RFP-005-T-2026

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RFP-005-T-2026 for Timekeeping & Attendance Management System Acquisition**

Interested parties and prospective respondents may request the complete RFP Package for their review from the Authority by submitting a request confirmation email with contact information for the respective company to mvante@viwma.org & jthomas-blyden@viwma.org. All questions pertaining to the scope of services to be rendered should be directed to Michael Vante, Procurement & Property Director, and Jasmin Thomas-Blyden, Procurement Administrator on or before **Wednesday, December 16th, 2026.** Responses to questions will be forwarded in the form of an Addendum to those parties who have confirmed interest by formally requesting the bid package.

Virgin Islands Waste Management Authority
Procurement and Property Division
7410 Estate Bovoni, Bay 2
St. Thomas, VI 00802
Tel: (340) 715-9170
mvante@viwma.org
jthomas-blyden@viwma.org

Responses will be submitted electronically in PDF format bearing the respective RFP Number: RFP-005-T-2026 to mvante@viwma.org and jthomas-blyden@viwma.org on or before Friday, January 15th, 2026, at 12:00 P.M. Atlantic Standard Time.

The Virgin Islands Waste Management Authority reserves the right to waive any non-substantive informalities, technicalities, or irregularities, or reject any or all qualifications and proposals/bids; or to re-advertise for proposals/bids, and to award or refrain from awarding the contract for the work.

Hannibal "Mike" Ware
Executive Director

Request for Proposals (RFP)
for the

Timekeeping & Attendance Management System Acquisition

Issued: November 2026

[Insert confirmed issue date before advertisement]
Virgin Islands
Waste Management Authority
Finance Division

Timekeeping & Attendance Management System Acquisition

SECTION 1: GENERAL BACKGROUND

The Virgin Islands Waste Management Authority (VIWMA) is issuing this Request for Proposals (RFP) from submitters capable of entering into a Professional Service Agreement to implement a Time & Attendance Management System. It is understood that the information contained in the RFP and the experience guarantees and innovative approaches demonstrated therein shall be the general basis for selection of a submitter to provide these professional services. The VIWMA shall select the most qualified submitter based on a structured point scoring evaluation. The scoring evaluation shall consider each submitter's ability to perform the required services, experience and technical expertise, ability to make financial and technical guarantees, corporate resources, and in-depth and innovative approaches.

VIWMA requires production go-live no later than March 31, 2027. Respondents shall propose an accelerated implementation schedule from Notice to Proceed and identify the latest feasible Notice to Proceed date, VIWMA dependencies, critical-path activities, schedule risks, and contingencies. VIWMA's current timekeeping system, GoTimeForce2, is scheduled to lose vendor support on March 31, 2027. Complete configuration, data migration, testing, virtual training, and a reconciled parallel run before production cutover. Include post-go-live stabilization and final system acceptance in the implementation schedule.

The Authority is seeking a modern Time & Attendance Management System that can handle the full range of pay rule types currently in use, including but not limited to night differential, overtime, holiday pay, and holiday work, along with robust standard and ad hoc reporting across all time and attendance data.

The Authority employs salaried, hourly, exempt, non-exempt, part-time, seasonal, and temporary employees, tracks labor against multiple grants and funding sources, and operates across multiple islands within the U.S. Virgin Islands. Approved time and attendance data from the System will continue to feed the Authority's existing payroll processing function; payroll processing itself is out of scope for this SOW. The VIWMA also reserves the right to modify/expand/decrease the scope of the services in co-ordination with the successful submitter to include additional or reduced terms and conditions. Such additional or reduced terms and conditions may result in additional compensation to the successful submitter or result in a reduction in compensation.

SECTION 2: PURPOSE AND OBJECTIVES

This Scope of Work ("SOW") defines the functional, technical, integration, and implementation requirements for a Time & Attendance Management System (the "System") to be procured and implemented for the Virgin Islands Waste Management Authority ("VIWMA" or the "Authority"). The System shall support time capture, pay-rule calculation, leave and accrual management, approval workflows, and time/labor reporting for a workforce of 200+ active employees across multiple employee classifications, work schedules, funding sources, and physical locations.
This document is intended to be used as the basis for vendor proposals, contract negotiation, and

project acceptance. All requirements described herein are considered mandatory unless explicitly identified as optional or desirable. Vendors shall identify, for each requirement, whether it is met natively, met through configuration, or not met.

The primary objectives of this project are to:

- Launch the new System in full production no later than March 31, 2027.
- Complete a reconciled parallel run before replacing GoTimeForce2 in production.
- Deploy a more advanced Time & Attendance Management System capable of meeting the Authority's current and future timekeeping needs.
- Provide accurate, reliable, and fully automated time and attendance tracking for 200+ employees across all classifications, schedules, and locations.
- Support the full range of pay rule types — including night differential, overtime, holiday pay, holiday work, and related premium categories — natively within the System's rules engine.
- Eliminate duplicate/manual data entry by feeding validated, approved time data directly to the Authority's existing payroll system.
- Integrate with the Authority's HR system so that Timekeeping and HR are not operated as separate, disconnected systems, keeping departments connected through a shared, synchronized set of employee data.
- Provide multi-level, workflow-based approval for time and leave requests.
- Enable grant-based time tracking sufficient to support grantor time-and-effort documentation requirements.
- Provide robust, auditable standard and ad hoc time, leave, and labor-distribution reporting.
- Deploy geofenced, multi-island time clock hardware.

SECTION 3: SCOPE OF WORK

Section 3.1 System Module Overview

The System shall consist, at minimum, of the following functional modules:

#	Module	Core Function
1	Timekeeping & Attendance	Time capture, pay-rule calculation, accrual tracking, and multi-level approval.
2	Time & Attendance Reporting	Standard and ad hoc reports across all time, leave, and labor-distribution data.

Section 3.2 Detailed Functional Requirements

3.2.1 Time Capture

- Multiple time-capture methods: web clock, mobile app (with geolocation/geofencing option), biometric or badge terminal integration, and manual timesheet entry.
- Support for salaried, hourly, exempt, non-exempt, part-time, seasonal, and temporary employee classifications, each with configurable time-capture and pay-rule behavior.
- A real-time dashboard showing which employees are currently clocked in, unapproved time-card exceptions, hours-worked summaries, and alerts for employees approaching overtime thresholds.
- Mass/bulk entry capability allowing administrators to enter punches, absences, or hours for multiple employees at once (e.g., for an office closure, holiday, or clock/system outage).

3.2.2 Scheduling

- The ability for supervisors/administrators to create, add, and assign work schedules and shifts for individual employees or groups of employees.
- Support for recurring shift templates and schedule patterns, as well as one-off schedule changes.
- Schedule visibility for employees and managers, including planned shifts, coverage, and any gaps.
- A configurable Holiday Calendar allowing administrators to define designated holiday dates, including recurring annual holidays, so holidays do not need to be re-entered each year. Designated holidays shall be stored in the System and shall automatically appear on the appropriate dates in employee and manager schedules/calendars.
- Holiday dates defined in the Holiday Calendar shall automatically trigger the applicable Holiday Pay and Holiday Work pay codes (Section 3.2.8) on those dates, without requiring manual setup for each occurrence.
- Comparison of actual time worked against the scheduled shift to support exception flagging (see Section 3.2.5).

3.2.3 Pay Rules Engine

The System shall include a configurable pay rules engine capable of handling the full range of pay rule types currently required by the Authority, including:

- Configurable overtime thresholds and calculation, in compliance with the Fair Labor Standards Act (FLSA).
- Configurable rounding rules and meal/rest break enforcement, including automatic detection or auto-deduction of meal/break time based on punch timing where employees are not required to punch separately for breaks.
- Night differential premium calculation for hours worked during designated night-shift hours.

