-8398 | 712 N. Eugene St. |
| Payroll | 433-7190 | | 378-8807 | 712 N. Eugene St. |
| Print Shop | 370-8311 | | 370-8108 | 712 N. Eugene St. |
| Recruiting | 370-8382 | | 370-8398 | 712 N. Eugene St. |
| School Accounting | 574-3862 | | 378-8809 | 712 N. Eugene St. |
| Staffing | 378-8806 | | 370-8062 | 712 N. Eugene St. |
| Induction & Success | 665-8004 | 744-124 | 643-2597 | 7911 Summerfield Rd., Summerfield |
| Professional Development | 665-8003 | 744-123 | 643-2597 | 7911 Summerfield Rd., Summerfield |
| Laughlin Prof. Development Cntr | 665-8000 | 744-100 | 643-2597 | 7911 Summerfield Rd., Summerfield |
| Western Region | 878-5390 | 701-400 | 885-3148 | 900 English Rd., High Point |

ADMINISTRATIVE OFFICES

Eugene St. Admin

712 N. Eugene St. 370-8100 Greensboro, NC 27401

Franklin Blvd. Admin

120 Franklin Blvd. 370-2300 700-200 Greensboro, NC 27401

W. Washington St. Admin

501 W. Washington St. No central telephone number Greensboro, NC 27401

Market St. Admin

617 W. Market Street No central telephone number Greensboro, NC 27401

MINORITY AND WOMEN OWNED BUSINESS (MWBE) PROGRAM

Guilford County Schools Board of Education promotes full and equal access to business opportunities with Guilford County Schools (GCS). Minority and women-owned business, as well as other responsible vendors, shall have a fair and reasonable opportunity to participate in GCS business opportunities.

Prime suppliers (i.e., those who deal directly with GCS) should support GCS MWBE Program by making an effort to engage minority, women, and/or small businesses as subcontractors for goods and services to the extent available. GCS has a goal of 10% participation. The proposal should address efforts to meet the goal. If there are additional questions, please contact Tammie Hall, at 336-335-3297 or email hallt6@gcsnc.com.

The Board of Education awards public contracts without regard to race, religion, color, creed, national origin, sex, age or handicapped condition as defined by North Carolina General Statutes, Section 168A-3.

Each vendor or respondent to the solicitation shall submit with their proposal either MWBE Form Section II 5336 or Affidavit B. (If the bidder or respondent customarily self-performs all of the scope of services related to this contract, then they should submit Affidavit B (Intent to Perform Contract with Own Workforce.)

Failure to complete the forms prior to submittal may render your proposal response invalid.

GCS MWBE Documentation

Section II - Portion of the Work to be Performed by Minority Firms

I will expend a minimum of _____% of the total dollar amount of the contract with MWBE. MWBE will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

(Attach additional sheets if necessary)

| Name and Phone Number | *MWBE Category | Work description | Dollar Value |
|-----------------------|----------------|------------------|--------------|
| | | | |
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*MWBE categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with MWBE for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

GCS MWBE Documentation

AFFIDAVIT B

Intent to Perform Contract with Own Workforce

County of _____

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____
_____ contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

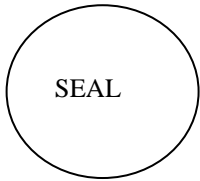
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of North Carolina, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

