

INVITATION TO RFP

Sealed RFPs, subject to the conditions contained herein, will be received by the ONEIDA COUNTY HEALTH DEPARTMENT until **4:00 pm** local time on **Friday July 22, 2016** and then publicly opened and read for:

Software Application RFP- #2016-178

Specifications **MUST** be RECEIVED from the Oneida County Health Department, Cynthia Grabeldinger, 185 Genesee St. Utica, NY 13501, Phone: 315-798-5220, or download from the Oneida County website at <http://www.ocgov.net> (Public Notice Section.)

Copies of the described RFP may be examined at no expense at the Oneida County Health Department Office.

The return envelope must be clearly marked with the RFP # and addressed to the Oneida County Health Department.

The owner reserves the right to reject any of all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex, or handicap.

Date: July 8, 2016

Phyllis D. Ellis, BSN, MS, F.A.C.H.E.
Director of Health

GENERAL INFORMATION

Background:

The Oneida County Health Department (OCHD) is a full service health department of the County of Oneida government with its main offices located in Utica, New York. The OCHD is a part of the County's public health infrastructure that provides the resources needed to deliver the essential public health services. Among one of the largest departments within the Oneida County's workforce, the Health Department employs approximately 90 full time employees.

Request for Proposal:

The Oneida County Health Department is seeking a software application for tracking employee time and effort in accordance with state and federal laws and regulations.

Scope of Work

This software should have the capability to:

- Provide for multi-departmental time and attendance recording and reporting.
- Allow for mileage tracking and reporting.
- Have the ability to integrate with the County current payroll system.
- Have the ability to integrate with the County general ledger.
- Capable of providing a full array of grant management reports.
- The system should be based on SQL Server and .Net architecture.
- Allow for flexibility through user maintainable configuration.

Sealed proposals will be accepted until Friday July 22, 2016 at 4:00 p.m. EST. No late proposals will be accepted and the Health Department assumes no responsibility for proposals not received by the deadline.

Evaluation of Proposals:

Proposals received by the July 22nd at 4:00 P.M. EST will be reviewed by a team of Health Department Senior Staff members.

PROPOSAL SUBMISSION INFORMATION

Submission Date and Time:

Friday, July 22, 2016 4:00 p.m. EST

Clearly mark the submittal package with the appropriate title(s) of the RFP and the name of the individual. Please submit one (1) original and (2) copies. Original should be clearly marked to distinguish it from the copies. Only those RFP responses received prior to the date and time indicated above will be considered. No e-mail or facsimile copies will be accepted. After the submission date and time specified as above, responses must remain firm for a period of sixty (60) days.

Please submit one (1) original and two (2) copies to:

Cynthia Grabeldinger
Director of Administrative Services
Oneida County Health Department
Adirondack Building-5th Floor
185 Genesee Street
Utica, New York 13501
315-798-5220

LOCAL GOVERNMENT REPRESENTATIVE

Please direct all questions in writing to:

Thomas Engle, Fiscal Services Administrator
Oneida County Health Department
Adirondack Building 5th Floor
185 Genesee Street
Utica, New York 13501 or tengle@ocgov.net

PROPOSAL REQUIREMENTS

All proposals must include the following:

1. Firms name
2. Experience
3. Compensation
4. Qualifications
5. References