- Holiday pay and holiday work premium calculation, including combined premiums for holiday hours that also fall within night-shift hours.
- Double-time and shift-differential calculation where applicable.
- On-call/standby pay, distinct from hours actually worked if called in.
- Configurable maximum- and minimum-hours policies to cap or guarantee the number of hours paid under specific pay codes, independent of actual hours worked.
- Policy groups allowing administrators to assign a shared set of pay-rule, accrual, and time policies to multiple employees at once, rather than configuring each employee individually.
- All pay rule types must be independently configurable for calculation rate and reporting/labor-distribution treatment, and must be extensible to accommodate new or revised pay rules over time.

3.2.4 Leave & Accrual Management

- Leave/accrual tracking for vacation, sick, personal, holiday, bereavement, jury duty, administrative leave, administrative telework, and other leave types, with configurable accrual rules (e.g., per pay period, anniversary-based, tiered by tenure).
- Compensatory ('comp') time policies allowing eligible employees to be awarded paid time off in lieu of paid overtime for qualifying overtime hours worked, as an alternative to cash payment.
- Real-time accrual balance visibility for employees and managers, including projected future balances.

3.2.5 Approval Workflow & Exceptions

- Employee self-service access for staff to view, certify, and approve their own timecard directly within the System before it proceeds to supervisory review, with automated system reminders to employees and approvers when a pay period closes and certification/approval is due.
- Multi-level, workflow-based timecard and leave-request approval: employee → supervisor → administrator → director, as configured, with each approval level scoped to the employees within that individual's specific department.
- Role-based access so that supervisors, administrators, and directors can view and approve timecards only for the employees/departments they are authorized to manage.
- Delegation of approval authority for supervisor, administrator, or director absence.
- Exception flagging for missed punches, late arrivals/early departures, overtime thresholds, and schedule conflicts.
- Configurable, point-based attendance tracking (e.g., points assessed for lateness, early departure, absence, or missed punches, with recognition for perfect attendance) to support the Authority's progressive discipline process, including the ability for authorized staff to manually adjust points with a documented reason.

- Direct, validated feed of approved time data into the Authority's existing payroll system (no duplicate entry).

3.2.6 Grant-Based Time Tracking

- Employees must be able to break down their daily hours across multiple grants/programs (in addition to, or instead of, a single department/cost center), selecting the applicable grant(s) from a configurable list for each time entry or portion of a workday.
- The System shall support an employee splitting a single day's time across more than one grant, and each grant-coded time entry must flow through the same approval workflow as other time entries before being posted.
- Grant-coded time data must feed both payroll labor distribution and the Authority's Grant Management process (see Section 3.3.3) so that labor costs are automatically charged to, and reportable by, the correct grant without manual re-entry or a separate timesheet process.
- The System shall support tracking budgeted/estimated labor hours (or cost) against a grant alongside actual hours recorded, with an estimated-vs-actual comparison by grant, so the Authority can monitor labor spend against grant budgets and support documentation submitted for grant reimbursement.
- Grant time-tracking reports (by employee, by grant, by pay period, or by date range) sufficient to support grantor-required labor documentation/time-and-effort reporting, exportable to Excel/PDF.

3.2.7 Audit Trail

- Audit trail of all time edits, including who made the edit, when, and the original vs. adjusted value.

3.2.8 Required Time & Pay Codes

In addition to standard regular and overtime pay, the System shall support the following time/pay codes, each independently configurable for calculation rate and reporting/labor-distribution treatment:

Pay Code	Description
Night Differential	Premium pay for hours worked during designated night-shift hours.
Vacation Leave	Paid time off drawn from the employee's accrued vacation balance.
Sick Leave	Paid time off drawn from the employee's accrued sick balance.
Holiday Pay	Paid holiday for employees not required to work on the holiday.
Holiday Work	Premium pay for hours actually worked on a designated holiday.

Pay Code	Description
Holiday Work – Night Differential	Combined premium for hours worked on a holiday that also fall within night-shift hours.
Bereavement Pay	Paid leave following the death of an immediate family member, per policy.
Jury Duty Pay	Paid leave for employees summoned to jury service.
Administrative Leave	Paid leave authorized administratively outside standard leave categories.
Administrative Telework	Pay code to track and report hours worked remotely under an approved telework arrangement.
On-Call / Standby Pay	Compensation for designated on-call/standby availability, distinct from hours actually worked if called in.
Retroactive Pay	Additional pay owed to an employee resulting from a retroactive rate, classification, or other adjustment applied after the original pay period.

Each pay code above must be individually reportable (for labor distribution, leave-balance impact, and time/attendance register purposes) and must flow directly from approved time entries into the corresponding pay code without manual re-entry.

3.2.9 Time & Attendance Reporting

The System shall provide standard and ad hoc reporting across all time, leave, and labor-distribution data, including but not limited to:

- Standard time and attendance summary and exception reports.
- Time audit reports identifying attendance exceptions — including employees who were late, left early, were absent, or have missed/incomplete punches — filterable by employee, department, supervisor, and date range.
- Inactivity/no-punch reports identifying employees who were scheduled but have not clocked in, to support timely follow-up on possible no-shows.
- Schedule and coverage reports reflecting the shifts and schedules created in Section 3.2.2, including scheduled-versus-actual comparisons.
- Reports broken out by pay/time code — including night differential, overtime, holiday pay, holiday work, and all other codes listed in Section 3.2.8 — by employee, department, or pay period.
- Labor-cost/time distribution reports by department, fund, and grant.
- Leave and accrual balance reports, including projected balances and liability reports for financial statement purposes.

- Grant time-and-effort reports as described in Section 3.2.6.
- A self-service ad hoc report builder allowing authorized users to create, save, and schedule custom reports without vendor or IT intervention.
- Role-based report access so that users see only the employees, departments, or grants they are authorized to view.
- Export of all reports to, at minimum, Excel and PDF formats, with scheduled/automated report delivery (e.g., email) where configured.
- Dashboard/analytics views for time and labor-cost trends for management and finance leadership.

Section 3.3 Integration Requirements

The System shall integrate with Microsoft Dynamics GP Payroll, Human Resources, and General Ledger, and with VIWMA's Grant Management process. Microsoft Dynamics GP version/build: [VIWMA IT to confirm before advertisement]. VIWMA prefers secure, automated file exchange using supported GP import/export tools. Respondents may propose a supported API or connector and shall identify the method priced, formats, prerequisites, licensing, and monitoring and error-recovery procedures.

3.3.1 Payroll System

- The System shall deliver validated, approved time, leave, pay-code, and labor-distribution data to Microsoft Dynamics GP Payroll, including fund, department, grant, and account or segment mappings needed for posting to GP General Ledger. Describe reconciliation, rejected transactions, and controlled reprocessing. Gross-to-net payroll processing remains in Microsoft Dynamics GP.

3.3.2 Human Resources (HR) System

- The System shall synchronize employee master data from Microsoft Dynamics GP Human Resources. GP is the authoritative source for employee master data.
- Employee master data — including new hires, terminations, transfers, position/department changes, classification changes, and supervisor/reporting-line updates — maintained in the HR system shall automatically flow to the Timekeeping & Attendance module without manual dual entry.
- The Contractor shall document the supported GP import/export or API interfaces, data mappings, controls, and synchronization schedule. VIWMA shall approve the interface design before build and testing.

3.3.3 Grant Management

- Grant-coded time and labor-distribution data captured in the Timekeeping & Attendance module (Section 3.2.6) shall feed the Authority's Grant Management process automatically, without manual re-entry or a separate timesheet process.

3.3.4 Future Payroll and ERP Integration

- The System shall support migration of the payroll, HR, and labor-distribution interfaces from Microsoft Dynamics GP to a future payroll/ERP platform, such as a Microsoft Dynamics 365 successor. Provide documented, configurable data mappings and supported interfaces to adapt the integrations while retaining the timekeeping platform and its data. Describe the transition approach, including testing, reconciliation, parallel operation and cutover. Provide a separately priced optional migration estimate in Enclosure F and disclose assumptions, exclusions, and third-party dependencies.