THE GUILFORD COUNTY SCHOOLS BOARD OF EDUCATION

REQUEST FOR PROPOSAL INSTRUCTIONS

1. **EXCEPTIONS:** All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions, and the submission of other terms and conditions, price lists, catalogs, and/or other documents as part of a vendor's response will be waived and have no effect either on this Request for Proposals or on any contract that may be awarded resulting from this solicitation. Vendor specifically agrees to the conditions set forth in the above paragraph by signature to the proposal.
2. **COMPETITIVE OFFER:** Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any proposal submitted in response to this RFP thereby certifies that this proposal has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.
3. **ORAL EXPLANATIONS:** The Guilford County Schools Board of Education shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
4. **REFERENCE TO OTHER DATA:** Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
5. **ELABORATE PROPOSALS:** Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.
6. **COST FOR PROPOSAL PREPARATION:** Any cost incurred by vendors in preparing or submitting offers are the vendors' sole responsibility; The Guilford County Schools Board of Education will not reimburse any vendor for any costs incurred prior to award.
7. **TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer which may be accepted within a period of 60 days. Although the contract is expected to be awarded prior to that time, the 60 day period is requested to allow for unforeseen delays.
8. **TITLES:** Titles and headings in this RFP and any subsequent contract are for convenience only and shall have no binding force or effect.
9. **CONFIDENTIALITY OF PROPOSALS** In submitting its proposal the vendor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the Guilford County Schools Board of Education, until after the award of the contract. Vendors not in compliance with this provision may be disqualified, at the option of The Guilford County Schools Board of Education, from contract award. Only discussions authorized by The Guilford County Schools Board of Education are exempt from this provision.
10. **RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the vendors shall become the property of The Guilford County Schools Board of Education when received.
11. **VENDOR'S REPRESENTATIVE:** Each vendor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
12. **SUBCONTRACTING:** Vendors may propose to subcontract portions of the work provided that their proposals clearly indicate what work they plan to subcontract and to whom and that all information required about the prime contractor is also included for each proposed subcontractor.

13. **PROPRIETARY INFORMATION:** Trade secrets or similar proprietary data which the vendor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by NCAC T01:05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as “CONFIDENTIAL”. Any section of the proposal which is to remain confidential shall also be so marked in boldface on the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be determined by North Carolina Law.
14. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150 The Guilford County Schools Board of Education invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
15. **DECLINE TO OFFER:** Any firm which receives a copy of the RFP but which declines to make an offer is requested to send a written “Decline to Offer” to the issuing office. Failure to respond as requested may subject the firm to removal from consideration on future requirements.
16. **PROTEST PROCEDURES:** When an vendor wants to protest a contract award pursuant to this solicitation, they must submit a written request to the Chief Finance Officer of the Guilford County Schools Board of Education. This request must be received within (30) thirty consecutive calendar days from the date of the contract award, and must contain specific sound reasons and any supporting documentation for the protest. Note: Contract award notices are sent only to those actually awarded contracts, and not to every person or firm responding to this solicitation. Vendors may call the Purchasing Official listed on the first page of this document to obtain a verbal status of contract award. If the Chief Finance Officer can render a decision based on the facts without a meeting, a written response with a decision will be rendered within 10 consecutive calendar days of the receipt of the protest letter. If not, The Chief Finance Officer will schedule a meeting with the protesting party to hear their complaint. This meeting will be held within 30 consecutive calendar days after receipt of the written protest. The Chief Finance Officer will respond to the protesting party in writing with a decision within 30 consecutive calendar days from the date of the protest meeting. All decisions of the Chief Finance Officer shall be the final administrative review.

**NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS
(Contractual and Consultant Services)**

1. **GOVERNING LAW:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
2. **SITUS:** The place of this contract, its situs and forum, shall be Guilford County, North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined
3. **INDEPENDENT CONTRACTOR:** The Contractor shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with the Guilford County School District.
4. **KEY PERSONNEL:** The Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the District's Contract Administrator. The individuals designated as key personnel for purposes of this contract are those specified in the Contractor's proposal.
5. **SUBCONTRACTING:** Work proposed to be performed under this contract by the Contractor or its employees shall not be subcontracted without prior written approval of the District's Contract Administrator. Acceptance of an offeror's proposal shall include any subcontractor(s) specified therein.
6. **PERFORMANCE AND DEFAULT:** If, through any cause, the Contractor shall fail to fulfill in timely and proper manner the obligations under this agreement, the District shall thereupon have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Contractor shall, at the option of the District, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials. Notwithstanding, the Contractor shall not be relieved of liability to the District for damages sustained by the District by virtue of any breach of this agreement, and the Agency may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the District from such breach can be determined.

In case of default by the Contractor, the District may procure the services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The District reserves the right to require a performance bond or other acceptable alternative performance guarantees from successful offeror without expense to the District.

In addition, in the event of default by the Contractor under this contract, the District may immediately cease doing business with the Contractor, immediately terminate for cause all existing contracts the District has with the Contractor, and de-bar the Contractor from doing future business with the District.

