

Time and Attendance Solution - KSH [T00A]
Buyer's Guide

Purpose

This guide provides summarized information for the buyer of active, enterprise contract products and services. By clicking on quick links — [underlined, blue-colored words or sentences](#) — one is redirected to various documents; such as, the awarded contract, the Invitation to Bid (ITB), guides and brochures that will assist in building a purchase order for the products and services on the specific contract, and in some guides allow direct access to the e-mail addresses or Web sites of vendor contacts.

| Award Date | Duration | Estimated Re-bid Year |
|------------|----------|-----------------------|
| 03/06/2013 | 5 years | 2018 |

Description

The purpose of this enterprise contract is for use by State agencies, political subdivisions, and local government agencies to purchase time and attendance related hardware and software, including related accessories and options as specified on [the] ITB **Price Sheet** and **Attachments A and B**. Public educational institutions, may at their discretion, use the contract to purchase time and attendance related hardware and software included in the contract.

The contract has two categories and each category was awarded separately. The time and attendance hardware category is listed on **Attachment A**. The category for time and attendance software is listed on **Attachment B**. The time and attendance software category may include third party software needed to implement time and attendance. Vendors [were allowed to] bid on one or both categories, [but had to] bid on all items within the category bid (**Attachment A and/or Attachment B**).

The terms Bidder, Vendor, and Prime vendor are used interchangeably in the documents and refer to the entity submitting a response to the ITB or awarded the contract. The term manufacturer refers to the time and attendance hardware manufacturer or time and attendance hardware sold under the manufacturer's brand name. The term manufacturer also refers to the software publisher or manufacturer or software licensed under the software publisher's brand name.

Vendors [that responded] to the ITB and [submitted] a bid for time and attendance hardware [should have included] a response cycle for a "clocking in" and "clocking out" event for the different configurations of time keeping devices bid as shown on **Attachment C** [of the ITB]. Vendors [were required] to provide the information on response or event cycle time as specified and requested by the State. The response cycle is defined as the average time in seconds it takes a time keeping device to process a "clocking in" or "clocking out" event and provide some type of basic acknowledgement that the employee has successfully clocked in or out. The event begins with the first interaction or touch of the time keeping device and ends with the device acknowledgement that the event was successfully processed. The response or process cycle can be shown either as an "average" or a "range of time" in seconds. It assumes that the employee has a month's experience using the device and understands the process. Response times are subject to verification and validation by the State.

Contract Notice of Award

[Link to Contract](#)

Original ITB

[Link to ITB](#)

Product Guide & How to Order

Use the [Product Guide](#) to obtain the summarized contract information such as; company names, catalog links, discount rates, product descriptions, and contact information. If available, link to the vendor's website to review the product line and determine all specifications for the product or service that you wish to purchase. If applicable, and if the website offers capabilities such as; product comparisons and fill-a-cart or creation of a basket for purchasing, then take advantage of those features. Finally, complete a purchase order for one item and [print](#)

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the completed purchase order to use as a worksheet. You cannot purchase the product from the vendor's site, but the worksheet will assist with your State purchasing request.

Employee Discount

Not applicable to this contract.

Vendor Brochure

Links or complete brochures will be provided when available from the vendor.