Section 3.4 Time Clock Hardware Requirements

The System implementation shall include physical time clock hardware to support in-person time capture across the Authority's multi-island operations.

- Approximately twelve (12) time clock terminals to be deployed at Authority-designated locations.
- Terminals must support geofencing/geolocation-validated punches where used in conjunction with mobile time capture, and must be deployable and supportable across multiple islands within the U.S. Virgin Islands (e.g., St. Thomas, St. Croix, St. John).
- Terminals shall support biometric and/or badge-based employee identification.
- Vendor shall specify power, network/connectivity (including cellular fallback for locations with limited wired connectivity), and physical mounting requirements for each unit.
- The Contractor shall ship terminals directly to VIWMA IT and provide mounting, power, network, and installation specifications. VIWMA IT shall perform physical installation at the designated sites. The Contractor shall provide remote configuration, testing, and validation support for each installed terminal.
- The Contractor shall provide hardware warranty and repair or replacement service under Section 3.8.

Section 3.5 Data Conversion & Migration

- Initially load the active employee roster and time-tracking configuration, including department, grant and cost-center assignments, work schedules, and shift assignments. Synchronize ongoing employee master data from Microsoft Dynamics GP Human Resources under Section 3.3.2.
- Conversion of current leave/accrual balances for all active employees at go-live.
- Conversion of a defined period of historical time and attendance records from GoTimeForce2 for reference and reporting continuity (e.g., the prior 1–2 fiscal years).
- A documented data validation and reconciliation process, with Authority sign-off prior to go-live.

Section 3.6 Security, Compliance & Audit Requirements

- Role-based access control limiting user access to data and functions appropriate to their role (e.g., timekeeping administrators, supervisors, department heads, grant administrators).

- Encryption of sensitive employee data at rest and in transit.
- Comprehensive audit logging of all time-edit transactions, consistent with Section 3.2.7, including original and adjusted values.
- Compliance with applicable FLSA overtime and recordkeeping requirements.
- Retention of historical time and attendance records per Authority records retention policy.
- Documented backup and disaster recovery procedures, including defined recovery time and recovery point objectives.

Section 3.7 Training Requirements

- Deliver all training virtually through live instructor-led sessions. Provide recordings and electronic training materials to VIWMA.
- Administrator training covering full system configuration, pay-rule setup, and reporting.
- Supervisor/approver training covering time and leave approval workflows.
- End-user (employee) training covering time capture methods relevant to the System.
- Train-the-trainer sessions to build internal Authority capacity for ongoing onboarding.
- Delivery of complete administrator and end-user documentation/user manuals, updated to reflect the Authority's final configuration.

Section 3.8 Support, Maintenance & Warranty

- Provide post-go-live stabilization with expedited issue resolution through final system acceptance. Identify the proposed stabilization duration, staffing, and exit criteria.
- Ongoing helpdesk/support availability, with documented service-level agreements (SLAs) for issue severity and response/resolution times.
- Provide regular software updates, patches, and ongoing support within the annual subscription price throughout the initial subscription year and any exercised options.
- Provide depot repair or advance exchange for malfunctioning terminals. The Contractor shall issue return instructions within two business days after confirming a covered failure and ship an advance replacement within five business days of confirmation or ship a repaired or replacement unit within ten business days of receiving the failed unit at the depot. Ship repaired or replacement units to VIWMA IT and state transit estimates, warranty coverage, and shipping responsibilities.
- A named account/support contact and defined escalation path.

Section 3.9 Deliverables

- Detailed project plan and schedule.
- System design/configuration documentation.
- Data conversion and validation report.
- Integration specifications and test results (payroll feed, HR system, Grant Management).

- Time clock terminals delivered to VIWMA IT and remotely configured and validated by the Contractor following VIWMA IT installation.
- Complete test plans and results (system, integration, and user acceptance testing).
- Parallel-run results and reconciliation report.
- Administrator and end-user training materials, recordings, and documentation.
- Go-live and post-go-live stabilization support.

Section 3.10 Acceptance Criteria

Formal Authority acceptance of the System shall be contingent upon:

- Successful completion of system, integration, and user acceptance testing against agreed requirements.
- Successful completion of a parallel-run period demonstrating time and attendance results consistent with legacy processes, with variances documented and resolved.
- Verification of the Microsoft Dynamics GP Payroll, General Ledger labor-distribution mapping, and HR interfaces, and the Grant Management data flow.
- Verification that the hardware specified in Section 3.4 is installed by VIWMA IT and remotely tested and validated with the Contractor's support.
- Delivery of the training, recordings, and documentation required by Sections 3.7 and 3.9.
- Written sign-off by the Authority's designated project representative.

Section 3.11 Exceptions & Exclusions

- The Authority will provide timely access to subject-matter experts, existing timekeeping data, and current process documentation.
- VIWMA IT shall provide power and connectivity at the designated sites and perform physical terminal installation in accordance with the Contractor's specifications.
- Microsoft Dynamics GP performs gross-to-net payroll processing, benefits, deductions, and retirement contributions. These activities are outside the scope except for the validated data feed in Section 3.3.1.
- Any requirements not explicitly identified in this SOW but required for a fully functional, compliant Time & Attendance Management System should be identified by the vendor during the proposal process.

SECTION 4: KEY PERSONNEL & MINIMUM QUALIFICATIONS

Each proposal shall describe the organizational structure of the proposed team. At a minimum each proposal shall include:

1. An organization chart showing the reporting responsibilities and organization of all Key Personnel, other staff to be assigned and subcontractors.

2. Key Personnel job descriptions and reporting responsibilities, an identification of all individuals performing functions of Key Personnel who meet the minimum qualifications of each key role.

4.1 Key Personnel Replacement

Key Personnel are those Contractor personnel considered to be essential to the performance of the contract. No changes in Key Personnel will be made unless the Contractor can demonstrate that the qualifications of prospective replacement personnel are equal to or better than the qualifications of the Key Personnel being replaced. All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. VIWMA reserves the right to re-evaluate the selection of any respondent if one or more key personnel are replaced within the first six months of contract performance. VIWMA shall be notified in writing of any proposed substitution at least thirty (30) days in advance.

Such notification shall include:

a. An explanation of the circumstances necessitating the substitution.
b. A complete resume of the proposed substitute.
c. And any other information requested by VIWMA to facilitate evaluation of Contractor's substitution request. VIWMA reserves the option of reviewing, re-evaluating and rescoring Contractor's response to this solicitation and further reserve the option of invalidating the Contractors' response to this solicitation due to excessive substitutions.

4.2 Minimal Professional Qualification Requirements

This section requires the submitter to provide adequate information to exhibit its qualifications and ability to meet the standards of experience and financial capability to be considered qualified. The VIWMA, in its sole discretion, shall decide if a submitter meets the standards. Details of each submitter's experience and financial ability will be assessed at all levels, including the fiscal and the experience and strength of the submitter's parent company, if any. The specific selection criteria are outlined in Section 14.

The submitter must:

1. Have been in business for a minimum of five (5) years prior to the submission of this proposal.

2. Furnish liability and property damage insurance of not less than $1,000,000.00 combined single limits for bodily injury, wrongful death, and property damage. Proof of coverage must be provided prior to the issuance of the related contract. Furnish Errors and Omissions insurance of not less than $1,000,000.00. The VIWMA shall be the additional named insured.

3. Prior experience implementing time and attendance/workforce management systems for public-sector or government entities of comparable size

4. Demonstrate experience integrating time and attendance systems with Microsoft Dynamics GP Payroll and Human Resources. Include at least one verifiable Microsoft Dynamics GP Payroll/HR integration reference among the three references required below, and identify the GP version, interface method, and scope for that reference.

5. Experience supporting multi-location or multi-jurisdiction including island/territory deployments.

6. At least three (3) verifiable client references from comparable implementations completed within the last 5 years.

7. Describe submitter's breadth of knowledge and resources which would be brought to bear on the VIWMA project should the submitter be the successful contractor.

