

**COUNTY OF HIDALGO
PURCHASING DEPARTMENT
AGENDA REQUEST FORM**

Date: August 29, 2006 Meeting Date Request: September 5, 2006
Deadline for Action: A.S.A.P. Contact Person: Vangie Y. Garcia
Hidalgo County Purchasing Department for:
Department: County Of Hidalgo Phone: (956) 318-2626 Fax: (956) 318-2629

Martha L. Salazar, CPPB, Hidalgo County Purchasing Agent: Martha L. Salazar

Caption:

Requesting authority to advertise and approval of specifications for: RFP-Hidalgo County - Time Clock (Equipment and Installation)

Note: Must be compatible with Hidalgo County's current proprietary Time and Attendance Application.

Background:

Specifications provided by IT Department

Please initial for approval: Funds available: 6-1100-415-00-200-002-0-432 as per Stephanie Palacios

Legal Counsel: _____ Budget: _____ Human Resources: _____ Auditor: _____

Dept./Fund No. _____ Amt. Expended: \$ _____ Funds/Staffing Budgeted: Yes: _____ No: _____

Account Code: _____ Impact on Future Budget: Yes: _____ No: _____

Purchasing Dept. Staff submitting ARF: Vangie Y. Garcia Ext.# 4856

Comments:

Action taken by Commissioner's Court:

Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote _____

Hardware Requirements

1. The time clock must provide biometric finger scanning capabilities.
2. The time clock must have at least 512K of RAM.
3. The time clock must have at least 256K of programmable flash memory.
4. The time clock must work in a single or multi-clock environment.
5. The time clock must be EIA Standard RS232 or RS485 compatible.
6. The time clock must provide an Ethernet 10/100 Base T with DHCP.
7. The time clock must have HID ProxPoint capabilities.
8. The time clock must provide power over Ethernet PoE capabilities.
9. The time clock must have optional support for a UPS System.
10. The time clock must have on-board setup and diagnostic utilities.
11. The time clock must have at a four-line display.
12. The time clock must accept both 12 and 24-hour formats.
13. The time clock must be able to stand-alone and connect on demand or at pre-scheduled times to Hidalgo County's time clock server.

Programming Requirements

1. The time clock must provide programming capabilities to interface with Hidalgo County's existing time clock software.
2. The programming application must be able to define commands by transaction type: On-line interactive, batch mode, or Internet mode.
3. The programming application must be able to provide complete control over the entry, filtering, and validation of data.
4. The programming application must be able to validate tables, manage schedules, employees, and departments.
5. The programming application must be able to provide Biometric template management.
6. The programming application must be able to provide several levels of supervisor over ride capabilities.
7. The programming application must allow for PIN's to be attached to employees or selected functions.
8. The programming application must be able to define meal and grace periods and lengths.
9. The programming application must support WEM encryption.
10. The programming application must allow for employee prompting, which includes messages that can be changed, updated for one or all employees and support multiple languages.
11. The programming application must be able to display the employee name at punch.
12. The programming application must be able to define badge number length with or without padding.
13. The programming application must provide supervisor levels to be linked to an employee to control schedule overrides, miss punches, and biometric enrollment.

14. The programming application must be able to restrict the times employee can punch in or out including grace periods.
15. The programming application must provide employees to view schedules, week- to-date hours, and last punch.
16. The programming application must provide the ability to actuate bells/alarms.
17. The programming application must be able to provide a valid table of badges that can be set up for visiting employees with expiration dates.
18. The programming application must automatically adjust for Daylight Savings Time.
19. The programming application must restrict employees from double punching by not allowing the employee to use the clock for a defined period of time from the last punch.

Warranty and Support Requirements

1. Must be able to provide on-hand local support.
2. Must be able to provide a 24-hour quick exchange on all time clocks under warranty.
3. Must be able to provide training to departments and staff on time clock procedures and provide IT staff training on programming capabilities.
4. Must be able to provide installation of time clocks.
5. Must be able to provide a yearly warranty and support agreement.
6. Must be able to provide a four-hour response to all support issues.