

## **DASNY Time and Attendance Application**

The Dormitory Authority State of New York (DASNY) is seeking Expressions of Interests (EOI) from software vendors/consultants who offer time and attendance applications. **Please note this solicitation is being reissued to increase the number of responses. If you recently submitted to the RFI that was due on January 24, 2025 you do not need to submit again.** DASNY seeks to replace its current Kronos iSeries Central 6.2 – iSeries Timekeeper System with a supportable Cloud-based solution with extended capabilities such as data migration, integration, time entry, supervisor approval, system administrator access, reporting and dashboards. The Cloud-based solution can either be Software-as-a-Service (SaaS) or hosted.

The software services shall include but are not limited to the following items listed in the attached **Functional Requirements** and **Accrual Requirements**.

All questions related to this EOI must be submitted in writing via email, no later than 4:00 pm on March 21, 2025 to Nicole White, Procurement Administrator at [nwhite@dasny.org](mailto:nwhite@dasny.org). All substantive questions will be answered and posted to DASNY's website as an Addenda under the Attachment Section by March 28, 2025.

It is the goal of DASNY to encourage participation by qualified certified Minority, Woman and Small Business Enterprises (MWSBE) and Services-Disabled Veteran-Owned Businesses (SDVOB) as part of your team to the maximum extent practical and consistent with legal requirements.

Vendors/consultants interested in responding to this solicitation must submit their proposal, by email to Nicole White, at [nwhite@dasny.org](mailto:nwhite@dasny.org) no later than 4:00 p.m. on April 7, 2025. Proposals received after this date will not be accepted. Proposals must include the following information in the same number order as described below:

Tab1 – Provide a cover letter with your firm's name, address and telephone number along with the name, title, telephone number and email address of the individual within your firm who will be DASNY's primary contact concerning this proposal.

Tab 2 – Provide samples of successful time and attendance software implementations your firm has completed within the last five (5) years.

Tab 3 – What was the release date of the proposed application/product and of the proposed version?

Tab 4 – Provide a brief discription of your firm’s proposed application. Including the length of time your firm has supported the application.

Tab 5 – Provide ongoing support and maintenance options post application implementation.

Tab 6 – What continued maintenance and support options do you offer after the system goes live and the duration?

Tab 7 – Who is responsible for applying required upgrades, the customer or the vendor?

Tab 8 – Provide a detailed description of your firm’s approach (technically and administratively) to performing the required software services.

Tab 9 – Can the proposed application be hosted and accessed via cloud access or on a server at DASNY?

Tab 10 – Provide how the proposed application will fulfill the Functional Requirements listed in the attached document.

Tab 11 – What time input interfaces does your system support (e.g., timeclock, handheld device, web browser)? Can an employee, at their convenience and at a minimum once every two weeks, enter hours worked to individual budget codes and then submit the timesheet for supervisor approval? Or do they need to track time in real-time via punch? Examples of employee time entries that need to be supported include entering 2 hours for accounting, 2 hours for training, and 3.5 hours for project work, etc., for a single workday. Note that time cannot be entered by specific time windows such as 7am-9am for accounting, 9:06am-11:06 am for training, and 11:30am-3:00pm for project work. If non-punch entry can be accommodated, how many of your clients currently utilize this method?

Tab 12 – Are separate fields available to track project and activity codes for time charges (ex: Project: CUNY, Activity: Admin)? This would require a numerical code field and descriptive text field for each (four fields).

Tab 13 – Provide how the proposed application will fulfill the Accrual Specifications listed in the attached document.

Tab 14 – Does the proposed application/product allow for unique anniversary accrual dates and amounts and determine eligibility based on the employee's scheduled workdays/hours?

Tab 15 – Provide three (3) recent references with contact information and phone numbers from three (3) separate time and attendance implementations.

Tab 16 – Provide a complete Diversity Questionnaire, included as an attachment. It is DASNY's goal to utilize qualified firms that have a demonstrated history of hiring, training, developing, promoting and retaining minority and women staff. This questionnaire elicits information about each responding firm in order to verify that its work environment demonstrates a strong commitment to diversity.

Tab 17 – Provide whether or not your firm is able to utilize a NYS Certified MWBE for any portion of the scope. If yes, provide names of the MWBE vendors. If not, explain why.

Based on the information received, the top firms deemed qualified by review of their respective proposals will be short listed and issued a Request for Proposal (RFP).