8. List any pending litigation or bankruptcies, any environmental litigation and any judgments entered against the submitter in the last 5 years.

SECTION 5: USE OF SUBCONTRACTORS

VIWMA shall have a single prime Contractor as the result of any contract negotiation, and that prime Contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, Respondents may enter into subcontractor arrangements, however, shall acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the Proposer shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the prime Contractor is also required for any subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the prime Contractor and VIWMA. Unless provided for in the contract with VIWMA, the prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of VIWMA. The prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by VIWMA.

The prime Contractor should include in the proposal an executed statement from each subcontractor affirming the following: "I have read and understand the RFP and final version of the proposal submitted by (Proposer)."

SECTION 6: CONTRACTOR RESPONSIBILITIES

6.1 Record Keeping and Reporting

The Contractor shall be required to maintain electronic and written records of all documents, correspondence, submittals, applications, and all other computer records of activities related to the contract. The Contractor's records shall be open for VIWMA inspection at any time during the Contractor's normal business hours, and the VIWMA reserves the right to perform spot monitoring of the Contractor's operations. VIWMA may also request copies of any record during the

Contractor's normal business hours.

The Contractor shall maintain copies of applicable licenses and permits and provide them to VIWMA upon request.

Submit reports and other project records electronically in formats approved by VIWMA.

6.2 Health and Safety

The Contractor shall comply with applicable worker health and safety requirements and maintain a drug-free workplace. Contractor services shall be delivered remotely.

6.3 Non-Discrimination

The Contractor shall be responsible for complying with all laws and regulations associated with fair hiring practices, the creation of a non-discriminatory workplace and appropriate termination procedures.

The Contractor shall make all possible efforts to subcontract, hire and/or retain the services of Virgin Islands based businesses, corporations and individuals. The VI Department of Labor currently holds a listing of individuals seeking employment and should be consulted first to fill any vacant positions both at start up and throughout the life of the contract.

6.4 Business Considerations

Describe equipment warranty, repair and replacement responsibilities, software support commitments, and service guarantees.

6.5 Contract Agreement

The WMA will prepare the contract agreement upon successful negotiations with selected submitter. However, a summary of some of the general provisions the WMA will require in any final Professional Services Contract are as follows:

- Each respondent must submit a valid CAGE number that is actively registered on SAM.GOV https://www.sam.gov/SAM/pages/public/index.jsf

- The Scope of Services to be rendered by the contractor.

- A provision for liability for the payment of fines and/or civil penalties levied against the contractor and/or the VIWMA by any regulatory agency having jurisdiction, as a result of failure to comply with the terms and conditions of any duly authorized permit, court order, administrative order, law, statute, ordinance, or of this contract, or for failures resulting from the contractor's negligence during the period of the contract.

- A provision requiring compliance with applicable laws and regulations governing delivery and operation of the software, integrations, and hardware.

- A provision for indemnification of VIWMA, its agents, officers, assigns and employees from any loss or liability for claims, damages, lawsuits resulting from the contractor's negligence and breaches during the period of the contract.

- A provision for comprehensive liability insurance policies including the WMA as an additional insured for bodily injury and/or property damage in an amount of not less than one million dollars ($1,000,000); a certificate of such insurance shall be submitted to the WMA upon execution of the contract.

- A provision requiring the Contractor to pay all applicable taxes and charges. All prices shall include applicable USVI gross receipts tax, fees, and other applicable charges. Time clock hardware shall be sold directly to VIWMA, a Government of the Virgin Islands instrumentality. Any excise tax exemption for the direct hardware sale is subject to confirmation by the Virgin Islands Bureau of Internal Revenue (BIR) and its documentation requirements. Disclose the excise tax treatment assumed and separately identify any excise amount included in the hardware price.

- A provision that the contractor shall provide a sufficient number of qualified personnel, including management, administrative, operational, technical, and clerical, who meet relevant legal requirements and industry standard experience regarding the functionality, technical expertise, integration and implementation of a time & attendance management system, and are capable and demonstrate experience necessary to design and implement such a system during the contract period.

- The implementation period begins upon Notice to Proceed and continues through go-live, stabilization, and final system acceptance under Section 3.10. The initial 12-month software subscription and ongoing support term begin upon final acceptance and are billed annually in advance. VIWMA may exercise up to four successive one-year options, each billed annually in advance and subject to the accepted renewal pricing and annual increase cap. The Contractor shall provide all software access and support needed during implementation, including parallel operation and stabilization, in the base implementation price.

- A provision requiring the Contractor to supply hardware directly to VIWMA and provide remote configuration and validation support. VIWMA IT shall perform physical installation under Section 3.4. Ownership of the hardware shall transfer to VIWMA at project completion.

- A provision for the termination of the contract if the level of performance is unsatisfactory to VIWMA.

6.6 Conflict of Interest

A submitter filing a proposal shall certify that no officer, agent or employee of WMA has a pecuniary interest in the proposal or has participated in contract negotiations on behalf of the Submitter; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Submitter for the same Request for Proposals; and that the Submitter is competing solely on its own behalf without connection with, or obligation to, any undisclosed

person or firm.

A Respondent must also disclose any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identity any potential conflict of interest, and must certify that Respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

SECTION 7: ELIGIBILITY REQUIREMENTS

7.1 Licensing Requirements

Respondents shall provide a valid Virgin Islands business license appropriate to the software and professional services solicited, or evidence of a pending application submitted to the Virgin Islands Department of Licensing and Consumer Affairs. The selected respondent shall provide the valid license within ten (10) working days after notice of selection and before contract execution or issuance of a Notice to Proceed. Failure to provide the license within that period shall result in disqualification.

All Submitters bidding as Joint-Ventures which do business in the Virgin Islands must be licensed as a Joint-Venture in the Virgin Islands.

7.2 Requirements of Legal Entities

Respondents that are corporations, partnerships, or other legal entities shall be properly registered in their jurisdiction of formation at submission and shall provide evidence of good standing from that jurisdiction. Before contract execution, the selected respondent shall provide evidence of any additional registration or certificates required to do business in the USVI and comply with Section 7.1.

7.3 Required Documents

The selected respondent shall provide the following documents within ten (10) working days after notice of selection and before contract execution.

A. **Corporate Documents** - The successful respondent will be required to provide a copy of their Corporate Documents.
    a. Provide a Copy of Corporate Documents
        i. Corporations
            1. Copy of Articles of Incorporation
        ii. Limited Liability Company (LLC)
            1. Copy of Articles of Organization
            2. Copy of Operating Agreement
        iii. Sole Proprietor
            1. Copy of Trade Name Certificate

B. **Letter of Good Standing of Corporation or Certificate of Existence if LLC** – The successful respondent will be required to provide a copy of their Letter of Good Standing

or Certificate of Existence. A copy of the receipt that demonstrates evidence of filing the company's Annual Report of June 30th of the current Year from the Office of Lieutenant Governor will be acceptable as well.

C. **Workman's Compensation Insurance** – The successful respondent will be required to provide proof of Workman's Compensation Insurance.

D. **Liability & Property Damage Insurance** - The successful respondent will be required to obtain and have in place Liability Insurance in an amount not less than **$1,000,000.00** combined single limits for bodily injury, wrongful death, and property damage. Proof of coverage must be provided prior to the issuance of the related contract.

E. **Errors & Omissions Insurance -** The successful respondent will be required to obtain and have in place Errors & Omissions Insurance of not less than **$1,000,000.00**. The VIWMA shall be the additional named insured.

F. **Social Security Number (SSN) or Employer Identification Number (EIN) -** The successful respondent will be required to provide an official copy of their SSN or EIN.

