

## **IMPORTANT NOTICE!!**

**If you download these materials and wish to be added to the proposer contact list send an email to:**

**Jayne McMahan [jmcmahan@springfield-or.gov](mailto:jmcmahan@springfield-or.gov)**

Information to be provided:

- “RFP# 1702 PeopleSoft Time Card Project and PeopleSoft Talent Acquisition Management / Candidate Gateway (TAM/CG) Project” in the subject line
- Company name
- Primary contact name
- Primary contact title
- Primary contact direct phone #
- Primary contact email

It will be the responsibility of each participating supplier to refer daily to the City of Springfield – Purchasing/Contracts website <http://www.springfield-or.gov/RFPPAGE.HTM> to check for any available addendum to current opportunities, cancellations or intents to award posted.

**CITY OF SPRINGFIELD  
OREGON**

**Request for Proposals #1702  
Information Technology  
PeopleSoft Time Card Project and Talent Acquisition Management/  
Candidate Gateway Project**

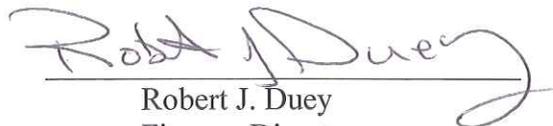
Sealed proposals will be received by the Finance Department, City of Springfield, 225 Fifth St. Springfield OR, 97477, Attn: Jayne McMahan until 2:00 p.m. local time, the 17th of October, 2016 and opened at 2:00 p.m. local time the same day, for proposals regarding PeopleSoft Time Card Project and Talent Acquisition Management/Candidate Gateway Project. Sealed proposals must be marked "RFP#1702: PeopleSoft Time Card Project and Talent Acquisition Management/Candidate Gateway Project".

The city is seeking proposals from qualified PeopleSoft developer's with the technical and functional expertise to modify or replace existing proprietary timecard 'bolt-on' module and implement PeopleSoft Talent Acquisition (TAM)/Candidate Gateway (CG) Module.

A pre-proposal optional meeting will be held on September 22, 2016 in the Library Meeting Room located in City Hall at 225 5<sup>th</sup> Street, Springfield, OR 97477 at 2:00p.m.

Proposal packets are available on the City's website at [www.springfield-or.gov](http://www.springfield-or.gov) (select the hyperlink from the left menu titled *Purchasing/Contracts* then RFP#1702: PeopleSoft Time Card Project and Talent Acquisition Management/Candidate Gateway Project) or by contacting Jayne McMahan at (541)726-3708 or by email: [jmcmahan@springfield-or.gov](mailto:jmcmahan@springfield-or.gov).

The City of Springfield reserves the right to accept or reject any or all proposals or to waive any specifications or requirements, or to negotiate with any vendor submitting a proposal regarding any aspect of this Request for Proposals when doing so is deemed to be in the best interest of the City.



Robert J. Duey  
Finance Director  
City of Springfield, OR

Publication Schedule:

Daily Journal of Commerce September 16, 2016



# **Request for Proposal**

## **RFP# 1702**

### **PeopleSoft Time Card Project and PeopleSoft Talent Acquisition Management / Candidate Gateway (TAM/CG) Project**

City of Springfield  
Information Technology Department  
Springfield, Oregon 97477

**September 16, 2016**

## **I. Project Overview**

The City of Springfield seeks qualified proposers for two Scopes of Work: 1) Provide PeopleSoft timecard module modifications or replacement to accommodate changes to GL structure, and 2) PeopleSoft TAM/CG implementation. Proposers may propose on one or both projects. The two projects are not interdependent.

## **II. Project Description**

The city's purpose for issuing this RFP is to establish a contract with a PeopleSoft developer with the technical and functional expertise to modify or replace existing proprietary timecard 'bolt-on' module and implement PeopleSoft Talent Acquisition (TAM)/Candidate Gateway (CG) Module as identified in the projects below:

Project One - modify or replace existing timecard 'bolt-on' module in the following general areas. (See Attachment 1a. for specifics):

- 1) Provide recommendation to either replace or modify existing PeopleSoft proprietary timecard 'bolt-on' module
- 2) Implement solution, debug and user acceptance testing completed on or before March 31, 2017.
- 3) Provide administrative training to City staff

Project Two – implement TAM/CG in HCM 9.1. (See Attachment 1b. for specifics):

- 1) Discussion of features and how they work
- 2) Questions on setup and what would work best for Springfield
- 3) Setup of Candidate Gateway
- 4) Make sure the security and firewall are established
- 5) Suggestions on how we can make the module work better

## **III. Proposal Submission Requirements**

Your response to the Request for Proposal must contain all of the information requested in the Request for Proposal along with acknowledgement of all addenda. A completeness check will be conducted for each submission. Incomplete submissions will not be accepted. Submissions must include the items organized and numbered to correspond to each requirement below:

### **Content requirements**

1. **General** – Proposals will be clear and concise. The City encourages green options and discourages the use of materials that cannot be recycled such as PVC and spiral binders, plastic or glossy covers and dividers. Further, the City encourages Proposers to print on both sides of a sheet of paper whenever possible.

2. **Cover Letter** – All Proposals must be accompanied by a cover letter signed by an individual who is legally authorized to enter into a contract on behalf of the proposing individual/firm. The letter must introduce the Proposal, provide an overview of your representation according to the Attachment 1.a and/or Attachment 1.b Scopes of Work and affirm that the Proposer accepts all terms and conditions of the Request for Proposal, including the Attachment 4 Sample Contract terms and conditions. The letter must designate the Proposer’s contact person during the Proposal review process. Also, identify whether you qualify as resident bidder as described in ORS279A.120 (1) (b) and if you are licensed to do business in the State of Oregon. Include a statement of the firm’s ability to begin work November 1, 2016 and a statement that the submission is a firm offer for a 90-day period.

Identify any past, pending or threatened litigation or administrative or state ethics board or similar body proceedings to which you or any of your partners are a party and which would either materially impair your ability to perform the services enumerated herein, or, if decided in an adverse manner, materially adversely affect the financial condition of your firm. Any firm selected pursuant to this RFP will be required to advise the city of any developments during the term of this appointment with respect to existing and/or any new civil or criminal legal investigations, pertinent litigation and/or regulatory action involving the firm or its employees which could impact the firm’s role or ability to perform the consulting services.

3. **Firm Background** - Include a detailed statement of the qualifications of the firm. This should include organizational history, clients presently served, and extent of PeopleSoft development projects. Response should reference the items outlined in Attachment 1.a and/or Attachment 1.b Scopes of Work.
4. **Resumes** - Include a resume for the lead developer who will be assigned to this engagement. Include a description of the PeopleSoft development team: number of members, rate of turnover, years of experience with PeopleSoft, what versions they have had experience, and Oracle University certifications. If the Proposer is selected, a contract is signed and their key personnel listed on the submission changes prior to or during the execution of a discrete SOW, written approval from the City’s project manager will be required. Proposer will offer talent of equal or higher qualifications.
5. **Completed Attachment #2 –Firm Qualifications**
6. **Implementation Plan and Approach** - The proposal should set forth an explanation of the development, implementation and testing methodology to be followed, to perform the services required in this request for proposal.

Project One- PeopleSoft Timecard: Proposers are required to provide the following information on their project approach:

- a. Process used to research existing system documentation and module code developed by City of Springfield, see Attachment 7.a Timecard System Documentation and Attachment 7.b Timecard User Documentation
  - Analyze exiting interfaces and associated systems:

- PeopleSoft timecard ‘bolt-on’ module developed with PeopleCode and PeopleTools
- b. Provide recommendation to either replace or modify existing PeopleSoft proprietary timecard ‘bolt-on’ module
- c. Process used to implement solution
- d. Ability to comply with security standards such as Health Insurance Portability and Accountability Act (HIPAA) and Personally Identifying Information (PII)
- e. Change management process
- f. Proposer’s adoption of the Information Technology Information Library (ITIL) or other industry standard services delivery framework
- g. Include the plan to provide administrative training to City staff; provide the plan for knowledge transfer to assure that internal staff can maintain systems after contracted work is complete
- h. Provide examples of past documentation used for the above

Project Two - Talent Acquisition Management and Candidate Gateway: Proposers are required to provide the following information on their project approach:

- a. Tools and techniques used to gather, review and analyze user requirements
- b. Process used to research documentation and module code
- c. Process used to implement solutions
- d. Ability to comply with security standards such as Health Insurance Portability and Accountability Act (HIPAA) and Personally Identifying Information (PII)
- e. Change management process
- f. Proposer’s adoption of the Information Technology Information Library (ITIL) or other industry standard services delivery framework
- g. Include the plan to provide administrative training to City staff; provide the plan for knowledge transfer to assure that internal staff can maintain systems after contracted work is complete
- h. Provide examples of past documentation used for the above

**7. Completed Attachment #3 Task and Fee Proposal** -The fee proposal must include the following:

- a. Overall proposed project cost that includes a detailed description and breakdown of tasks and not exceed costs for each task included in your proposal. The proposal shall include total person hours, hourly rates and cost by work task and function.
- b. Identify types of out of pocket reimbursable expenses for providing services by cost and type.

