

Market Testing

Time and attendance hardware and software system with 5-year contract

Rushcliffe Borough Council, Nottingham



1. Background

- 1.1. Rushcliffe Borough Council in Nottingham is moving its waste and fleet operations to a new depot site in Mid-May. Their current offices are shared with another company, Streetwise Environmental Ltd, as such the time and attendance system currently in use will need to remain in situ for the existing tenants. Rushcliffe Borough Council are therefore seeking a new time and attendance system at their new premises.
- 1.2. This document seeks to test the market to identify solutions available that are capable of being delivered within in the tight period available and the cost to implement. A 5-year software contract is to be assumed.

2. Requirements

2.1. The solution provided must have the minimum functionality:

- Clocking in and off terminal that allows employees to manually clock in at the start of the shift and off at the end of the shift with the use of either swipe card, or manually on the terminal. Biometrics is NOT required.
- A web based solution enabling back office staff to access from any PC or laptop via a secure internet site
- Capacity within the software to manage up to 60 employees data
- Reporting and chart generation to enable, as a minimum;
 - Hours worked per day / per week / per month / per year per employee
 - Report against contracted hours to actual hours with easy presentation of under/overtime
 - Total hours worked by workforce / day / week / month / year
- All install of hardware and software to be included within the price

- All training required to enable competent use of software and reporting functionality to be included within the price
- 5-year software contract required

2.2. The solution **must** be capable of being installed and all relevant training provided to ensure the system is operational by 13 May 2019. If you are unable to meet this requirement, then please do not respond to this request.

3. Form of quotation

3.1. Please provide your price for the works as follows:

Upfront installation fees	£x
Upfront training fees	£x
Monthly contract fee	£x / month for 5 years (60 months)

3.2. Please confirm any hardware warranty and software support included as standard with your offer

4. Further details

4.1. For further details on the form of the quotation please contact

Helen Penniston, Contracts, Performance and Contracts Officer
 Rushcliffe Borough Council
hpenniston@rushcliffe.gov.uk
 0115 9148 325

5. Quotation/Tender deadline

5.1. Due to the time pressures on this project please ensure quotations are submitted by **9am on Tuesday 12 March 2019**