G. **CAGE Number** – The successful respondent will be required to submit a Valid CAGE Number that is actively registered on SAM.GOV https://www.sam.gov/SAM/pages/public/index.jsf

H. **Virgin Islands Business License -** Provide a valid Virgin Islands business license appropriate to the software and professional services solicited, in accordance with Section 7.1.

7.4 Workers' Compensation

Within ten (10) working days after notification of proposal acceptance, the successful submitter must provide a copy of their certificate indicating that the firm and its agents are covered by Workmen's Compensation Insurance.

THESE DOCUMENTS WILL BE REQUIRED PRIOR TO ISSUANCE OF A CONTRACT. FAILURE TO PROVIDE THE CERTIFICATES WITHIN **TEN (10) WORKING DAYS** AFTER NOTIFICATION OF ACCEPTANCE OF SUBMITTER'S PROPOSAL MAY RESULT IN THE PROPOSAL BEING DEEMED AS NON-RESPONSIVE AND THE SUBMITTER MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

SECTION 8: PROPOSAL SUBMITTAL FORMAT

The proposal must contain the following:

1. Package 1

1. Respondent's Cover Letter & Executive Summary
    b. Relevant information as described
2. Required Documents & Enclosure Documents
    a. Enclosure Documents A,B,C,D,E

b. Copy of Corporate Documents (as outlined)
c. Certificate of Good Standing
d. Copy of Valid VI Business License (or proof of pending approval)
e. Copy of Valid Cage Number from Sam.gov
f. Workman's Compensation Insurance
g. Liability & Property Damage Insurance
h. Errors & Omission Insurance
i. SSN or EIN Number

3. Key Personnel
   a. Organizational Chart (Prime & Sub-Contractors w/ % of work to be completed)
   b. Staffing & Management Plan for Remote Delivery
   c. Qualifications
      1. Evidence of Meeting Professional Qualification Requirements

4. The Proposal
   a. Project Approach & Methodology
      1. Describe how you will approach this project and availability to perform the services requested
   b. Contract Management & Quality Control Plan
   c. Project Schedule
   d. Contractor Responsibilities

5. Past Project Experience
   a. List of completed projects of similar type and estimated cost of each.
   b. Current projects underway
      1. Include scope; percentage completed to date and estimated cost of each
   c. Project References

2. Package 2

1. Cost Proposal Submittal (under separate cover)
   a. Enclosure Document F

SECTION 9: PROPOSAL SUBMITTAL CONTENT

Except for specialized charts, drawings, or figures, all pages will be 8.5 x 11-inches with 1-inch margins and a minimum of 12-point font. *Total proposal length shall not exceed 75 pages, including statement of qualifications, technical and cost proposals.*

Supporting material such as corporate brochures and equipment descriptions will not be counted in the 75 pages. The cover page of the proposal must include the title of the proposal and indicate that the proposal is in response to the "Request for Proposals to"

VIWMA Timekeeping & Attendance Management System

and shall include an individual's name and title representing the submitter as a point of contact (with addresses, phone and fax numbers, and email addresses), and the name, title, signature, and contact information of someone in the submitter's organization with the authority to bind the organization (See RFP cover sheet in *Enclosure Document A*).

Normal business hours for the VIWMA Division of Procurement and Property are **8:00 a.m. to 5:00 p.m. Atlantic Standard Time,** (no daylight savings time). Therefore, submitters shall be

responsible for delivery of their proposals to the VIWMA Division of Procurement and Property before the date and time set for the closing of this RFP.

To be considered for award, the bid package shall meet the following requirements. Failure to meet the requirements as outlined may disqualify the respondent.

Main Package (Labeled "Technical Proposal") PDF Email attachment to include:

9.1 Email/Package 1

9.1.1 Respondent's Cover Letter

- The cover letter should be on the company's official business letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in their submittal.
- The letter should acknowledge the receipt of all addenda.
- Should include at a minimum, a commitment by the submitter, if selected, to enter into good faith negotiations with the VIWMA.
- It shall state, if awarded the contract, that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any.
- Must be submitted with a Board Resolution giving said officer signatory authority.
- It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner.
- The cover letter shall confirm the following. The proposal, including all pricing, shall remain firm for ninety (90) calendar days after the proposal submission deadline.
- Confirmation that the firm has not engaged in any unethical practices within the past five (5) years.
- The Proposer must also disclose, and identify, any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identity any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

9.1.2 Executive Summary (separate from Cover Letter)

- Provide a summary including a description of the respondent's mission, and an explanation of the types of services the respondent provides that relate to this RFP.
- Provide a summary including a description of the respondent's mission, and an explanation of the types of services the respondent provides that relate to this RFP.
- A summary of the Respondent's qualifications.
- A brief statement of the Respondent's understanding of the scope of work to be performed.

- Ability to meet the overall requirements in the timeframes requested by VIWMA.
- A brief statement reflecting the Respondent's understanding of the scope of work to be performed.
- Confirmation that the Respondent has any appropriate state business license(s) required for this proposal, or, if allowed by law, will obtain such business license.
- Confirmation that the Respondent has not had a record of substandard work within the past five (5) years.
- Confirmation that the Respondent has not engaged in any unethical practices within the past five (5) years.
- Confirmation that, if awarded a contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the contract.
- Confirmation that Respondent has adequate financial resources for performance or can obtain such resources as required during performance.
- Has a written agreement with any person or subcontractor listed in the proposed project staff or team.
- Provide a brief statement describing the adequacy of the Respondent's financial capacity to handle the requirements of this RFP.
- Any other information that the Respondent feels appropriate.
- Briefly describe any significant changes to the management and/or structure of the respondent that are related to the work contained in this RFP, including any mergers that occurred in the last five (5) years.

9.1.3 Required Documents & Enclosure Documents

- **RFP Cover Letter –** Complete **Enclosure Document A.**
- **Non-Collusive Affidavit –** Complete **Enclosure Document B.** The form must be notarized.

- **Debarment Certification Form** – Complete **Enclosure Document C.** The form must be notarized.
- **Complete Enclosure D. Provide three (3) verifiable references from relevant implementations completed within the past five years, including at least one reference for the prime Contractor and at least one Microsoft Dynamics GP Payroll/HR integration reference under Section 4.2.**
- **Complete Enclosure E and submit the applicable Virgin Islands business license or evidence of a pending application in accordance with Section 7.1.**
- **Provide corporate documents as outlined in Section 7.3.**

9.1.4 Key Personnel

9.1.4.A Organizational Chart

- Respondent shall submit an organizational chart detailing the identity of each staff member who shall perform the services required under this contract. Specifically identify people currently employed by the Respondent who will serve in key roles listed in the organizational chart.
- In addition, for any staffing functions for which specific roles have not been provided in this RFP, the respondent should submit a list, describe, and discuss.
- Address the need for specific roles to perform certain functions and provide an organizational chart that shows how and by whom these functions will be performed.

9.1.4.B Staffing Plan

- The Respondent should demonstrate their ability to adequately staff and scale each functional area to maintain agreed upon service levels from initial start- up and throughout the life of the Program.
- The Respondent's staffing plan shall specifically include the required number of personnel, role and responsibilities of each person on the project, their planned level of effort, their anticipated duration of involvement, and their availability for remote delivery and support during VIWMA business hours.
- Clearly identify the number of staff that will need to be hired, the process for hiring them, and how they will be trained. Indicate if any work will be subcontracted to other partners.

9.1.4.C Qualifications

- Provide a summary of the types of services the Respondent offers that relate to this RFP.
- Describe prior time and attendance implementations of comparable scope, including Microsoft Dynamics GP Payroll/HR integration experience and the reference required under Section 4.2.
- Proposals must demonstrate that the respondent has each of the necessary minimum qualifications listed in this RFP and is able to carry out each of the specific Tasks and Deliverables identified in this RFP.
- Respondents should provide detailed information about the experience and qualifications of its staff who are considered key to the success of the project.
- Respondents should demonstrate that all proposed staff have the requisite necessary experience and knowledge to successfully implement and perform the tasks and services under this RFP.
- Provide the resumes of the key staff that will perform the work and any other documentation that demonstrates their qualifications, including degrees, licenses, certifications, and years of relevant experience.
- If the respondent will be subcontracting or partnering for any portion of the work, please also summarize the qualifications and experience of the subcontractor/partner's relevant staff and attach any contracts or agreements pertaining to the proposal.
- Any subcontractor included in the Proposal must have agreed in writing to being included in the Respondent's proposed project staff or team. Any such written agreement must be produced to VIWMA upon request. Any financial terms and personally identifying information (i.e., social security number) may be redacted from the production to VIWMA.

