

REQUEST FOR QUOTE

Time and Attendance Management System

Geauga County Job and Family Services seeks to purchase and implement a “Time and Attendance Management System” to meet the tracking and reporting of employees work and leave time. Functional areas to be covered by the proposed solution include, but are not limited to: multi-point (PC workstation) electronic sign-in/sign-out functionality; employee information (demographics, employee status, pay grade, longevity, etc.), leave accruals (sick, vacation, personal days); leave requests and approvals; payroll preparation (i.e., an Excel spreadsheet with appropriate payroll codes including overtime and comp time); report generation; records retention compliance; and customizable user access security profiles.

Issue Date: June 26, 2026

Deadline for Responses: July 24, 2026

Questions regarding this RFQ must be received no later than **Friday, July 10, 2026** by Paul Reiman, Assistant Director via e-mail to Paul.Reiman@jfs.ohio.gov (subject line: “RFQ Question – Time and Attendance”) GCJFS will not accept questions received other than by this method.

I. OVERVIEW

A. Agency Description:

Geauga County Job and Family Services (GCJFS) is a county social service agency providing child protective services, work and family assistance programs, employment and training services, and child support services to the residents of Geauga County.

B. Web-Based Application/Services Requested:

Geauga County Job and Family Services seeks to purchase and implement a user friendly “Time and Attendance Management System” to meet the tracking and reporting of employee work and leave time for the agency.

GCJFS employs approximately 80-90 staff, and all employees report time. Presently, GCJFS uses TimeForce II SAS (<https://www.gotimeforce2.com/>) as our time and attendance system.

Functional areas to be covered by the proposed solution include, but are not limited to: multi-point (PC workstation) electronic sign-in/sign-out functionality; employee information (demographics, employee status, pay grade, longevity, etc.), leave accruals (sick, vacation, personal days); leave requests and approvals; payroll preparation (i.e., an Excel spreadsheet with appropriate payroll codes including overtime and comp time); report generation; records retention compliance; and customizable user access security profiles, with these additional details:

Required Functionality:

- Time & Attendance: Bi-weekly user-friendly timecards with manual entry/editing, time adjustment tracking, approval/verification workflow, and lock/unlock capability, automated lunch deductions.
- Leave & Accrual: Time-off request workflow with configurable absence policies (e.g., vacation, FMLA, etc.), automated and manual accrual calculations.

- Security & Administration: Role-based permissions with full employee record, timecard approval, organizational assignment, and user access management plus configurable permission settings.
- Employee Records & Data: Comprehensive employee profiles with custom fields, accrual balance visibility, and support for active/inactive records including reactivation.
- Reporting & System Functionality: Standard and custom reporting (FMLA, accruals, absences, hours, verification, staffing, staff demographics, etc.), mobile access, mass/bulk updates, and system configuration/customization capabilities.
- Payroll: Time worked for staff is downloaded into an Excel spreadsheet and reported to the Geauga County Auditor's Office for payroll processing, which includes coded hours for worked time, leave and holiday pay, and hourly wages; update or create new payroll codes; disbursements for special pay on timecards; permit locked pay period to be reopened to enter retroactive FMLA hours.

Additional Preferred Functionality:

- Time & Attendance: Pay code visibility, total pay calculation summaries, and automatic holiday pay rules.
- Leave & Accrual: Accrual expiration tracking and employee notifications for approvals, changes, and expirations.
- Employee Records & Data: Position/salary history tracking and document storage.

The Geauga County Auditor's Office utilizes the New World System accounting software (Tyler Technologies) for payroll and to track leave accrual and usage. GCJFS has a template for an MS Excel spreadsheet which we use when reporting bi-weekly payroll to the Auditor's Office. **A copy of the spreadsheet is included with this RFQ as the proposed "Time and Attendance Management System" will need to download payroll information into this format.**

In considering options for the time and attendance solution, GCJFS will be focusing on all the functional capabilities of the solution, and high-quality customer service from the vendor. The solution must work to support and serve the needs of GCJFS both now and in the future.

C. Qualification of Vendors

Vendors' ability to provide a proven, comprehensive system to serve the needs of GCJFS will be a key factor in the selection of a company to supply the needed time and attendance solution. Not only must the product be proven, but the vendor must be fully experienced in selling, implementing, training, and supporting the transition to their time and attendance solution in a medium-small government agency environment and have the resources to provide prompt, reliable support services over the life of the system.

