

DASNY Time and Attendance Application

The Dormitory Authority State of New York (DASNY) is seeking Expressions of Interests (EOI) from software vendors who offer time and attendance applications. 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 January 9, 2025 to Nicole White, Procurement Administrator at nwhite@dasny.org. All substantive questions will be answered and posted to DASNY's website as an Addenda under the Attachment Section by January 17, 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 interested in responding to this solicitation must submit their proposal, by email to Nicole White, at nwhite@dasny.org no later than 4:00 p.m. on January 24, 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 – Provide a brief discription of your firm's proposed application. Including the length of time your firm has supported the application.

Tab 4 – Provide ongoing support and maintenance options post application implementation.

Tab 5 – Provide a detailed description of your firm’s approach (technically and administratively) to performing the required software services.

Tab 6 – Provide how the proposed application will fulfill the Functional Requirements listed in the attached document.

Tab 7 – Provide how the proposed application will fulfill the Accrual Specifications listed in the attached document.

Tab 8 – Provide three (3) recent references with contact information and phone numbers from three (3) separate time and attendance implementations.

Tab 9 – 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 10 – 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).