9.1.5 Proposal

Provide a synopsis of your approach to managing the outlined scope of work, proposed schedule for staff and overall management style for achieving the Scope of Work. Proposal content shall include:

9.1.5.D Approach & Methodology

- Describe the Respondent's understanding of the nature of the Scope of Services and how its Proposal will best meet the needs of VIWMA.
- Explain how the respondent will achieve the goals, objectives, tasks, and deliverables outlined.
- Provide any relevant recommendations to improve the process flow to increase processing speed and efficiency, and to avoid waste, fraud, and abuse.
- Proposals should address a Respondent's anticipated approach and capability to coordinate with other providers performing services for the project.
- Describe the proposed mechanisms for delivering services.
- Describe the Respondent's strategy for ensuring collaborative, consistent and productive communication with VIWMA and other Project contractors.
- Describe the strategy for recruiting and hiring any subcontractors that are essential to the Project's success but have not yet been identified. Additionally, describe how the Proposer will work with and assist in managing the selected subcontractors.
- If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the prime Contractor and VIWMA.
- Describe the strategy for preventing fraud and abuse, and for complying with state and federal guidelines.

9.1.5.E Project Schedule

- Provide a Gantt chart or equivalent showing an accelerated schedule from Notice to Proceed through final system acceptance under Section 3.10. Show configuration, data migration, interface and user acceptance testing, virtual training, VIWMA IT installation, remote terminal validation, parallel run and reconciliation, production go-live no later than March 31, 2027, and post-go-live stabilization. Identify the critical path, latest feasible Notice to Proceed date, required VIWMA inputs, and any constraints or risks that could affect cutover.

9.1.6 Project Experience

- Provide at least three (3) examples of current and/or past experiences for the Respondent and for any partners or subcontractors. At a minimum, the past experiences must include the experiences related to the references provided on Enclosure Document D, including one of the three (3) experiences must be for the prime Contractor. Each experience should include the client's name, main point of contact, title, and a description of the services provided.

9.2 E-Mail/Package 2 - Cost Proposal Submittal

Proposals in response to this RFP will consist of two separate emailed pdf submissions, **one providing methodology, approach and technical details** and **a separate email providing cost information**. One pdf copy of the cost proposal shall be submitted in a separate email. The email and submission containing the cost proposal shall be stated so in the subject of the email and on the outside of the proposal**.** The cost proposal shall include the following:

Cost Proposal Assumptions

a. Itemized time clock hardware, accessories, and shipping.
b. Implementation labor by role, with fully burdened hourly rates, estimated total hours, and extended costs.
c. One-time fees, any other expenses, and separately priced optional future payroll/ERP integration migration.
d. Proposed Milestones/Deliverables & Projected Payment Schedule

Complete Enclosure F and provide a base-term total and a five-year total assuming all four renewal options are exercised. Price software as an annual subscription per employee, billed annually in advance, including ongoing support, maintenance, and updates. Use 200 employees as the common evaluation quantity and disclose any tiers, minimums, and the pricing treatment for changes in headcount. State the maximum annual percentage increase over the preceding year's per-employee subscription rate for Years 2–5 and quote each option year separately. The proposal, including all pricing, shall remain firm for ninety (90) calendar days after the proposal submission deadline. All prices shall include applicable USVI gross receipts tax, fees, and other applicable charges. Time clock hardware shall be sold directly to VIWMA, a Government of the Virgin Islands instrumentality. Any excise tax exemption for the direct hardware sale is subject to confirmation by the Virgin Islands Bureau of Internal Revenue (BIR) and its documentation requirements. Disclose the excise tax treatment assumed and separately identify any excise amount included in the hardware price.

Each respondent must adhere to the requirements of this section relative to the proposal package content and format to simplify the review process and facilitate the maximum degree of comparison. Respondents may be subject to a best and final offer process should the responses preclude comparability. Respondents should ensure that their proposal package closely follows the sequence and organizational outline described in this section.

SECTION 10: COMPLETENESS OF PROPOSAL

All proposals (and all copies) must be complete by the RFP submission deadline. Minor non-substantive corrections may be accepted, if in the opinion of the WMA they are warranted, after the submission deadline.

SECTION 11: CONSIDERATION OF PROPOSAL

The VIWMA Executive Director shall represent and act for VIWMA in all matters pertaining to the scope of services and contract in conjunction therewith. This RFP does not commit the

VIWMA to the award of a Contract, nor pay any costs incurred in the preparation, submission of proposals or VIWMA requests for revisions of the proposal in anticipation of a contract. VIWMA reserves the right to reject any or all proposals, and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of the VIWMA will be served by such action. The WMA may require the submitter selected to participate in negotiations by providing price, technical, or other revisions of their proposals as may result from or be required by negotiations. Proposals failing to provide some of the items in Section 6 & Section 9 shall not be rejected per se but any deviations from the scope must be clearly noted. Submission to the WMA of any type of proposal in response to this RFP indicates acceptance of these terms.

SECTION 12: WITHDRAWAL OF PROPOSAL

A respondent may withdraw its proposal before the submission deadline. The proposal, including all pricing, shall remain firm for ninety (90) calendar days after the proposal submission deadline. During that period, the respondent may withdraw or modify its proposal only at VIWMA's request or with VIWMA's written consent. Any extension of validity requires written agreement.

SECTION 13: CONTRACT TIME PERIOD

The implementation period begins upon Notice to Proceed and continues through go-live, stabilization, and final system acceptance under Section 3.10. The initial 12-month software subscription and ongoing support term begin upon final acceptance and are billed annually in advance. VIWMA may exercise up to four successive one-year options, each billed annually in advance and subject to the accepted renewal pricing and annual increase cap. The Contractor shall provide all software access and support needed during implementation, including parallel operation and stabilization, in the base implementation price.

SECTION 14: PROPOSAL EVALUATION/SELECTION PROCESS

VIWMA will evaluate all Proposals that are received in a proper and timely manner to determine whether they meet the submission requirements. Awards are made to the most responsive bidder that provides the proposal that is most advantageous to VIWMA, considering such factors as the Bidder's ability to perform the work the Bidders' past experience, time of delivery, etc. and not solely the lowest price.

VIWMA, at its sole discretion, will determine which Proposal best satisfies its requirements. All Proposals deemed to be responsive to the requirements of this RFP will be evaluated and scored for technical qualities and price. Proposals that are materially deficient in meeting the submission requirements of this RFP or have omitted material documents may be eliminated from consideration at the sole discretion of VIWMA. The evaluation process will include separate technical and price evaluations and will be conducted as set forth herein.

VIWMA reserves the right to award contracts based on initial proposals received, without discussion; therefore, the Respondent's initial proposal should contain its best technical and price terms.

The Selection Committee will consist of VIWMA officials and others, as deemed appropriate by VIWMA, and will be responsible for the recommendation of the selection of the Contractor. The final approval of the selection of the Contractor and the fees to be paid shall be made by the WMA

Governing Board.

Proposal Selection Criteria

The following criteria will be used by the VIWMA's Selection Committee in evaluating proposals submitted in response to this RFP.

