

The background of the slide features a large, stylized, light blue Phoenix logo on a darker blue background. The logo is composed of several curved, overlapping shapes that form the bird's head and tail. Centered over this logo is the text for the RFP.

RFP-25-0704

Time and Labor Management System Solution

Procurement Officer: Ben Arballo

July 17 – 10:30a – 11:30a
Via WebEx

City of Phoenix
Finance Department



Housekeeping

- Please mute your microphones, unless you are speaking, to mitigate background noise and potential electronic feedback for the other participants.
- We will be touching on each major section of the solicitation; please try and limit your questions to the section being discussed.
- Please email your company name, first and last name, telephone number, and email address to the Procurement Officer: benjamin.arballo@phoenix.gov



Legal Notice

The purpose of the Pre-Offer Conference is to provide a casual atmosphere to discuss the City's intent and to determine whether the City's requirements are clearly stated.

Although an exchange of information may take place, the official position of the City is that which is delivered in the solicitation document or in the form of a written solicitation addendum. Therefore, nothing said here today should be construed as a change to the written requirements in the solicitation document.

Any changes will be in the form of a solicitation addendum. Vendors must acknowledge receipt and acceptance of any/all addenda through the City's Procurement Portal.

Please note that it is the responsibility of the Offeror to read the entire solicitation document. Offerors must direct any/all questions to the Procurement Officer, in writing, through submission in the City's Procurement Portal.



Key Dates

Pre-Offer Conference

July 17, 2025
at 10:30am

Written Inquiries Due

Aug. 1, 2025
at 2:00 p.m.
to City's Procurement Portal

Offer Due Date

September 3, 2025
at 2:00 p.m.
to City's Procurement Portal



Agenda

RFP-25-0704

Time and Labor Management System Solution

1. Review Solicitation Transparency Policy
2. Review City's Vendor Self-Registration Requirements
3. Review Solicitation Instructions
4. Review the Scope of Work
5. Review Offer Evaluation Criteria
6. Review Special Terms and Conditions
7. Review Insurance and Indemnification Requirements
8. Review Submittal Requirements
9. Review Attachments



Solicitation Transparency Policy

Phoenix City Code, Chapter 43, Section 43-36

- Effective: July 7, 2025, until contract award by City Council.
- Offerors and their representatives shall only discuss matters of this solicitation, including questions, with the Procurement Officer.
- Discussions regarding this solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with this solicitation (including in each case their assigned staff), may only occur at a public meeting, posted under Arizona Statutes, and only as requested through the Procurement Officer.
- Offerors may continue to transact business that is unrelated to this solicitation with City staff but shall not discuss this solicitation with those City staff.

OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED



City's Vendor Self-Registration and Notification

Vendors must be registered in the City's Procurement Portal at <https://procurement.opengov.com/portal/phoenix> to respond to solicitations and access procurement information.

Vendors must also be registered in the City's procurePHX Self-Registration System at <https://www.phoenix.gov/procure> prior to contract execution.

The City may, at its sole discretion, reject any offer from an Offeror who has not registered.



Solicitation Instructions

- All written inquiries are due Aug. 1, 2025, at 2:00 p.m. to the City's Procurement Portal.
- The City will not be responsible for oral instructions made by employees or officers; any changes will be in the form of solicitation addenda.
- Businesses ***must*** be registered with the Arizona Corporation Commission (this is checked).
- Offeror must read the entire solicitation and accept all terms and conditions without exception. The City encourages Offerors to send inquiries to the Procurement Officer rather than including exceptions in their Offer.
- All offers shall be firm and fixed for a period of 290 calendar days from the solicitation opening date.



Scope of Work

- The objective of this project is to provide the City a new, citywide T&L solution. A new T&L solution will enable the City to meet the following objectives:
 - Streamline time entry.
 - Eliminate manual processing for additional earnings calculations and utilize rules-based calculations for additional earnings.
 - Improve efficiency around providing or loading department payroll and leave data (each department has a payroll team with one central payroll team in Finance Dept.).
 - Increase efficiency in the City's ability to provide scheduling, including bidding, for daily and future staffing needs.
 - Provide employees with self-service functionality (e.g., reviewing up-to-date leave balances).
 - Create a knowledge base documentation for time, attendance, leave, pay calculation, and scheduling.
 - Eliminate paper-based processes and inefficient workflows.
 - Standardize on a single enterprise T&L solution from which all the City's departments can perform T&L transactions.



Scope of Work

- Project Phases in Implementation:
 - Project Management
 - Enterprise Analysis and Design
 - Solution Development and Configuration
 - Organizational Change Management
 - Testing
 - Training and Knowledge Transfer
 - Cutover Readiness and Production Go-Live
 - Post-Go-Live and Transition to Support
- Deliverables
 - Please reference 4.11 for the mandatory deliverables associated with the phases above



Offer Evaluation Criteria

Evaluation Criteria	Points
Experience	150
Solution Capabilities	235
Offeror Services & Implementation	315
Price	125
Demo	175
Total Possible Points	1000



Special Terms & Conditions

- The term of this Contract will commence on or about March 1, 2026, and will continue for a period of **five (5) years** thereafter. This Contract includes **five (5) one-year options** to extend the term.
- All prices offered shall be firm and fixed for the entire term of the contract
- The City has set this contract at the maximum risk level (6.37).
- Please pay special attention to the Confidentiality and Data Security provisions within the solicitation (6.42 & 6.43).



Insurance & Indemnification

Please note the indemnification provisions within the solicitation.

- Insurance Requirements (Section 8) cover:
 - Commercial General Liability;
 - Automobile Liability;
 - Worker's Compensation and Employer's Liability;
 - Technology Errors and Omissions Liability;
 - Network Security and Privacy Liability;
- Upon award, certificates of insurance (ACORD form or equivalent) must be provided to the City within 14 days.
- Send certificates to the Procurement Division at procurement@phoenix.gov.



Submittals

- Please submit offers electronically via the City's Procurement Portal by clicking on "Draft Response" via <https://procurement.opengov.com/portal/phoenix/projects/161204>.
- Be sure to complete and upload all forms provided in the Vendor Questionnaire Section.



Vendor Questionnaire

- Pricing Proposal
- Cover Letter
- Evaluation Criteria Questionnaire / Proposal
- Exhibit A - Functional Requirements Matrix
- Minimum Qualifications
 - 5 years of experience
 - 2 implementations
 - 2 implementations in production in a City or other municipality within the last 5 years
 - FedRamp or Alternative Security Certification (e.g, soc II)
 - Hosting On-Shore
- Payment Terms
- Warranty Info
- 24 Hour Contact
- Certification Regarding Debarment
- References
- Offer Page
- Conflict of Interest and Transparency



Attachments

- Exhibit A – Functional Requirements Matrix
- Pricing Proposal
- Acceptance of Offer
- Supplemental Terms to All Airport Agreements



Key Dates



Written Inquiries Due

August 1, 2025
at 2:00 p.m.

Offer Due Date

September 3, 2025
at 2:00 p.m.