Upon the Contractor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Contractor, the District may immediately terminate, for cause, this contract and all other existing contracts the Contractor has with the District, and de-bar the Contractor from doing future business

Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
7. **TERMINATION:** The District may terminate this agreement at any time by 30 days' notice in writing from the District to the Contractor. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the District, become its property. If the contract is terminated by the District as provided herein, the Contractor shall be paid for services satisfactorily completed, less payment or compensation previously made.
8. **PAYMENT TERMS:** Payment terms are Net not later than 30 days after receipt of correct invoice(s) or acceptance of services, whichever is later, or in accordance with any special payment schedule identified in this RFP. The using District is responsible for all payments to the contractor under the contract. Payment by some agencies may be made by procurement card and it shall be accepted by the contractor for payment if the contractor accepts that card (Visa, Mastercard, etc.) from other customers. If payment is made by procurement card, then payment may be processed immediately by the contractor.
9. **AVAILABILITY OF FUNDS:** Any and all payments to the Contractor are dependent upon and subject to the availability of funds to the District for the purpose set forth in this agreement.

10. **CONFIDENTIALITY:** Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the District.
11. **CARE OF PROPERTY:** The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished it for use in connection with the performance of this contract or purchased by it for this contract and will reimburse the District for loss of damage of such property.
12. **COPYRIGHT:** No deliverable items produced in whole or in part under this agreement shall be the subject of an application for copyright by or on behalf of the Contractor.
13. **ACCESS TO PERSONS AND RECORDS:** The State Auditor and the using agency's internal auditors shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during the term of the contract to verify accounts and data affecting fees or performance).
14. **ASSIGNMENT:** No assignment of the Contractor's obligations nor the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the District may:
 - a. Forward the contractor's payment check(s) directly to any person or entity designated by the Contractor, or
 - b. Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check(s).
 In no event shall such approval and action obligate the District to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.
15. **COMPLIANCE WITH LAWS:** The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, district, and local agencies having jurisdiction and/or authority.
16. **AFFIRMATIVE ACTION:** The Contractor shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or disability.
17. **INSURANCE:** During the term of the contract, the contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall provide and maintain the following coverage and limits:
 - a. Worker's Compensation - The contractor shall provide and maintain Workers' Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000.00, covering all of Contractor's employees who are engaged in any work under the contract. If any work is subcontracted, the contractor shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract. GCS requires all contractors, regardless of the number of employees, to carry Workers' Compensation Insurance.
 - b. Commercial General Liability - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.)
 - c. Automobile - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used in connection with the contract. The minimum combined single limit shall be \$1,000,000.00 bodily injury and property damage; \$1,000,000.00 uninsured/under insured motorist; and \$5,000.00 medical payment.

Providing and maintaining adequate insurance coverage is a material obligation of the contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the contractor's liability and obligations under the contract.

18. **ADVERTISING:** The offeror shall not use the award of a contract as part of any news release or commercial advertising.
19. **ENTIRE AGREEMENT:** This contract and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This Request for Proposals, any addenda thereto, and the offeror's proposal are incorporated herein by reference as though set forth verbatim.

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

20. **AMENDMENTS:** This contract may be amended only by written amendments duly executed by the District and the Contractor. The NC Division of Purchase and Contract shall give prior approval to any amendment to a contract awarded through that office.
21. **TAXES:** G.S. 143-59.1 bars the Secretary of Administration from entering into contracts with vendors if the vendor or its affiliates meet one of the conditions of G. S. 105-164.8(b) and refuse to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G. S. 105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the vendor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the proposal document the vendor certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.
22. **GENERAL INDEMNITY:** The contractor shall hold and save the District, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the contractor in the performance of this contract and that are attributable to the negligence or intentionally tortious acts of the contractor provided that the contractor is notified in writing within 30 days that the District has knowledge of such claims. The contractor represents and warrants that it shall make no claim of any kind or nature against the District's agents who are involved in the delivery or processing of contractor goods to the District. The representation and warranty in the preceding sentence shall survive the termination or expiration of this contract.

23. **OUTSOURCING:** Any vendor or subcontractor providing call or contact center services to the State of North Carolina or any of its agencies or districts shall disclose to inbound callers the location from which the call or contact center services are being provided.

If, after award of a contract, the contractor wishes to outsource any portion of the work to a location outside the United States, prior written approval must be obtained from the Guilford County Schools District.