Evaluation Factors	Total Points
Technical	
Qualifications	10
Responsiveness, Project Approach & Resource Availability	25
Technical Solution & Functional Fit to SOW Requirements	25
Previous Project Experience	15
Oral Interview	5
Pricing	
Pricing	20
Total	**100**

14.1 Oral Interviews

Respondents may be required to participate in an oral interview. The oral interview will be a panel comprised of members of the selection committee. Respondent may only ask questions that are intended to clarify the questions that they are being asked to respond. Each Respondent's time slot for oral interviews will be determined randomly. Respondents who are selected shall make every effort to attend. If representatives of the VIWMA experience difficulty on the part of any Respondent in scheduling a time for the oral interview, it may result in disqualification from further consideration.

SECTION 15: GLOSSARY

Submitter: Name of a developer, contractor, partnership, joint venture, manufacturer, corporation, individual or other entity which submits a proposal to the WMA.

Contractor: Name of a developer, contractor, partnership, joint venture, manufacturer, corporation, or other entity that is granted a contract as a result of this RFP.

DLCA: Acronym for the Virgin Islands Department of Licensing & Consumer Affairs, the entity responsible for issuing Business Licenses within the Territory.

DPNR: Acronym for the Virgin Islands Department of Planning & Natural Resources, the entity responsible for reviewing and approving permits within the Territory.

VIWMA: Acronym for the Virgin Islands Waste Management Authority of the Virgin Islands

Proposals: Written submission in response to this RFP.

RFP (Request for Proposals): Refers to this solicitation for acquisition, implementation, subscription, and support of VIWMA's Timekeeping & Attendance Management System.

SECTION 16 : ENCLOSURES & Appendices

Enclosure Document A : RFP Cover Letter
Enclosure Document B : Non-Collusion Affidavit
Enclosure Document C : Debarment Certification Form
Enclosure Document D : Respondent's Qualification Statement
Enclosure Document E: Contract Document Checklist
Enclosure Document F: Base Bid Sheet

ENCLOSURE DOCUMENT A
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
RFP COVER LETTER

RESPONDENT
Name: _____
Address: _____
Tax Identification Number: _____

RESPONDENT'S CONTACT PERSON
Name: _____
Title: _____
Telephone: _____
Email Address: _____

REQUEST FOR PROPOSAL INFORMATION
RFP Number: _____
RFP Project Name: _____

SCHEDULE OF ADDENDA(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number _____ Date _____

Addendum Number _____ Date _____

Addendum Number _____ Date _____

Addendum Number _____ Date _____

Addendum Number _____ Date _____

RESPONDENT'S AUTHORIZED REPRESENTATIVE

Name: _____

Title: _____

Signature: _____ Date: _____

ENCLOSURE DOCUMENT B
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
Non-Collusion Affidavit

_____, being first duly sworn, deposes and says that (1) he/she is [owner, partner, officer, representative, or agent] of: _____ _____,the bidder that has submitted the attached bid;

(2) He/She is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representative, ex-employee or parties in interest, including the affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Virgin Islands Waste Management Authority or any person interested in the proposed contract, and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____
(Name of Respondent, Name of Corporation, LLC, or Sole Proprietor)

Subscribed and sworn to before me on/in the Island/State of _____, this _____ day of _____ 2026, by _____ of legal age, _____ and personally known to me.
(Trade or Corporation)

(Seal) _____
Notary Public

ENCLOSURE DOCUMENT C
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension and Ineligibility

(1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.

(2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIWMA may also exercise any other remedy available by law.

(3) Where the Respondent is unable to certify any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature: _____ Date: _____

Subscribed and sworn to before me on/in the Island/State of _____, this _____ day of _____, 2026, by_____of legal age, _____ _____ and personally, known to me.
(Trade or Corporation)

(SEAL)

_____
Notary Public

ENCLOSURE DOCUMENT D
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
RESPONDENT QUALIFICATIONS STATEMENT

Name of License Holder: _____
Name of Company/DBA (if any): _____
Legal Status (check one): ☐Corporation ☐LLC ☐Sole Proprietorship ☐Partnership
Business Location (Office): _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____ Email:_____
Website address (if any): _____

Do you have a current USVI Business License? ☐Yes ☐No
Number of Years licensed to conduct business in the USVI: _____
Type of License(s): _____
Number of time and attendance implementations completed in the last 5 years _____.
Average contract value $_____.
Do you have a plan to use Subcontractors? ☐Yes ☐No If yes, company: _____

Have you ever failed to complete a project, been fired, sued by one of your clients and/or found in default of contract terms? ☐Yes ☐No

If yes, explain on another sheet if a Performance Bond or other means were used to resolve the issue and the circumstances and the outcome.

Are there or have there been any Claims, Arbitration, Judgments or Liens against you?
☐Yes ☐No
If yes, explain on another sheet the circumstances and outcome.

List three non-VIWMA client references from comparable implementations. Identify the Microsoft Dynamics GP Payroll/HR integration reference and provide the GP version, interface method, and scope on an attachment.
1) Client Name: _____ Contact Number: _____
2) Client Name: _____ Contact Number: _____
3) Client Name: _____ Contact Number: _____

List your current Projects under Contract (Project Title or Clients Name), Value (Contract Value) and Percentage of Completion:

1)Client Name: _____ Value: _____ % _____
2)Client Name: _____ Value: _____ % _____
3)Client Name: _____ Value: _____ % _____

(If you have more contracts, please list on separate sheet)

Respondent shall certify that the above information is true and shall grant permission to VIWMA to contact the above-named person or otherwise verify the information.

ENCLOSURE DOCUMENT E
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
CONTRACT DOCUMENT CHECKLIST

Name of Business: _____
Contact Person: _____
Telephone Number: _____
Email Address: _____
EIN Number: _____
CAGE Number: _____

☐ Current USVI Business License — Expiration Date ___/___/20____
☐ Government Insurance Coverage/Workman's Comp. — Expiration Date ___/___/20____
☐ Insurance
- ☐ Certificate of General Liability & Endorsement — Expiration Date ___/___/20____
- ☐ Proof of Automobile Insurance — Expiration Date ___/___/20____
- ☐ Certificate of Professional Liability & Endorsement — Expiration Date ___/___/20____
- ☐ Errors & Omissions Insurance — Expiration Date ___/___/20____
- ☐ Malpractice Insurance — Expiration Date ___/___/20____

The Insurance Policy shall name the VIWMA as a Certificate Holder and an Additional Insured via an endorsement as followed:

Virgin Island Waste Management Authority
7410 Estate Bovoni, Bay 2
St. Thomas, USVI 00802

Business Formation Documents

For all business entities, please submit a Trade Name Certificate (if applicable) in addition to the following:

☐Corporation	☐Articles of Incorporation & By Laws ☐Certificate of Resolution ☐ Certificate of Authority/ Good Standing
☐LLC	☐Articles of Organization ☐Certificate of Authority/ Good Standing
☐General Partnership	☐Partnership Agreement ☐ Certificate of Authority/ Good Standing
☐LP, LLP, LLLP Qualifications	☐Certificate of Limited Partnership or Statement of ☐ Certificate of Authority/ Good Standing
☐Sole Proprietorship	☐Tradename Certificate

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
BASE BID SHEET

VIWMA's Bid Sheet for RFP-005-T-2026 is provided via an excel document and PDF Form for submission.

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

ENCLOSURE DOCUMENT F - BASE BID SHEET (Revised for Timekeeping & Attendance scope)

RFP-005-T-2026 | Timekeeping & Attendance Management System Acquisition

The undersigned proposes to furnish all labor, software, hardware, materials and other costs required to perform the Scope of Work (Sections 4.1-4.11) of RFP-005-T-2026.

INSTRUCTIONS: Complete all yellow cells. Totals calculate automatically. Price every section; enter $0 for items included elsewhere and say where in Notes.