Travel is not anticipated for this project but if necessary all travel or other related expenses must be pre-approved in writing by the City and are a pass through without markup. Independent Contractor must use City travel reimbursement

rates. City follows GSA Per Diem rates that can be found at the following URL <http://www.gsa.gov/portal/category/100120>. Authorized expenses to be reimbursed by the City include: transportation to and from destination (coach fare or less), lodging, meals, local transportation at destination, and miscellaneous incidental expenses required to transact City business. The City does not reimburse for alcohol, in room movies, laundry, dry cleaning, room service additional charges for in room meal delivery, or health club costs. Copies of all receipts must accompany invoice for all pre-approved reimbursable expenses.

- 8. Additional Services** - If it should become necessary for the City of Springfield to request the Contractor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum Scope of Work to the contract between the City of Springfield and the firm. Any such additional work agreed to between the City of Springfield and the firm shall be performed at the same rates set forth in the Task and Fee Proposal Attachment 3. Include the hourly rate for additional services in the table below.

Job Title	Number of Employees	Hourly Rate
Project Manager		
Systems Architect		
PeopleSoft Developer		
Other		

- 9. References** - Provide a minimum of three (3) references for PeopleSoft projects from organizations for which you have provided similar services. The references should include, at a minimum, the name of the organization, the address, the contact person, title, email address and a telephone number. References cannot include current City Staff.
- 10. Attachment #4** – Sample Contract – Include in your cover letter acceptance of terms and conditions.
- 11. Signed Attachment #5** – Authorization to Legally Bind Bidder
- 12. Signed Attachment #6** – Minority Women Emerging Small Business Form (MWESB)
- 13. For Reference only Attachment #7** – Current time card system documentation
- 14. For Reference only Attachment #8** – City of Eugene eLog documentation

#### **IV. Evaluation and Selection Criteria**

A committee comprised of representatives from the City will review the Proposals for conformance with the requirements of the Request for Proposals. Conforming Proposals will be evaluated according to the criteria listed below.

## I. Evaluation Criteria

The following represent the criteria which will be considered during the evaluation process. Each “Project” will be evaluated separately. Proposer may propose on one or both projects. The two projects are not interdependent.

- a. Proposal Evaluation Criteria –  
 i. Scope of Work 1a. PeopleSoft Time Card Entry

Criteria	Possible Points
<b>Qualifications</b> - Submitted Proposal of firm’s talent to provide PeopleSoft development service as described in RFP - Reference III. Proposal Submission Requirements - Qualifications and Resumes.	20
<b>Approach</b> - Submitted Proposal of Firms intended approach to providing services as described in RFP - Reference III. Proposal Submission Requirements - Approach.	20
<b>References</b> - Submitted References as described in RFP - Reference III. Proposal Submission Requirements - References.	20
<b>Cost</b> - Submitted Att 3. Task and Fee Proposal Form as described in RFP - Reference III. Proposal Submission Requirements Attachment 3 Fee Proposal and Additional Services.	35
Completeness of RFP	5
<b>Total</b>	<b><u>100</u></b>
Oral Presentation for selected firms (if applicable)	20
<b>Grand Total</b>	<b><u>120</u></b>

- ii. Scope of Work 1b. Talent Acquisition Management / Candidate Gateway module

Criteria	Possible Points
<b>Qualifications</b> - Submitted Proposal of firm’s talent to provide PeopleSoft development service as described in RFP - Reference III. Proposal Submission Requirements - Qualifications and Resumes.	20

<b>Approach</b> - Submitted Proposal of Firms intended approach to providing services as described in RFP - Reference III. Proposal Submission Requirements - Approach.	20
<b>References</b> - Submitted References as described in RFP - Reference III. Proposal Submission Requirements - References.	20
<b>Cost</b> - Submitted Att 3. Task and Fee Proposal Form as described in RFP - Reference III. Proposal Submission Requirements - Attachment 3 Fee Proposal and Additional Services.	35
Completeness of RFP	5
<b>Total</b>	<b><u>100</u></b>
Oral Presentation for selected firms (if applicable)	20
<b>Grand Total</b>	<b><u>120</u></b>

b. Oral Presentations and Final Scoring

- i. After the technical proposals have been evaluated and finalist firms have been identified, those firms may be invited to make an oral presentation to the committee. If a firm cannot attend in person then it will be the firm's responsibility to provide the web conferencing connections.
- ii. Presentations provide the firms an opportunity to answer any questions or provide clarifications to the committee; however, no changes are allowed to be made to the originally submitted proposal.
- iii. The committee will score the firm's presentations in the context of the criteria listed in III Proposal Submission Requirements Firm Background and Approach, of this document and whether the presentation and responses enhance the scoring of the written proposals. Firms may receive up to an additional 20 points on the presentation.
- iv. Based upon the addition of the presentation scores to the written proposal scores, a final cumulative score for each finalist will be compiled, from which the selection of a firm will be made.

c. Tie Breaker

In the event of a tie during the evaluation process, the tie will be broken by taking the highest scoring proposer based on Cost. If these scores are also tied, then by taking the highest scoring proposer based on their Qualifications.

## V. Schedule for Selection Process

RFP Package Available	September 16, 2016
Optional Meeting	September 22, 2016 2pm local time
Request for Clarification Due (if applicable)	October 7, 2016 noon local time
Response to Clarification Due (if applicable)	October 10, 2016
Proposals Due by:	October 17, 2016 2pm local time
Notification of Review & Interview (if applicable)	October 24, 2016
Review & Interview (if applicable)	October 26 – 27, 2016
Intent to Award Notice (approximate)	October 28, 2016
Contract Award (approximate)	November 1, 2016

Prospective Proposers may contact Jayne McMahan by email at [jmcmahan@springfield-or.gov](mailto:jmcmahan@springfield-or.gov) for further information regarding this process or to request clarification. **Contact with other City officials may be grounds for disqualification.** Please note that the City of Springfield has implemented this policy to ensure fairness and transparency in the selection process. Upon receipt of an inquiry from a prospective proposer, the message is promptly relayed to the project's lead staff person, who then prepares a written reply. Ms. McMahan, in turn, posts the questions and responses in an Addendum. Follow-up questions and/or clarifications may continue to be submitted in this fashion until noon local time October 7, 2016.

The optional meeting, September 22, 2016 at 2:00p.m., will be held at City Hall, 225 5th Street, Springfield, OR in the Library Meeting Room. If you are unable to attend in person proposers can attend via web conferencing:

Please join the meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/814012797>

You can also dial in using your phone.  
United States +1 (408) 650-3123, Access Code: 814-012-797

## VI. Instructions to Proposers

The Request for Proposals may be found on the City of Springfield website at [www.springfield-or.gov](http://www.springfield-or.gov) (Select the **Purchase/Contracts** hyperlink from the menu on the left and then select the document titled **RFP# 1702, PeopleSoft Time Card Project and PeopleSoft Talent Acquisition Management / Candidate Gateway (TAM/CG) Project**).

Each Proposal must include one (1) original signed submission, eleven (11) printed copies clearly marked "**RFP# 1702, PeopleSoft Time Card Project and PeopleSoft Talent Acquisition Management / Candidate Gateway (TAM/CG) Project**" and (1) electronic copy (PDF format) on a CD. Each original Proposal and required copies must be contained in a sealed envelope or box and must be received no later than 2pm, local time, October 17, 2016 at the following address:

City of Springfield  
Finance Department  
Attention: Jayne McMahan, Procurement and Contracts Manager  
225 Fifth Street,  
Springfield, Oregon 97477

## **VII. Late Proposals Not Considered**

Proposals must be received by the time specified at the address listed above. Any Proposal received after the deadline will not be considered. Faxed or emailed submissions will not be accepted.

## **VIII. Addenda to RFP**

In the event that it is necessary to amend, revise, or supplement any part of the Request for Proposal, addenda will be posted on Springfield's website at [www.springfield-or.gov](http://www.springfield-or.gov) (select the hyperlink **Purchase/Contracts** from the left menu on the home page to be linked to the ITB/RFP page where the document titled **RFP# 1702, PeopleSoft Time Card Project and PeopleSoft Talent Acquisition Management / Candidate Gateway (TAM/CG) Project** is linked). The City will make a reasonable effort to provide the addenda to all Proposers to whom the City provided the initial Proposal. This includes the amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the specifications of the Proposal. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

In case of any doubt or differences of opinion as to the services to be furnished hereunder, or the interpretation of the provisions of the Proposal, the decision of the City shall be final and binding upon all parties.

## **IX. Contract**

The successful Proposer will be expected to enter into a professional services contract with the City. The contract will specify the extent of services to be rendered, the means and methods of providing the services, and the amount of compensation. A sample contract is included as Attachment 4.

## **X. Negotiation of Price Agreement**

Springfield reserves the right to negotiate a final contract which is in the best interest of the City considering cost effectiveness and quality central control. Once a tentative selection has been made by the evaluation committee, City staff will attempt to negotiate a contract with the preferred Proposer. If the negotiations are not successful, City staff will negotiate with other qualified Proposers in the order of their respective qualifications until an agreement is reached or City staff decides to terminate the selection process.