Vendor must give notice to the Guilford County Schools of any relocation of the vendor, employees of the vendor, subcontractors of the vendor, or other persons performing services under a contract outside of the United States.

24. **SPECIAL REQUIREMENTS REGARDING CRIMINAL BACKGROUND**

- A. Criminal Background Investigations of individuals working on school property (sites occupied with students and sites not occupied with students).
- B. At a minimum, a vendor shall obtain a complete North Carolina statewide criminal background investigation for all employees who will work on a site, covering a period for the last seven (7) years. In the event that the vendor is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of North Carolina as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. All costs associated with these criminal background checks is the responsibility of the vendor.

On sites that are occupied with students and staff, a daily sign-in sheet will be presented by each prime contractor to the principal and SRO – Student Resource Officer by 9:00 a.m. each morning. If there is no SRO – provide to the Principal. This list will contain the name of each person on site and the company they work for.

- C. Any individual with the following criminal convictions or pending charges will NOT be permitted on any school project or property.
1. Child Molestation or Abuse or indecent liberties with a child;
 2. Rape;
 3. Any Sexually Oriented Crime;
 4. Drugs: Felony use, possession or distribution;.
 5. Murder, manslaughter or other death related charge; or
 6. Assault with a deadly weapon or assault with intent to kill.
- D. Any individual with a prior conviction or pending charges contained in the aforementioned list, shall be banned (not allowed) from any school project or property.
- E. Each person on site must wear a plastic laminated identification badge or item of clothing that identifies the name of the company and the person's name. These badges are to be computer produced at a font large enough to be clearly visible. Guilford County Schools, may, at any time, request verification of criminal background investigation for any employee on school property.

GUILFORD COUNTY SCHOOLS
INSTRUCTIONS TO BIDDERS

1. **READ, REVIEW AND COMPLY:** It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **NOTICE TO BIDDERS:** All bids are subject to the provisions of the Instructions to Bidders, special terms and conditions specific to this Invitation for Bids, the specifications, and the North Carolina General Contract Terms and Conditions. The Guilford County Schools objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any language appearing in or attached to the document as part of the bidder's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.**
By execution and delivery of this document, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
3. **DEFINITIONS:**
 - **BIDDER:** Company, firm, corporation, partnership, individual, etc., submitting a response to an Invitation for Bids.
 - **TERM CONTRACT:** A contract generally intended to cover all normal requirements for a commodity for a specified period of time based on estimated quantities only.
 - **STATEWIDE TERM CONTRACT:** A Term Contract for all agencies, unless exempted by statute, rule, or special term and condition specific to this bid.
 - **AGENCY SPECIFIC TERM CONTRACT:** A Term Contract for a specific agency.
 - **OPEN MARKET CONTRACT:** A contract for the purchase of a commodity not covered by a term contract.
4. **EXECUTION:** Failure to sign under EXECUTION section will render bid invalid.
5. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this bid, the order of precedence shall be (1) special terms and conditions specific to this bid, (2) specifications, (3) North Carolina General Contract Terms and Conditions, and (4) Instructions to Bidders.
6. **TIME FOR CONSIDERATION:** Unless otherwise indicated on the first page of this document, bidder's offer shall be valid for 60 days from the date of bid opening. Preference may be given to bids allowing not less than 60 days for consideration and acceptance.
7. **PROMPT PAYMENT DISCOUNTS:** Bidders are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.
8. **SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. **The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
9. **INFORMATION AND DESCRIPTIVE LITERATURE:** Bidder is to furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this bid, each bidder must submit with their bid sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
10. **RECYCLING AND SOURCE REDUCTION:** It is the policy of this State to encourage and promote the purchase of products with recycled content to the extent economically practicable, and to purchase items which are reusable, refillable, repairable, more durable, and less toxic to the extent that the purchase or use is practicable and cost-effective.
We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in quality of packaging will be acceptable. The company remains responsible for providing packaging that will protect the commodity and contain it for its intended use.
Companies are strongly urged to bring to the attention of the purchasers in The Guilford County Schools those products or packaging they offer which have recycled content and that are recyclable.
11. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document. Do not contact the user directly. Any and all revisions to this document shall be made only by written addendum from the Guilford County Schools. The bidder is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.
12. **ACCEPTANCE AND REJECTION:** GCS reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
13. **REFERENCES:** GCS reserves the right to require a list of users of the exact item offered. GCS may contact these users to determine acceptability of the bid. Such information may be considered in the evaluation of the bid.
14. **TAXES:**
 - **FEDERAL:** All agencies participating in this contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the contractor will be executed and returned by the using agency.
 - **OTHER:** Prices offered are not to include any personal property taxes, nor any sales or use tax (or fees) unless required by the North Carolina Department of Revenue.