PRICING BASIS (for comparability): 225 employees; ~12 time clock terminals. Software is an ANNUAL SUBSCRIPTION billed annually in advance: Year 1 = implementation + first annual term; Years 2-5 = annual renewals (option years). All services are delivered REMOTELY - VIWMA IT will install the terminals; do not include travel. Integrations are with VIWMA's Microsoft Dynamics GP (Payroll, HR, GL). Prices must be delivered to St. Thomas/St. Croix and include all applicable USVI taxes and fees, including gross receipts tax. Hardware will be sold and titled directly to VIWMA; show any USVI excise tax separately.

Hourly rates must be fully burdened. Pricing must remain valid for the period stated in Section 11.2 / Section 14 of the RFP.

Respondent Name: _____ **Legend:** Respondent input

Item / Position	Basis / Unit	Qty or # Staff	Unit Rate ($)	Hours per Week	Duration	Duration Unit	Estimated Total ($)	Notes
SECTION 1 - Implementation Professional Services (Hourly)								
EXAMPLE - not included in totals: Project Manager	*Fully burdened hourly*	*1*	*$150.00*	*10*	*20*	*weeks*	*$30,000*	*Shows the expected format only.*
Project Manager	Fully burdened hourly					weeks	-	Single point of contact; plan, schedule, status, risk; through stabilization.
Implementation Lead / Pay Rules Configuration Consultant	Fully burdened hourly					weeks	-	Pay rules (OT/FLSA, night diff, holiday work, on-call, comp time), accruals, policy groups, workflows, holiday calendar.
Integration Engineer - Microsoft Dynamics GP (Payroll, HR, GL / Grant)	Fully burdened hourly					weeks	-	SOW 4.3: validated export of approved time, leave and pay codes to Dynamics GP Payroll; employee master sync from GP HR; grant-coded labor distribution to GP GL; integration test results.
Data Conversion Specialist	Fully burdened hourly					weeks	-	SOW 4.5: roster load, accrual balance conversion, 1-2 FY GoTimeForce2 history, reconciliation report.
QA / Test Lead (SIT, UAT, Parallel Run)	Fully burdened hourly					weeks	-	SOW 4.9-4.10: test plans/results, parallel-run reconciliation vs. GoTimeForce2.
Trainer	Fully burdened hourly					weeks	-	SOW 4.7: admin, supervisor, end-user and train-the-trainer sessions delivered virtually (live + recorded) for STT/STX/STJ staff; manuals.
Remote Hardware Configuration Support	Fully burdened hourly					weeks	-	SOW 4.4: terminal setup files, enrollment and remote validation with VIWMA IT. VIWMA IT performs physical installation on all islands; no vendor travel.
Clerical / Administrative	Fully burdened hourly					weeks	-	Documentation, meeting minutes, invoicing.
Other anticipated position / item:						weeks	-	
Other anticipated position / item:						weeks	-	
						SUBTOTAL - IMPLEMENTATION PROFESSIONAL SERVICES (HOURLY)	-	
SECTION 2 - Annual Software Subscription (Year 1 term)								
Timekeeping & Attendance subscription (incl. scheduling, leave/accruals, approvals)	Per employee per year			n/a	1	year	-	Annual subscription, billed annually in advance. Price on the common basis above. Include web, mobile/geofence, ESS, scheduling, leave/accruals, approvals.
Time & Attendance Reporting / Analytics (if priced separately)	Per employee per year			n/a		year	-	Annual. Leave blank if included in the line above.
Administrator / supervisor licenses (if priced separately)	Per user per year			n/a		year	-	Annual. Leave blank if included.
Other (describe):				n/a			-	
						SUBTOTAL - ANNUAL SOFTWARE SUBSCRIPTION (YEAR 1 TERM)	-	
SECTION 3 - One-Time Fees								
System setup / tenant configuration fee (if fixed fee)	Lump sum			n/a	1	each	-	Do not duplicate labor priced in Section 1.
Microsoft Dynamics GP integration - connector / API licensing	Lump sum			n/a	1	each	-	One-time licensing for any GP connector, middleware or import tool required (e.g., eConnect/SmartConnect-type tools).
Data conversion fee (if fixed fee)	Lump sum			n/a	1	each	-	Do not duplicate labor priced in Section 1.
Other (describe):				n/a			-	
						SUBTOTAL - ONE-TIME FEES	-	
SECTION 4 - Capital Equipment: Time Clock Hardware								
Time clock terminal - biometric and/or badge, geofence-capable	Per unit			n/a	1	lot	-	SOW 4.4: approx. 12 units, shipped to VIWMA IT for installation. Include install specs, warranty term and replacement turnaround.
Cellular (LTE) fallback module / modem	Per unit			n/a	1	lot	-	For locations with limited wired connectivity.
Mounting hardware / protective or weather enclosure	Per unit			n/a	1	lot	-	Transfer stations / convenience centers may need outdoor-rated enclosures.
Employee badges / proximity cards	Per card			n/a	1	lot	-	Only if badge-based ID is proposed.
Spare terminal (recommended)	Per unit			n/a	1	lot	-	Kept on hand by VIWMA IT for immediate swap-out.
Freight, shipping & import handling to USVI	Lump sum			n/a	1	lot	-	Delivery to St. Thomas and St. Croix, including import handling. Show any USVI excise tax in Notes.
Other (describe):				n/a			-	
						SUBTOTAL - CAPITAL EQUIPMENT: TIME CLOCK HARDWARE	-	
SECTION 5 - Other Expenses								
Vendor travel - NOT REQUIRED	n/a			n/a			-	All services are delivered remotely and VIWMA IT installs the equipment. Travel is not reimbursable unless requested and approved in writing by VIWMA.
by warranty)	Lump sum			n/a	1	lot	-	Depot repair / advance-exchange shipping to and from USVI during Year 1.
Other necessary costs (itemize on separate sheet)	Lump sum			n/a	1	lot	-	
Other (describe):				n/a			-	
						SUBTOTAL - OTHER EXPENSES	-	
						TOTAL YEAR 1 (Sections 1-5)	-	

SECTION 6 - Recurring Costs: Option Years 2-5 (annual amounts)

Item	Basis	Year 2 ($)	Year 3 ($)	Year 4 ($)	Year 5 ($)		Total Yrs 2-5 ($)	Notes
Annual software subscription renewal	Annual						-	State the maximum annual renewal increase (%) in your Cost Proposal Assumptions.
Hardware maintenance / extended warranty (12 terminals)	Annual						-	
Support / helpdesk (if not included in subscription)	Annual						-	
Cellular data service for terminals	Annual						-	
Other recurring costs (itemize)	Annual						-	
SUBTOTAL - OPTION YEARS		-	-	-	-		-	

BID SUMMARY

Total Year 1 (implementation, hardware, other expenses, first annual subscription term)	-	
Total Option Years 2-5 (annual renewals)	-	
GRAND TOTAL - 5-YEAR COST (all required and proposed services)	-	

ANNUAL COST SUMMARY (cost by contract year)

Cost category	Year 1 ($)	Year 2 ($)	Year 3 ($)	Year 4 ($)	Year 5 ($)	5-Year Total ($)	Notes
One-time costs (implementation services, one-time fees, hardware, other)	-	-	-	-	-	-	Sections 1, 3, 4 and 5 - incurred in Year 1 only.
Annual software subscription	-	-	-	-	-	-	Section 2 (Year 1 term) and Section 6 renewals; billed annually.
Other recurring costs (hardware maintenance, support, cellular data, other)	-	-	-	-	-	-	Section 6 excluding the subscription. Year 1 hardware is under warranty.
TOTAL ANNUAL COST	-	-	-	-	-	-	
Ongoing annual cost after go-live (Year 2)						-	What VIWMA budgets each year once implementation is paid.
Average annual cost over 5 years						-	5-year total spread evenly.

Respondent's Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Attach: Cost Proposal Assumptions; detailed listing of proposed capital equipment; other rates & fees; proposed milestones/deliverables and payment schedule (RFP Section 11.2). In the assumptions, also price re-pointing the integrations to a successor payroll/ERP system should VIWMA migrate from Dynamics GP during the term.