## **XI. City Selection Discretion**

Springfield reserves the right to reject any or all bids and to waive irregularities and informalities in the selection process. Springfield further reserves the right to negotiate, amend, and refine bids in consultation with one or more of the prospective Proposers.

## **XII. Proposal Ownership**

All material submitted by the Proposers shall be considered property of Springfield, and the City will not be required to return same to any Proposer. The material submitted by Proposer will be treated in the same manner as the City's own records.

After opening, all Proposals become part of the public record unless exempt under Oregon Public Records Law. Proposers wishing to exempt appropriate portions of their Proposals from disclosure as public records are encouraged to discuss their concerns with City's Finance Director (address listed below) prior to the submissions of their Proposals.

Robert J. Duey, Finance Director  
City of Springfield Finance Department  
225 Fifth Street  
Springfield, OR 97477

## **XIII. Exceptions to Request for Proposal**

If, for any reason, a Proposer should find fault with the structure of this Request for Proposal or with the evaluation process, concerns may be submitted in writing to:

Jayne McMahan, Procurement and Contracts Manager  
City of Springfield Finance Department  
225 Fifth Street  
Springfield, OR 97477  
Phone: (541) 726-3708  
[jmcmahan@springfield-or.gov](mailto:jmcmahan@springfield-or.gov)

The City will make every effort to answer questions and, if warranted, to amend the Request for Proposal. Responses to questions and amendments to the Proposal will be posted on the Springfield website [www.springfield-or.gov](http://www.springfield-or.gov) (select the hyperlink **Purchase/Contracts** from the left menu on the home page and then select the document titled **RFP# 1702, PeopleSoft Time Card Project and PeopleSoft Talent Acquisition Management / Candidate Gateway (TAM/CG) Project**). Proposers who are unable or unwilling to meet any of the requirements of this Request for Proposal must include, as part of their response, written exceptions to those requirements. Such request shall be delivered on or before noon local time October 7, 2016.

#### **XIV. Comments Procedure**

A prospective Proposer may deliver to Jayne McMahan, a written request for change to any of the specification listed in this Request for Proposal. This request must be delivered no later than noon local time October 7, 2016. A written request for change shall include:

- A detailed description of the legal and factual grounds for the request;
- A description of the resulting prejudice to the prospective Proposer; and
- A statement of the form of relief requested or any bid changes to the specifications.

The City will review the specification change request and notify the prospective Proposers of the decision in writing prior to the closing date. To the extent possible, the City will notify other prospective Proposers of any changes or modifications to the Request for Proposal.

#### **XV. Protest Procedure**

Any Proposer who has submitted a Proposal to the City and who is adversely affected by the City's award of the Contract to another Proposer has seven (7) days after issuance of the Notice of Intent to Award the Contract, to submit a written protest of the award to the City. This right to protest shall conform to the written requirements of OAR 137-047-0740 and specify the grounds upon which the protest is based.

An adversely affected Proposer must exhaust all avenues of administrative relief and review before seeking judicial review of City's Contract award. Concerns must be submitted to:

Robert J. Duey  
Finance Director  
City of Springfield  
225 Fifth Street  
Springfield, OR 97477

#### **XVI. Cost of Proposal**

The City is not liable for any costs incurred by vendors for the preparation and presentation of their Request for Proposals. This includes any costs in the submission of a Proposal or in making necessary studies or designs for the preparation thereof.

# **ATTACHMENT 1.a**

## **PeopleSoft Time Card Entry**

### **Scope of Work**

#### **I. Background and Scope**

The city's Information Technology and Finance departments are seeking proposals from qualified vendors to supply professional services necessary to enhance our custom Human Capital Management (HCM) time entry 'bolt-on' module. The City will need to have clarity on the system design by November 28, 2016 and complete implementation by March 31, 2017

#### **II. Customization/Configuration Complexity**

The city has developed a bolt-on time card entry system in lieu of the PeopleSoft Time and Labor Module. The city's bolt-on is a simpler user interface to record employee time and load pay sheets. The bolt-on allows allocation across multiple funding accounts and provides simple checks based on rules. The city defines customizations as any modification made to the delivered software of Oracle PeopleSoft. Bolt-ons are stand alone and do not affect the delivered system. In addition, the City has developed multiple Crystal and SQR reports.

Currently, the City has PeopleSoft HCM 9.1 with PeopleTools 8.53 and PeopleSoft Financials 9.1 with PeopleTools 8.52 on SQL Server 2008 SP2. The City plans to upgrade PeopleSoft HCM 9.2 before December of 2017 and plans to upgrade PeopleSoft Financials the follow year (fall of 2018).

#### **III. Dedicated City Resources**

The City has the following resources available for this project:

- System Administrator PeopleSoft Financials
- System Administrator PeopleSoft HMC
- Database Administrator
- Functional Experts in Timecard Module

Subject matter experts will be available for design decisions, configuration choices, user acceptance testing and as needed throughout the project.

#### **IV. Work Environment**

Workstation connectivity will be provided via remote desktop access provided by IT.

#### **V. Vendor Services**

The services being provided as part of an enhancement project will include, but may not be limited to the following components:

1. Provide recommendation to modify or possibly replace existing PeopleSoft timecard 'bolt-on' module
  - a. Identify constraints and assumptions
  - b. Recommend possible solutions
  - c. Recommend possible solutions to limit time that users take to enter timecard
  - d. Decide which solution will be the most effective in solving the business challenge
  - e. Determine what will be excluded from the project (e.g.; dynamic reporting, leave requests)
  - f. Establish project tasks with estimated schedule and resource requirements
2. Implement solution
  - a. Provide two options for implementation
    - i. City to implement all recommended changes as defined by vendor
    - ii. Vendor to implement all recommended changes as defined by vendor
  - b. Coordinate with the project manager on the status of the implementation plan
  - c. Create test scripts to test changes
  - d. Review and analyze the outcome for expected results
  - e. Document any discrepancies discovered through testing to identify the reason and take further action
3. Support knowledge transfer and provide administrative training to IT City staff
  - a. Provide documentation on changes that were made
  - b. Review the documentation and code with IT Staff
  - c. Train City Staff on any new technologies and techniques used in the course of providing changes to the system.
4. Change Management:
  - a. Work with City Staff to evaluate all changes before they are applied. Once applied, document all changes to application designer objects and any other facets of the environment for the City's customization documentation, according to Springfield documentation standards.

## VI. Project Deliverables

Systems and interfaces associated with this project are considered within scope of this project. This project is in response to changes in the GL structure from a (4) segment GL string to a (5) segment GL string, e.g.:

- Current (4) segment GL = (Fund) + (Org/Dept ID) + (Account) + (Project/Grant)  
e.g., 100-23410-680010-P00617
  - New (5) segment GL = (Fund) + (Org/Dept ID) + (Program) + (Account) + (Project/Grant)  
e.g., 100-03100-**9071**-680010-P00617
1. Ability to allocate to project number, program, or any other grouping with multiple accounts and percentages for allocations.

2. Enhance the GL account explode process in HCM by limiting the number of Fund-Org-Program-Account combinations to what is needed by employees
3. Automate adding new account code strings when a new project is added
4. Modify the timecard entry to include the program code
5. Modify the import of the eLog information from City of Eugene roster system see Attachment 8
6. Modify the program that updates pay sheets to include the program segment
7. Update the timecard setup information to include program
8. Any ideas that will limit the amount of time that an employee needs to enter their timecard

**ATTACHMENT 1.b**  
**Talent Acquisition Management / Candidate Gateway module**  
**Scope of Work**

The city's Information Technology and Human Resources departments seek assistance with implementation of the Talent Acquisition Management (TAM) / Candidate Gateway (CG) module. Currently, the City has PeopleSoft HCM 9.1 with PeopleTools 8.53 and PeopleSoft Financials 9.1 with PeopleTools 8.52 on SQL Server 2008 SP2. The City plans to upgrade PeopleSoft HCM 9.2 before December of 2017 and plans to upgrade PeopleSoft Financials the follow year (fall of 2018).

The City of Springfield, a small municipality with about 400 employees, is implementing the recruitment system to replace an outdated system that we are using. No data will be migrated from the old system to TAM/CG. The City needs to have the complete implementation by December 31, 2016.

For this project the City primarily seeks assistance in the implementation of TAM/CG. Systems and interfaces associated with this project are considered within scope of this project.

The City project team consists of talent including: employees who have implemented and used TAM/CG at another municipality; system administration of both PeopleSoft Financials and PeopleSoft HCM; PeopleTools; database administration with MS SQL 2008 and 2012; and reporting with MS SQL Server Reporting Server, SQR and Crystal.

Workstation connectivity is provided via remote desktop access provided by IT.