D. Service Level

Service level applied to any system purchased because of this RFQ must be clearly specified. The location or agent responsible for servicing this account must be clearly stated. In addition, the vendor must provide complete information and pricing on continued use and subscription cost for the system. The vendor's expected ongoing upgrades, enhancements, and on-going support shall also be addressed. Ongoing costs and terms will be taken into consideration in the selection.

- E. Presentations
After the quotes have been received and studied, one or more potential vendors will be requested to make a presentation/demonstration to GCJFS. All information supplied by the vendor in such a presentation, either as general information or in response to a specific question by GCJFS, shall be considered binding on the vendor and will be summarized in writing and made part of the vendor's proposal and any resultant contract. GCJFS will not be responsible for any costs incurred by the vendor in making such a presentation. Vendor will be required to demonstrate existing product functionality. GCJFS may want to visit or call willing companies or agencies where the proposed system is installed and in production. Such inquiries shall be at the expense of GCJFS.
- F. Submission Process:
Pricing shall include all costs to implement the system as well as ongoing costs and shall include detailed pricing information.

Please note: Geauga County JFS is tax exempt.

1. Submission Due Date:
All quotes must be received no later than **Friday, July 24, 2026**. Late submissions may not be accepted.

 3. Submission Location:
All quotes may be e-mailed to Paul.Reiman@jfs.ohio.gov or mailed to:
Attn: P. Reiman
Gauga County Job and Family Services
P.O. Box 309
12611 Ravenwood Drive, Suite 150
Chardon, Ohio 44024
- G. Incurred Costs:
GCJFS assumes no obligation, responsibility or liability for costs incurred by the offeror prior to the issuance of a contract.

II. TERMS AND CONDITIONS

- A. Questions regarding this RFQ must be received no later than **Friday, July 10, 2026** via e-mail to Paul.Reiman@jfs.ohio.gov (*subject line: "RFQ Question – Time and Attendance"*). **GCJFS will not accept questions received other than by this method.**
- B. GCJFS reserves the right to reject any quote in which the offeror takes exception to the terms and conditions of the request for quotes; fails to meet the terms and conditions of the request for quotes, including but not limited to, the standards, specifications, and requirements specified in the request for quotes; or submits prices that GCJFS considers to be excessive, compared to existing market conditions, or determines exceed the available funds of GCJFS.
- C. That GCJFS reserves the right to reject, in whole or in part, any quote that GCJFS has determined, using the factors and criteria GCJFS developed pursuant to ORC 307.862, would not be in the best interest of the county.
- D. GCJFS may conduct discussions with offerors who submit quotes for the purpose of clarifications or corrections regarding a quote to ensure full

understanding of, and responsiveness to, the requirements specified in the request for quotes.

- E. GCJFS reserves the right to negotiate with the offeror who submits the quote that GCJFS determines is the most advantageous to the county based on the rankings performed by GCJFS pursuant to ORC 307.862 (A)(6) and including any adjustment to those rankings based on discussions conducted pursuant ORC 307.862(A)(7).
- F. Quotes will be opened but not publicly read pursuant to ORC 307.862. To ensure fair and impartial evaluation, quotes and any documents or other records related to a subsequent negotiation for a final contract that would otherwise be available for public inspection and copying under section 149.43 of the Revised Code shall not be available until after the award of the contract.
- G. An offeror may withdraw the offeror's quote at any time prior to the award of a contract. GCJFS may terminate negotiations with an offeror at any time during the negotiation process if the offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If GCJFS terminates negotiations with an offeror, GCJFS shall negotiate with the offeror whose quote is ranked the next most advantageous to the county according to the factors and criteria developed pursuant ORC 307.862(A)(1).
- H. GCJFS may award a contract to the offeror whose quote is determined to be the most advantageous to the county, taking into consideration the evaluation factors and criteria developed pursuant ORC 307.862(A)(1) and set forth in the request for quotes. GCJFS may award a contract as a whole or in part to one or more offerors. GCJFS shall include a written statement in the contract file stating the basis on which the award is made.
- I. GCJFS shall send a written notice to the offeror to whom it wishes to award the contract and shall make that notice available to the public. Within a reasonable time period after the award is made, GCJFS shall notify all other offerors that the contract has been awarded to another offeror.
- J. Upon approval, a purchasing agreement or contract must be negotiated and signed before the provision of services may begin or financial obligation is incurred. This RFQ is not a contract and does not obligate GCJFS to pay for costs incurred prior to execution of a written contract.
- K. GCJFS may only execute agreements or contracts permitted by state or federal law and must abide by section 9.27 of the Ohio Revised Code: [ORC Section 9.27](#)
- L. GCJFS reserves the right to accept or reject any or all quotes submitted in response to this RFQ.