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INSTRUCTIONS TO BIDDERS

15. **AWARD OF CONTRACT:** As directed by statute, qualified bids will be evaluated and acceptance may be made of the lowest and best bid most advantageous to GCS as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the bidders; the substantial conformity with the specifications and other conditions set forth in the bid; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by G to be pertinent or peculiar to the purchase in question. Unless otherwise specified by GCS or the bidder, GCS reserves the right to accept any item or group of items on a multi-item bid. In addition, on TERM CONTRACTS, GCS reserves the right to make partial, progressive or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by GCS to be pertinent or peculiar to the purchase in question.

All contracts are awarded contingent upon the availability of funds.

16. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, GCS invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
17. **CONFIDENTIAL INFORMATION:** As provided by statute and rule, the GCS will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.
18. **SAMPLES:** Sample of items, when required, must be furnished as stipulated herein, free of expense, and if not destroyed will, upon request be returned at the bidder's expense. Request for the return of samples must be made within 10 days following date of bid opening. Otherwise the samples will become GCS property. Each individual sample must be labeled with the bidder's name, bid number, and item number. A sample on which an award is made, will be retained until the contract is completed, and then returned, if requested, as specified above.
19. **PROTEST PROCEDURES:** When an offeror wants to protest a contract awarded pursuant to this solicitation that is over \$10,000, they must submit a written request to the Purchasing Officer of Guilford County Schools at the address given in the solicitation document entitled "Mailing Instructions". This request must be received by Guilford County Schools within five (5) consecutive calendar days from the date of the contract award, and must contain specific reasons and any supporting documentation for the protest.
20. **MISCELLANEOUS:** Masculine pronouns shall be read to include feminine pronouns, and the singular of any word or phrase shall be read to include the plural and vice versa.
21. **DEFAULT AND PERFORMANCE BOND:** In case of default by the contractor, Guilford County Schools (GCS) may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby. GCS reserves the right to require performance bond or other acceptable alternative guarantees from successful bidder without expense to GCS.

22. SPECIAL REQUIREMENTS REGARDING CRIMINAL BACKGROUND

- A. Criminal Background Investigations of individuals working on school property (sites occupied with students and sites not occupied with students.)
- B. At a minimum, the contractor shall obtain a complete North Carolina statewide criminal background investigation for all employees and subcontractors who will work on this project, covering a period for the last seven (7) years. In the event that the contractor or subcontractor is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of North Carolina as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. All costs associated with these criminal background checks is the responsibility of the contractor.

Each prime contractor will be responsible for all their employees and all of their subcontractors working under them.

On sites that are occupied with students and staff, a daily sign-in sheet will be presented by each prime contractor to the principal and SRO – Student Resource Officer by 9:00 a.m. each morning. If there is no SRO – provide to the Principal. This list will contain the name of each person on site and the company they work for.

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- C. Any individual with the following criminal convictions or pending charges will NOT be permitted on any school project or property.
 - 1. Child Molestation or Abuse or indecent liberties with a child;
 - 2. Rape;
 - 3. Any Sexually Oriented Crime;
 - 4. Drugs: Felony use, possession or distribution;
 - 5. Murder, manslaughter or other death related charge; or
 - 6. Assault with a deadly weapon or assault with intent to kill.

- D. Any individual with a prior conviction or pending charges contained in the aforementioned list, shall be banned (not allowed) from any school project or property.

- E. Each person on site must wear a plastic laminated identification badge that identifies the name of the company and the person's name. These badges are to be computer produced at a font large enough to be clearly visible. All costs associated with these criminal background checks is the responsibility of the contractor. The ID badge template will be made available to the successful prime contractors at the Pre-Construction Meeting.

- F. Guilford County Schools, may, at any time, request verification of criminal background investigation for any employee or subcontractor on school property.