**I. PeopleSoft Services required for TAM/CG and related interfaces and systems:**

1. The TAM team will have questions during this implementation regarding some of the decisions we need to make to select what is best for our organization.
2. The team also has concerns about what some implementation topics mean so we can decide how to apply them and move forward.
3. The biggest area that we need help in is the Candidate Gateway implementation to allow applicants to go through the firewall to apply for a job.
4. We currently do not have any applications that enter into our network from the internet and we need to make sure our setup is secure. We know that we will need another server sitting outside of the firewall for applicant access. All remote access currently requires IT preauthorization.
5. One of the finishing tasks for the consultant will be to review the application after we have completed the test implementation to make recommendations or suggestions for better functionality.
6. The outcome of this project is to have the recruitment module (TAM/CG 9.1) implemented as close to vanilla as we can get to allow applicants to apply for jobs from our website through the firewall.

7. There will be some functionality that we have determined to do at a later time, for example interview scheduling and calendar integration, refer a friend, etc.
8. Change Management:
  - a. Work with City Staff to evaluate all changes before they are applied. Once applied, document all changes to application designer objects and any other facets of the environment for the City's customization documentation, according to Springfield documentation standards.
  - b. Encapsulate all changes in a PeopleSoft Project for easy maintenance.

## ATTACHMENT 2 Firm Qualifications

Item #	Requirements or Specifications	Resource Name	Qualified	Experience	Certification
			Yes or No	No. of Years	Date
<b>1.0</b>	<b>Consultants with PeopleSoft proficiency and experience</b>				
	<i>PeopleSoft HRMS 9.1 and 9.2</i>				
	<i>PeopleSoft TAM 9.1 and 9.2</i>				
	<i>PeopleSoft Candidate Gateway 9.1 and 9.2</i>				
	<i>PeopleSoft Financials 9.1 and 9.2</i>				
	<i>PeopleSoft PeopleCode</i>				
	<i>SQL Server 2008 R2 and 2012</i>				
	<i>Component Interface</i>				
	<i>Integration Broker</i>				
<b>2.0</b>	<b>Assist with and provide guidance for PeopleSoft TAM Implementation</b>				
	<i>Database Support</i>				
	<i>System Administration Support and Application Support</i>				
	<i>Review and Assistance with TAM Implementation</i>				
	<i>Implement Candidate Gateway (Web Functionality / Web Services Support, etc.)</i>				
	<i>Review and Assistance with Security Support for Candidate Gateway</i>				
	<i>Training (applications administration, knowledge transfer for custom components, custom training)</i>				
<b>3.0</b>	<b>Modifying the Timecard module to support the PeopleSoft General Ledger (GL) String Modification</b>				
	<i>Review and Assistance with Proposed Tree Design</i>				
	<i>Modification of Custom Time Card Application</i>				
	<i>Development and Modification of Reports (MS Reporting Services, Crystal, XMLP, SQR, etc.)</i>				
	<i>Review and Assistance with Proposed Interfaces and Integration (between PS Financials and PS HRMS)</i>				
	<i>Review and Assistance with Proposed Interfaces and Integration with Third Party Products</i>				
	<i>Training (applications administration, knowledge transfer for custom components, custom training)</i>				
<b>Summary of Talent</b>					
	<b>Job Title and Description</b>		<b>Hourly Rate</b>		
<b>Prior Experience</b>					
<b>Name of Customer</b>	<b>Description and \$ Value of Project</b>	<b>Ph. #</b>	<b>Ph. #</b>	<b>Contact Name</b>	<b>Contact Name</b>
RFP 1702 PeopleSoft Timecard and TAM/CG Projects					

**ATTACHMENT 3**

**Task and Fee Proposal Form**

**RFP 1702 PeopleSoft Time Card and Talent Acquisition Management**

**Project One - Modify or replace existing PeopleSoft timecard 'bolt-on' module**

Task #	Task	Task Description	Task Duration		Job Title	Task Hours	Task Cost Per Hour	Direct Expenses <sup>1</sup>	Total Task Cost
			Start (Month/Day)	Finish (Month/Day)					
1.0									
	1.1								
	1.2								
	...								
2.0									
	2.1								
	2.2								
	...								
3.0									
	3.1								
	3.2								
	...								
Notes 1. Describe what each specific expense is for.								<b>Not to Exceed Grand Total</b>	

**Project Two - Implement PeopleSoft Talent Acquisition (TAM) /Candidate Gateway (CG) Module**

Task #	Task	Task Description	Task Duration		Job Title	Task Hours	Task Cost Per Hour	Direct Expenses <sup>1</sup>	Total Task Cost
			Start (Month/Day)	Finish (Month/Day)					
1.0									
	1.1								
	1.2								
	...								
2.0									
	2.1								
	2.2								
	...								
3.0									
	3.1								
	3.2								
	...								
Notes 1. Describe what each specific expense is for.								<b>Not to Exceed Grand Total</b>	

**ATTACHMENT 4**

**SAMPLE CONTRACT**

**CITY OF SPRINGFIELD**

**INDEPENDENT CONTRACTOR AGREEMENT**

**(Type 4: For Personal Services Contracts Not Requiring Professional Liability Insurance)  
Contract # TBD**

Dated:

Parties: City of Springfield (“CITY”)  
A municipal corporation in the State of Oregon  
225 Fifth Street  
Springfield, Oregon 97477

and

(“Independent Contractor”)

**Additional Independent Contractor Information:**

- A. Type of Entity:  Sole Proprietorship  Partners  Limited Liability Company  Corporation
- B. Address:
- C. Telephone:
- D. Fax No:
- E. SSN or Fed. I.D. No:
- F. Professional License(s) No:
- G. Oregon Agency Issuing License:
- H. Foreign Contractor  Yes  No  
(Foreign means not domiciled in or registered to do business in Oregon) See Exhibit B (11).

**City Account Number(s) To Be Charged (Include Percentages):**

Account Number	Percentage

In consideration of the mutual covenants contained herein, the parties agree to the following terms, provisions and conditions:

1. **Payment by CITY.** CITY shall pay Independent Contractor according to the sum and schedule described in Attachment “1” attached hereto and incorporated herein by this reference and in an amount not to exceed \$\_\_\_\_\_.
2. **Services to be Performed by Independent Contractor.** Independent Contractor shall perform the services described in Attachment 1.
3. **Invoice.** Invoice to be sent to: Accounts Payable - City of Springfield, 225 5<sup>th</sup> Street, Springfield, OR 97477 or email to [ap@springfield-or.gov](mailto:ap@springfield-or.gov). Invoice will be paid on net 30 day terms upon City acceptance of goods delivered, work or services performed. The invoice must reference this contract #XXXX and approval code #231.
4. **Term.** This Agreement is effective as of the date first set forth above and shall continue until \_\_\_\_\_, unless earlier terminated in accordance with the provisions of this Agreement or by mutual consent of the parties.

## ATTACHMENT 4

### SAMPLE CONTRACT

5. **Sourcing.** Independent Contractor selected as a result of RFP 1702 PeopleSoft Professional Services issued September 16, 2016.
6. **Independent Contractor Status.** By its execution of this Agreement, Independent Contractor certifies its status as an "Independent Contractor" as that term is used under the laws of the State of Oregon, and that all performance of any labor or services required to be performed by Independent Contractor under the terms of this Agreement shall be performed in accordance with the standards set forth in ORS 670.600, and as more specifically set forth on Exhibit "A" attached hereto and incorporated herein by this reference.
7. **First Point of Contact.**  
**Independent Contractor:** [insert name, ph# and email address]  
**CITY:** [insert name, ph# and email address]
8. **Conformance with Oregon Public Contracts Law (ORS Chapter 279).** Independent Contractor shall comply with all applicable provisions of Oregon law for public contracts, including, but not limited to ORS 279B.110, ORS 279B.220, ORS 279B.225, ORS 279B.230 and ORS 279B.235 and as more fully set forth on Exhibits "A" , "B" "C", "D" and "E" attached hereto and incorporated herein by this reference.
9. **Work Performed.** The work to be performed by Independent Contractor includes services generally performed by Independent Contractor in his/her/its usual line of business.
10. **Tax duties and Liabilities.** Independent Contractor shall be responsible for all federal, state and local taxes, if any, applicable to any payments received pursuant to this Agreement, including but not limited to income tax, payroll tax, social security and self-employment tax. CITY shall not withhold, pay, or in any other manner be responsible for payment of any taxes on behalf of Independent Contractor.
11. **Reimbursement Of Expenses.** Independent Contractor shall not be entitled to reimbursement by CITY for any expenses incurred by Independent Contractor unless otherwise agreed in writing.
12. **Materials and Supplies.** Independent Contractor shall supply all materials and supplies needed to perform the services required unless otherwise agreed in writing.
13. **No Authority To Bind CITY.** Independent Contractor shall have no authority to enter into contracts on behalf of CITY, it's officers, agents and employees. This Agreement shall not create a partnership or joint venture of any sort between the parties.
14. **Federal Employment Status.** In the event payment made pursuant to this Agreement is to be charged against federal funds, Independent Contractor hereby certifies that it is not currently employed by the Federal Government and the amount charged does not exceed Independent Contractor's normal charge for the type of services provided.
15. **Indemnification and Hold Harmless.** The Contractor shall assume all responsibilities for the work, and bear all losses and damages directly or indirectly resulting to the Contractor, the City, or to others on account of the character or performance of the work, unforeseen difficulties, accidents, or any other cause whatsoever. The Contractor shall assume defense of, indemnify and save harmless the City, its officials, agents, and employees from all claims, liability, loss, damage and injury of every kind, nature and description, directly or indirectly resulting from activities in the performance of the Contract, the ownership, maintenance or use of motor vehicles in connection therewith, or the acts, omissions, operations, or conduct of the Contractor or any Subcontractor under the Contract or any way arising out of the Contract, irrespective of whether any act, omission or conduct of the City connected with the Contract is a condition or contributory cause of the claim, liability loss, damage or injury and irrespective of whether act, omission, or conduct of the Contractor or Subcontractor is merely a condition rather than a cause of a claim, liability, loss

## ATTACHMENT 4

### SAMPLE CONTRACT

damage or injury. The Contractor shall not be liable for nor be required to defend or indemnify, the City relative to claims for damage or damages resulting solely from acts or omissions of the City, its officials, agents or employees. The absence of or inadequacy of the liability insurance required in section 16 shall not negate Contractor's obligation in this paragraph.