III. EVALUATION PROCESS AND AWARD CRITERIA

The GCJFS Time and Attendance Management System project award will be based on a "lowest and best" value solution approach, using a two-phase evaluation including both solution and price considerations.

The process for evaluating quotes includes:

- A. Upon receiving vendor proposals, GCJFS will review the proposals using the evaluation criteria listed below in addition to prices submitted with the solution proposal. In this initial evaluation the project team will select the top vendors for further evaluation. All other proposals will be eliminated from consideration.
- B. The top vendors from will be invited by the GCJFS to present product functionality in a presentation format and/or asked to provide additional information for clarification in written form.
- C. At the completion of the presentation phase, GCJFS will select a “lowest and best” value solution proposal in order of preference based on ranking. The recommendation will be presented to the GCJFS Executive Director for approval.
- D. All decisions of GCJFS regarding the awarding of the contract shall be final. GCJFS reserves the right to reject a quote for any reason. GCJFS shall not be bound to accept the lowest unit cost or lowest overall bid.
- E. Quotes meeting the minimum requirements will be evaluated using the following award criteria:

Criteria	Definition	Weight
Ability to Execute	<p>References (Client Feedback) Follow-up on vendors’ interactions with their current client base.</p> <p>Historical Performance Describes the vendor’s demonstrated ability to achieve required results. Also addresses their ability to address performance issues and upgrades.</p> <p>Vendor Resources Does the vendor have the resources required to ensure that our implementation or subsequent maintenance can be addressed to our satisfaction?</p>	20%
Cost and Functionality	<p>Cost What is the cost of the system? Both implementation and initial and ongoing costs.</p> <p>Core Functionality This is the set of workflow and automated process functions delivered to us by the vendor. This includes how the system would function for the user. This does not include customizations or modifications required to meet GCJFS business processes.</p> <p>Integration Describes the way in which functionality will meet the payroll reporting requirements for the Geauga County Auditor’s Office.</p> <p>System Flexibility The ability to successfully enable the desired GCJFS business process.</p>	50%
Technology	<p>Architecture This includes the web-based application descriptions and benefits. Also included are the vendor’s operations environment for the application, and the means by which users would access the application.</p>	10%

	<p>Modifications/Customizations Describes the way in which modifications to the application or customizations within it are created and maintained.</p> <p>Toolset Describes the environment available for modifications, application maintenance, report development, etc.</p>	
Service and Support	<p>Implementation Delivery of services: all of the processes leading up to and including the implementation of the system. Included is the pre-implementation planning, consultant activities, data translation and migration, archive strategies, business process review, etc.</p> <p>Post-implementation Once we hit the “go-live” phase of the project, to what degree will the vendor demonstrate appropriate service call responses, bug fixes, timely upgrades, patches, etc.</p> <p>Training To what degree is formal training required to attain competency in use of the application? What kind of training is required on an ongoing basis?</p>	20%

IV. QUOTE FORMAT AND SUBMISSION

Offerors’ quotes shall include the following components:

- A. Cover Sheet
 1. Printed on company letterhead and signed by an individual who is authorized to bind the organization contractually.
 2. The signature must include the title or position the individual holds in the organization. Contact person’s name, title, phone number, fax number and e-mail address.
- B. Pricing shall include all costs to implement the system as well as ongoing costs and shall include detailed pricing information. The quote must include web-based hosting and subscription terms and costs.
- C. Vendor’s level of service for the product.
- D. Expected length of time before implementation of the “Time and Attendance Management System” once the vendor is awarded the contract.