#### 16. Insurance.

- 16.1 General Insurance.** The Independent Contractor shall maintain in force for the duration of this Agreement a Commercial General Liability insurance policy written on an occurrence basis with limits not less than \$2,000,000 per occurrence and \$3,000,000 in the aggregate for bodily injury or property damage. The policy will contain a "per project" aggregate endorsement. Automobile Liability (owned, non-owned and hired) insurance with limits not less than \$1,000,000 per occurrence shall be maintained. The City, its employees, officials and agents will be named as an Additional Insured where operations are being conducted related to this contract, on the General Liability policy as respects to work or services performed under this Agreement to the extent that the death or bodily injury to persons or damage to property arises out of the fault of the Independent Contractor or the fault of the Independent Contractor's agents, representatives or subcontractors. This insurance will be primary over any insurance the City may carry on its own. If the City requires Professional Liability coverage, the City's Risk Manager must approve the terms, conditions and limits. Independent Contractor understands that CITY is a public entity subject to the requirements of the Oregon Governmental Tort Claims Act, ORS 30.260 et seq. In the event that CITY'S financial obligations or liabilities are modified by any amendment to the liability limits imposed by the Oregon Governmental Tort Claims Act, Independent contractor agrees that the limits regarding liability insurance set forth in this Section 16 will be modified to conform to such limits. Independent contractor and CITY shall sign an amendment to this Agreement incorporating such modification.
- 16.2 Workers' Compensation.** Independent Contractor shall provide and maintain workers' compensation coverage with limits not less than \$500,000 for its employees, officers, agents, or partners, as required by applicable workers' compensation laws as defined in ORS 656.027 and ORS 701.035(5). If Independent Contractor is exempt from coverage, a written statement signed by Independent Contractor so stating the reason for exemption shall be provided to the City.
- 16.3 Cybersecurity.** Independent Contractor shall maintain in force during the duration of this agreement a cybersecurity policy with limits not less than \$2,000,000.
- 16.4 Evidence of Insurance Coverage.** Evidence of the required insurance coverages issued by an insurance company satisfactory to the City shall be provided to the City by way of a City approved certificate of insurance before any work or services commence.
- 16.5 Notice of Cancellation or Material Change in Coverage.** The certificate of insurance shall contain a requirement that the Insurance company notify the City 30 days prior to any cancellation or material change in coverage. If the approved insurance company will not provide this 30 day notice, the Independent Contractor shall provide written notice to the City contract manager within 2 calendar days after the Independent Contractor becomes aware that their coverage has been canceled or has been materially changed. The Contractor shall either fax 541-726-3782 said notice or email it directly to Bob Duey (rduey@springfield-or.gov), Finance Director at the City. Regardless of what circumstances caused Independent Contractors insurance coverage to cease or be modified, it is the Independent Contractor's responsibility to notify the City. Failure to maintain proper insurance or provide notice of cancellation or modification shall be grounds for immediate termination of this contract. \_\_\_\_\_(Contractor initials)
- 16.6 Equipment and Material.** The Independent Contractor shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in conjunction with the work.
- 16.7 Exception or Waivers.** Any exception or waiver of these requirements shall be subject to review and approval from the City's Risk Manager.
- 16.8 Subcontractors.** The Independent Contractor shall require all subcontractors to provide and maintain General Liability, Auto Liability, Professional Liability (as applicable), and Workers' Compensation insurance with coverages equivalent to those required of the

## ATTACHMENT 4

### SAMPLE CONTRACT

Independent Contractor in this contract. The Independent Contractor shall require certificates of insurance from all subcontractors.

17. **Termination.** The performance of work under this Agreement may be terminated by CITY, in whole or in part, whenever for any reason CITY shall determine that such termination is in the best interest of CITY. Any such termination shall be effected by delivery to the Independent Contractor of a Notice of Termination specifying the extent to which performance of the work under the Agreement is terminated and the date on which such termination is effective. Upon delivery to the Independent Contractor of a Notice of Termination under this paragraph, the Independent Contractor and CITY shall, by agreement, make an appropriate written modification to this Agreement governing completion of portions of the Independent Contractor's work and payment therefore by CITY.
18. **Rights in Data.** All original written material, including programs, card decks, tapes, listings, and other documentation originated and prepared for CITY pursuant to this Agreement, shall become exclusively the property of CITY. The ideas, concepts, know-how, or techniques developed during the course of this Agreement by Independent Contractor personnel can be used by either party in any way it may deem appropriate. Material already in Independent Contractor's possession, independently developed by Independent Contractor outside the scope of this Agreement, or rightfully obtained by Independent Contractor from third parties, shall belong Independent Contractor. This agreement shall not preclude Independent Contractor from developing materials which are competitive, irrespective of their similarity to materials which might be delivered to CITY pursuant to this Agreement. Independent Contractor shall not, however, use any written materials developed under this Agreement in developing materials for others, except as provided in this section.
19. **Confidentiality.** During the course of performance hereunder, Independent Contractor or its agent, employees, or contractors, may receive confidential information. Independent Contractor agrees to use its best efforts to maintain the confidentiality of such information and to inform each agent and employee performing services of the confidentiality obligation that pertains to such information.
20. **Assignment/Subcontract.** Independent Contractor shall not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this Agreement, in whole or in part, without the prior written approval of CITY. No such written approval shall relieve Independent Contractor of any obligations of this Agreement, and any transferee or subcontractor shall be considered the agent of Independent Contractor. Independent Contractor shall remain liable as between the original parties to this Agreement as if no such assignment had occurred.
21. **Successors in Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to this Agreement and their respective successors and assigns.
22. **Compliance with All Government Regulations.** Independent Contractor shall comply with all Federal, State and local laws, codes, regulations and ordinances applicable to the work performed under this Agreement. Failure to comply with such requirements shall constitute a breach of contract and shall be grounds for termination of this Agreement. Damages or costs resulting from noncompliance shall be the sole responsibility of Independent Contractor.
23. **Attorney Fees.** In the event a lawsuit of any kind is instituted on behalf of CITY to enforce any provision of this Agreement, Independent Contractor shall pay such additional sums as the Court may adjudge reasonable for attorney fees plus all costs and disbursements at trial and on any appeal.
24. **Force Majeure.** Neither party to this Agreement shall be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. CITY may terminate this Agreement upon written notice after determining such delay or default will unreasonably prevent successful performance of the Agreement.

**ATTACHMENT 4**  
**SAMPLE CONTRACT**

- 25. **Assistance Regarding Patent and Copyright Infringement.** In the event of any claim or suit against CITY on account of any alleged patent or copyright infringement arising out of the performance of this Agreement or out of the use of any material furnished or work or services performed hereunder, Independent Contractor shall defend CITY against any such suit or claim and hold CITY harmless from any and all expenses, court costs, and attorney's fees in connection with such claim or suit.
  
- 26. **Severability.** If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
  
- 27. **Access to Records.** CITY and its duly authorized representatives shall have access to books, documents, papers and records of Independent Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.
  
- 28. **Waiver.** Failure of CITY to enforce any provision of this Agreement shall not constitute a waiver or relinquishment by CITY of the right to such performance in the future nor of the right to enforce any other provision of this Agreement.
  
- 29. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, without prior written approval of CITY, No modification of this Agreement shall bind either party unless reduced to writing and subscribed by both parties, or ordered by a Court.
  
- 30. **Nondiscrimination.** Independent Contractor shall comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules and regulations.
  
- 31. **Dual Payment.** Independent Contractor shall not be compensated for work performed under this contract from any CITY agency other than the agency which is a party to this contract.
  
- 32. **Choice of Law, Forum, Construction of Agreement.** This Agreement shall be governed and construed in accordance with the laws of the State of Oregon, apart from choice of law provisions. The parties agree that the Circuit Court for the County of Lane, State of Oregon, or the Federal District Court of the State of Oregon (Eugene) is the sole and proper forum for resolving any disputes involving this Agreement, any breach of this Agreement, or relating to its subject matter. The Parties agree to submit themselves to the jurisdiction of such courts without challenge to the jurisdiction of these courts. This Agreement shall not be construed more favorably to CITY due to the preparation of this Agreement by CITY. The headings and subheadings in this Agreement are for convenience, do not form a part of this Agreement, and shall not be used in construing this Agreement.
  
- 33. **Entire Agreement.** This Agreement signed by both parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agents and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.

IN WITNESS WHEREOF the parties have executed this Agreement to be effective the date first set forth above.

**CITY OF SPRINGFIELD:**

**INDEPENDENT CONTRACTOR**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## **ATTACHMENT 4**

### **SAMPLE CONTRACT**

#### **EXHIBIT "A"**

### **INDEPENDENT CONTRACTOR STATUS**

Independent contractor states and represents that contractor is an independent contractor as that term is defined in Oregon Revised Statute 670.600 and more specifically represents, states and agrees that in providing the services and scope of work specified in this contract:

1. Independent contractor provides services for remuneration; and
2. Independent contractor is free from direction and control over the means and manner of providing the services and scope of work subject only to the right of City to specify the desired results; and
3. Independent contractor is customarily engaged in an independently established business; and
4. Independent contractor is licensed within the state of Oregon to provide any services for which a license is required under ORS Chapter 671 or 701 and is responsible for obtaining other licenses or certificates necessary to provide the service or scope of work; and
5. Independent contractor complies with at least five of the following requirements:
  - (a) A business location is maintained that is separate from the business or work location of City; or is in a portion of the independent contractor's residence and that portion is used primarily for the business.
  - (b) The independent contractor bears the risk of loss related to the provision of services or scope of work such as entering into a fixed price contract, defective work is required to be corrected, the services provided are warranted or indemnification agreements, liability insurance and performance bonds and errors and omissions insurance are provided.
  - (c) Contracted services for two or more different persons or entities within a twelve month period have been obtained, or routinely engaged in business advertising, solicitation, or other marketing efforts reasonably calculated to obtain new contracts to provide similar services.
  - (d) Significant investment in the business has been made such as purchasing tools or equipment, paying for premises or facilities where services are provided, paying for licenses, certificates or specialized training.
  - (e) Possesses authority to hire other persons to assist in providing their services and has the authority to fire those persons.
6. Independent contractor will immediately inform City in the event that it fails to conduct its services in one or more particulars as represented in 1 through 5 above.

**ATTACHMENT 4**  
**SAMPLE CONTRACT**

**EXHIBIT "B"**

**City of Springfield**  
**Public Contracts**  
**Conformance with Oregon Public Contractors Laws**

**Pursuant to Oregon law, every public contract shall contain the following conditions:**

- 1) Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract. ORS 279B.220(1)
- 2) Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract. ORS 279B.220(2).
- 3) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished. ORS 279B.220(3).
- 4) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167. ORS 279B.220(4).
- 5) If the agreement is for lawn and landscape maintenance, it shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective. ORS 279B.225.
- 6) Promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services. All employers shall comply with ORS 656.017. ORS 279B.230.
- 7) A person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases, except in cases of contracts for personal services designated under ORS 279A.055, the employee shall be paid at least time and a half pay:
  - a) For all overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days; or
  - b) For all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and
  - c) For all work performed on Saturday and on any legal holiday specified in ORS 279B.020.

An employer must give notice in writing to employees who work on a public contract, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work. ORS 279B.235(1)-(2).

- 8) If the agreement is for personal services, the contract shall contain a provision that the employee shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, except for individuals under personal services contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201-209 from receiving overtime. ORS 279B.235(3).
- 9) Contracts for services must contain a provision that requires that persons employed under contracts shall receive at least time and half pay for work performed on the legal holidays specified in a collective bargaining agreement or in ORS 279B.020(1)(b)(B)-(G) and for all time worked in excess of 10 hours in any one day or in excess of 40 hours in any one week, whichever is greater. Employer shall give notice in writing to employees who work on a contract for services, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number hours per day and days per week that the employees may be required to work. ORS 279B.235(5).

**If this agreement is for a public improvement, the contract shall contain the following conditions:**

- 10) Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract. ORS 279C.505(1)(a).
- 11) Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract. ORS 279C.505(1)(b).
- 12) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished. ORS 279C.505(1)(c).
- 13) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167. ORS 279C.505(1)(d).
- 14) The contractor shall demonstrate that an employee drug testing program is in place. ORS 279C.505(2).

**ATTACHMENT 4**  
**SAMPLE CONTRACT**

- 15) If the contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the contractor or subcontractor by any person in connection with the public improvement contract as the claim becomes due, the proper officer or officers representing the state or a county, school district, municipality, municipal corporation or subdivision thereof, as the case may be, may pay such claim to the person furnishing labor or services and charge the amount of the payment against the funds due or to become due the contract by reason of the contract. If the contractor or first-tier subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public improvement contract within 30 days after receipt of payment from the contracting agency or a contractor, the contractor or first-tier subcontractor shall owe the person the amount due plus interest charges commencing at the end of the 10-day period that payment is due under ORS 279C.580(4) and is subject to a good faith dispute as defined in ORS 279C.580. If the contractor or a subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public improvement contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580. ORS 279C.515.
- 16) The payment of a claim does not relieve the contractor or the contractor's surety from obligation with respect to any unpaid claims. ORS 279C.515(4).
- 17) A person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases, except in cases of contracts for personal services designated under ORS 279C.100, the employee shall be paid at least time and a half pay:
- a) For all overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days; or,
  - b) For all overtime in excess of 10 hours in anyone day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and,
  - c) For all work performed on Saturday and on any legal holiday specified in ORS 279B.020. ORS 279C.520(1).

An employer shall give notice in writing to employees who work on a public contract either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work. ORS 279B.520(2).

- 18) If the agreement is for personal services, the contract shall contain a provision that the employee shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, except for individuals under personal services contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201-209 from receiving overtime. ORS 279C.520(3).
- 19) Contracts for services must contain a provision that requires that persons employed under contracts shall receive at least time and half pay for work performed on the legal holidays specified in a collective bargaining agreement or in ORS 279C.540(1)(b)(B)-(G) and for all time worked in excess of 10 hours in any one day or in excess of 40 hours in any one week, whichever is greater. An employer shall give notice in writing to employees who work on a contract for services, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work. ORS 279C.520(5)

- 20) ENVIRONMENTAL MATTERS: In compliance with ORS 279C.525, the Contractor is made aware that the following federal, state, and local agencies have enacted ordinances or regulations relating to the prevention of environmental pollution or the preservation of natural resources which may affect performance of SUB contracts. This is not intended to be a complete listing of agencies. Other agencies may have enacted ordinances or regulations that may apply.  
If the Contractor is delayed or must undertake additional work by reason of existing ordinances, rules or regulations of agencies not cited in the Contract or due to enactment of new or the amendment of existing statutes, ordinances, rules or regulations relating to the prevention of natural resources occurring after the submission of the successful quote, the contracting agency may, at its discretion, terminate the Contract, complete the work itself; use non-agency forces already under contract with the City, require that the underlying property owner be responsible for cleanup, solicit quotes for a new contractor to provide the necessary services or issue the Contractor a change order setting forth the additional work that must be undertaken.

If the Contractor encounters a condition not referred to in the Invitation to Bid documents, not caused by the Contractor or any subcontractor employed on the project and not discoverable pre-bid visual site inspection, and the condition requires compliance with the ordinances, rules or regulations referred to under this regulation, the contractor shall immediately notify SUB of the condition.

**FEDERAL AGENCIES**

Department of Agriculture	Fish and Wildlife Services
Forest Service	Office of Surface Mining
Soil Conservation Service	Reclamation and Enforcement
Department of the Army Corps of Engineers	Bureau of Reclamation
Coast Guard	Department of Labor
Department of Health and Human Services	Occupational Safety and Health Administration
Department of the Interior	Mine Safety and Health Administration
Bureau of Indian Affairs	Department of Transportation
Bureau of Land Management	Federal Highway Administration
Bureau of Outdoor Recreation	Environmental Protection Agency
Department of Commerce	

**STATE AGENCIES**

Department of Agriculture	Department of Human Services
Department of Energy	Land Conservation and Development Commission
Department of Environmental Quality	Division of State Lands
Department of Fish and Wildlife	State Soil and Water Conservation Commission

## ATTACHMENT 4

### SAMPLE CONTRACT

Department of Forestry  
Department of Geology and Minerals

Water Resources Department  
Oregon Department of Transportation

#### LOCAL AGENCIES

Common Council, City of Springfield  
Environmental Services, City of Springfield  
Board of Commissioners, Lane County  
Lane Regional Air Protection Agency  
Willamalane Park & Recreation District  
Rainbow Water District

Planning Commission, City of Springfield  
Development Services Department, City of Springfield  
Planning Commission, Lane County  
Springfield Utility Board  
Springfield Downtown & Glenwood Urban Renewal Districts

- 21) Promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services. All employers shall comply with ORS 656.017. ORS 279C.530.
- 22) A contract for public works shall contain a provision stating the existing state prevailing rate and wage and, if applicable, the federal prevailing rate of wage required. Every contract and subcontract shall contain a provision that workers shall be paid not less than the specified minimum hourly rate of wage in accordance with ORS 279C.838. ORS 279C.830(1).

**If this agreement is for demolition, the contract shall also contain the following conditions:**

- 23) Contractor must salvage or recycle construction and demolition debris, if feasible and cost-effective. ORS 279C.510(1)

## ATTACHMENT 4

### SAMPLE CONTRACT

#### EXHIBIT "C" OREGON TAX LAWS COMPLIANCE AND CERTIFICATION

##### A. Independent Contractor's Compliance with Tax Laws.

1. Independent Contractor must, throughout the duration of this Contract and any extensions, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state. For the purposes of this Section, "tax laws" includes all the provisions described in Subsection B. 3. (i) through (iv) of this Contract.

2. Any violation of Subsection 1 of this Section A shall constitute a material breach of this Contract. Further, any violation of Independent Contractor's warranty, in Subsection B.3. of this Contract, that Independent Contractor has complied with the tax laws of this state and the applicable tax laws of any political subdivision of this state also shall constitute a material breach of this Contract. Any violation shall entitle City to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract, at law, or in equity, including but not limited to:

- a. Termination of this Contract, in whole or in part;
- b. Exercise of the right of setoff, and withholding of amounts otherwise due and owing to Independent Contractor, in an amount equal to State's setoff right, without penalty; and
- c. Initiation of an action or proceeding for damages, specific performance, declaratory or injunctive relief. City shall be entitled to recover any and all damages suffered as the result of Independent Contractor's breach of this Contract, including but not limited to direct, indirect, incidental and consequential damages, costs of cure, and costs incurred in securing [replacement Services/replacement Goods/ a replacement Independent Contractor].

These remedies are cumulative to the extent the remedies are not inconsistent, and City may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

##### B. Independent Contractor's Representations and Warranties.

Independent Contractor represents and warrants to City that:

1. Independent Contractor (to the best of Independent Contractor's knowledge, after due inquiry), for a period of no fewer than six calendar years preceding the [date of Closing of {bids/proposals}for/effective date of] this Contract, faithfully has complied with:

- (i) All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
- (ii) Any tax provisions imposed by a political subdivision of this state that applied to Independent Contractor, to Independent Contractor's property, operations, receipts, or income, or to Independent Contractor's performance of or compensation for any work performed by Independent Contractor;
- (iii) Any tax provisions imposed by a political subdivision of this state that applied to Independent Contractor, or to goods, services, or property, whether tangible or intangible, provided by Independent Contractor; and
- (iv) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

Any [Goods/Items/Equipment/Components/Hardware/Software/Intellectual Property Rights, etc.] [delivered to/granted to] City under this Contract, and Independent Contractor's Services rendered in the performance of Independent Contractor's obligations under this Contract, shall be provided to City free and clear of any and all restrictions on or conditions of use, transfer, modification, or assignment, and shall be free and clear of any and all liens, claims, mortgages, security interests, liabilities, charges, and encumbrances of any kind.

## ATTACHMENT 4

### SAMPLE CONTRACT

## EXHIBIT “D”

### Protected Information

1. **“Protected Information”** shall be defined as *data or information* that has been designated as private or confidential by law or by the City. *Protected Information* includes, but is not limited to, employment records, medical records, personal financial records (or other personally identifiable information), trade secrets, and classified government information. To the extent there is any uncertainty as to whether any *data* constitutes *Protected Information*, the *data* in question shall be treated as *Protected Information* until a determination is made by the City or proper legal authority.
2. **Data Confidentiality.** Independent Contractor shall implement appropriate measures designed to ensure the confidentiality and security of *Protected Information*, protect against any anticipated hazards or threats to the integrity or security of such information, protect against unauthorized access or disclosure of information, and prevent any other action of unauthorized disclosure that could result in substantial harm to the City or an individual identified with the data or information in Independent Contractor’s custody or access.

To the extent that Independent Contractor may have access to City protected health information (as the same is defined in the privacy regulations promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended, and the implementing regulations known and referred to as Privacy Rule, Security Rule, Enforcement Rule and Breach Notification Rule, referred to herein collectively as “HIPAA”), Independent Contractor agrees to protect such information in compliance with HIPAA and represents that it has the processes, systems and training to assure compliance with the same.

3. **Data and Network Security.** Independent Contractor agrees at all times to maintain commercially reasonable network security that, at a minimum, includes: network firewall provisioning, intrusion detection/prevention and periodic third party penetration testing. Likewise Independent Contractor agrees to maintain network security that at a minimum conforms to current standards set forth and maintained by the National Institute of Standards and Technology, including those at: <http://checklists.nist.gov/repository>. Independent Contractor agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are patched and up to date with all appropriate security updates as designated by a relevant authority.
4. **Security Breach.** In the unlikely event of a security breach or issue, Independent Contractor will notify the appropriate City contact no later than one hour after they are aware of the breach. Independent Contractor will be responsible for all remedial action necessary to correct the breach; provided however, that Independent Contractor will not undertake litigation on behalf of the City without prior written consent.
5. **Data Storage and Backup.** Independent Contractor agrees that any and all City data will be stored, processed, and maintained solely on designated servers and that no City data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the Independent Contractor's designated backup and recovery processes. All servers, storage, backups, and network paths utilized in the delivery of the service shall be contained within the states, districts, and territories of the United States unless specifically agreed to in writing by an City officer with designated data, security, or signature authority. An appropriate officer with the necessary authority can be identified by the City Information Security Officer for any general or specific case.  
  
Independent Contractor agrees to store all City backup data stored as part of its backup and recovery processes in encrypted form, using no less than AES 256.
6. **Data Re-Use.** Independent Contractor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Agreement. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of Independent Contractor. Independent Contractor further agrees that no City data of any kind shall be revealed, transmitted, exchanged or otherwise passed to

## ATTACHMENT 4

### SAMPLE CONTRACT

other Independent Contractor or interested parties except on a case-by-case basis as specifically agreed to in writing by a City officer with designated data, security, or signature authority.

7. **End of Agreement Data Handling.** Independent Contractor agrees that upon termination of this Agreement it shall erase, destroy, and render unreadable all City data in its entirety in a manner that prevents its physical reconstruction through the use of commonly available file restoration utilities, and certify in writing that these actions have been completed within 30 days of the termination of this Agreement or within 7 days of the request of an agent of City whichever shall come first.
8. **Mandatory Disclosure of Protected Information.** If Independent Contractor becomes compelled by law or regulation (including securities' laws) to disclose any Protected Information, Independent Contractor will provide City with prompt written notice so that City may seek an appropriate protective order or other remedy. If a remedy acceptable to City is not obtained by the date that Independent Contractor must comply with the request, Independent Contractor will furnish only that portion of the Protected Information that it is legally required to furnish, and the Independent Contractor shall require any recipient of the Protected Information to exercise commercially reasonable efforts to keep the Protected Information confidential.
9. **Remedies for Disclosure of Confidential Information.** Independent Contractor and City acknowledge that unauthorized disclosure or use of the Protected Information may irreparably damage City in such a way that adequate compensation could not be obtained from damages in an action at law. Accordingly, the actual or threatened unauthorized disclosure or use of any Protected Information shall give City the right to seek injunctive relief restraining such unauthorized disclosure or use, in addition to any other remedy otherwise available (including reasonable attorneys' fees). Independent Contractor hereby waives the posting of a bond with respect to any action for injunctive relief. Independent Contractor further grants City the right, but not the obligation, to enforce these provisions in Independent Contractor's name against any of Independent Contractor's employees, officers, board members, owners, representatives, agents, contractors, and subcontractors violating the above provisions.
10. **Non-Disclosure.** Independent Contractor is permitted to disclose Confidential Information to its employees, authorized subcontractors, agents, consultants and auditors on a need to know basis only, provided that all such subcontractors, agents, consultants and auditors have written confidentiality obligations to both Independent Contractor and City.
11. **Criminal Background Check.** City shall perform criminal background checks on all talent assigned to this project before a person is allowed to work on any of the City's Criminal Justice Information System (CJIS) protected data, software systems or facilities.
12. **Survival.** The confidentiality obligations shall survive termination of any agreement with Independent Contractor for a period of ten (10) years or for so long as the information remains confidential, whichever is longer and will inure to the benefit of City.

## ATTACHMENT 4

### SAMPLE CONTRACT

#### EXHIBIT "E"

### City of Springfield Business Associate Agreement Between - City of Springfield and INDEPENDENT CONTRACTOR

This Business Associate Agreement ("Agreement") between City of Springfield (Springfield) and INDEPENDENT CONTRACTOR is executed to ensure that INDEPENDENT CONTRACTOR will appropriately safeguard protected health information ("PHI") that is created, received, maintained, or transmitted on behalf of Springfield in compliance with the applicable provisions of Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, *et seq.*, as amended ("HIPAA"), and with Public Law 111-5 of February 17, 2009, known as the American Recovery and Reinvestment Act of 2009, Title XII, Subtitle D – Privacy, Sections 13400, *et seq.*, the Health Information Technology and Clinical Health Act, as amended (the "HITECH Act").

#### A. General Provisions

1. **Meaning of Terms.** The terms used in this Agreement shall have the same meaning as those terms defined in HIPAA.
2. **Regulatory References.** Any reference in this Agreement to a regulatory section means the section currently in effect or as amended.
3. **Interpretation.** Any ambiguity in this Agreement shall be interpreted to permit compliance with HIPAA.

#### B. Obligations of Business Associate

INDEPENDENT CONTRACTOR agrees that it will:

1. Not use or further disclose PHI other than as permitted or required by this Agreement or as required by law;
2. Use appropriate safeguards and comply, where applicable, with Subpart C of 45 CFR Part 164 to prevent use or disclosure of PHI other than as provided for by this Agreement;
3. Report to Springfield any use or disclosure of PHI not provided for by this Agreement of which it becomes aware, including any security incident (as defined in 45 CFR 164.304) and any breaches of unsecured PHI as required by 45 CFR §164.410. Breaches of unsecured PHI shall be reported to Springfield without unreasonable delay but in no case later than 60 days after discovery of the breach;
4. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), ensure that any subcontractors that create, receive, maintain, or transmit PHI on behalf of INDEPENDENT CONTRACTOR agree to the same restrictions, conditions, and requirements that apply to INDEPENDENT CONTRACTOR with respect to such information;
5. Make available PHI in a designated record set to Springfield as necessary to satisfy Springfield's obligation under 45 CFR 164.524 in no more than 30 days of a request;
6. Make any amendment(s) to PHI in a designated record set as directed by Springfield, or take other measures necessary to satisfy Springfield's obligations under 45 CFR §164.526 in no more than 30 days of a request;
7. Maintain and make available information required to provide an accounting of disclosures to Springfield or an individual who has a right to an accounting within 60 days and as necessary to satisfy Springfield's obligations under 45 CFR §164.528;

## **ATTACHMENT 4**

### **SAMPLE CONTRACT**

8. To the extent that INDEPENDENT CONTRACTOR is to carry out any of Springfield's obligations under Subpart E of 45 CFR Part 164, INDEPENDENT CONTRACTOR shall comply with the requirements of Subpart E of 45 CFR Part 164 that apply to Springfield when it carries out that obligation;
9. Make its internal practices, books, and records available to the Secretary of the Department of Health and Human Services for purposes of determining compliance with the HIPAA rules;
10. Springfield shall notify INDEPENDENT CONTRACTOR of any restriction on the use or disclosure of PHI that Springfield has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect INDEPENDENT CONTRACTOR's use or disclosure of PHI; and
11. If Springfield is subject to the Red Flags Rule (found at 16 CFR §681.1 *et seq.*), INDEPENDENT CONTRACTOR agrees to assist Springfield in complying with its Red Flags Rule obligations by: (a) implementing policies and procedures to detect relevant Red Flags (as defined under 16 C.F.R. §681.2); (b) taking all steps necessary to comply with the policies and procedures of Springfield's Identity Theft Prevention Program; (c) ensuring that any agent or third party who performs services on its behalf in connection with covered accounts of Springfield agrees to implement reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft; and (d) alerting Springfield of any red flag incident (as defined by the Red Flag Rules) of which it becomes aware, the steps it has taken to mitigate any potential harm that may have occurred, and provide a report to Springfield of any threat of identity theft as a result of the incident.
12. If INDEPENDENT CONTRACTOR is part of a larger organization, INDEPENDENT CONTRACTOR will implement policies and procedures to protect PHI from unauthorized access by the larger organization.

#### **C. Permitted Uses and Disclosures by Business Associate**

The specific uses and disclosures of PHI that may be made by INDEPENDENT CONTRACTOR on behalf of Springfield are limited to:

1. The review of patient care information in the course of INDEPENDENT CONTRACTOR conducting risk and compliance assessment activities, or providing Springfield with a Control Activity Gap Analysis, or the review of PHI and other information necessary to assist Springfield in developing its HIPAA compliance program; and
2. Other uses or disclosures of PHI as permitted by the HIPAA rules as necessary to perform the services set forth in the Service Agreement.
3. Uses or disclosures of protected health information as required by law

#### **D. Termination**

1. Springfield may terminate this Agreement if Springfield determines that INDEPENDENT CONTRACTOR has violated a material term of the Agreement.
2. If either party knows of a pattern of activity or practice of the other party that constitutes a material breach or violation of the other party's obligations under this Agreement, that party shall take reasonable steps to cure the breach or end the violation, as applicable, and, if such steps are unsuccessful, terminate the Agreement, if feasible.
3. Upon termination of this Agreement for any reason, INDEPENDENT CONTRACTOR shall return to Springfield or destroy all PHI received from Springfield, or created, maintained, or received by INDEPENDENT CONTRACTOR on behalf of Springfield that INDEPENDENT CONTRACTOR still maintains in any form. INDEPENDENT CONTRACTOR shall retain no copies of the PHI. If return or destruction is infeasible, the protections of this Agreement will extend to such PHI.

## ATTACHMENT 5

### Authorization to Legally Bind Proposer

**The person executing this Proposal and the instruments referred to herein on behalf of the Proposer has the legal power, right, and actual authority to submit this Proposal, and to bind the Proposer to the terms and conditions of this Proposal.**

\_\_\_\_\_  
**(Signature of person authorized to bind Proposer)**

\_\_\_\_\_  
**Dated**

\_\_\_\_\_  
**Print Name of Person signing as authorized to bind Proposer**

\_\_\_\_\_  
**Title of Person signing as authorized to bind Proposer**

\_\_\_\_\_  
**Firm Name**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Fax**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**email address**

# Minority, Women, and Emerging Small Business/Disadvantaged Business Enterprise



MWESB/DBE Voluntary Self-Declaration for City Procurement # \_\_\_\_\_ or Project No. P \_\_\_\_\_

The City of Springfield is seeking information on the various business entities that submit bids and proposals for working with the Department. We request that you provide the following information to assist us with evaluating our efforts at reaching the underrepresented sectors of the business and construction communities. The Department does not intend to use this data as criteria for selecting the successful bidders or proposers for city-funded procurements. For procurements with state or federal DBE requirements, the Department will use the forms and criteria established by the state or federal agency for selecting the successful bidders or proposers.

Please include this form with your bid/proposal submittal to the City.

Prime Bidder/Proposer: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

CCB#/PE#/Other Registration: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Please check each box indicating the business certification type that your firm has with the State of Oregon or the federal government, if any:

- Oregon Minority-owned Business
- Oregon Woman-owned Business
- Oregon Emerging Small Business
- Federal Disadvantaged Business Enterprise (DBE)

First Tier Sub-contractors:

For each First Tier Subcontractor, provide the same information, using additional sheets as necessary:

## ATTACHMENT 7

Due to the size of the reference documents "7a. PeopleSoft Timecard System Document" and "7b. PeopleSoft Timecard User Document" they have been posted to the city website as separate documents.

Navigate to: <http://www.springfield-or.gov/RFPPAGE.HTM>

RFP 1702 ATTACHMENT 7a. PeopleSoft Timecard System Document

RFP 1702 ATTACHMENT 7b. PeopleSoft Timecard User Document

## ATTACHMENT 8

### eLog Documentation

eLog is an custom application developed in house by the Eugene Information Services Division for the combined (Eugene/Springfield) Fire Department that tracks department schedules and interfaces with Springfield's PeopleSoft time card entry system. It tracks where they worked, how many hours, what earning codes (their assignment). The eLog system does not track all of the Fire Department, just the ones that work outside the 40 hour schedule.

There is a new feature in ELOG. Here is what it does:

1. Find any new Springfield Fire Employees in Springfield's HR database and insert them into Fire's table of Springfield employees. [Emp\_Id\_Name\_Spr2]
2. The only missing piece of data is the User Id which must be entered via ELOG.
3. Modify the existing records in the table to update any changes from Springfield to Employee Name, Employment Status, Hire Date, Job Title, or Email Address.
4. There is no function to delete records from the table since this can cause major problems with the integrity of existing data.
5. Records for non-Fire employees entered into the ELOG table by manual data entry will not be affected by the above functions.
6. The above process will run automatically daily in the evening. [procDailyProcessing]

### Needed HR Data from Springfield

#### Accruals

- |                          |               |                      |
|--------------------------|---------------|----------------------|
| 1. Last pay process date | datetime      |                      |
| 2. Vacation balance      | decimal(7,2)  |                      |
| 3. Shift holiday balance | decimal(7,2)  |                      |
| 4. Comp time balance     | decimal(7,2)  |                      |
| 5. Sick balance          | decimal(7,2)  |                      |
| 6. Vacation accrued      | decimal(10,6) | [in last pay period] |
| 7. Shift holiday accrued | decimal(10,6) | [in last pay period] |

#### Employee data

- |                             |             |   |
|-----------------------------|-------------|---|
| 1. Employee id              | int         |   |
| 2. Employee name            | char(30)    |   |
| 3. Employment status        | char(1)     | [A=active, T=terminated]                        |
| 4. Job title                | char(25)    | [official HR title, may be different from rank] |
| 5. Job class                | char(6)     |   |
| 6. Seniority date/hire date | datetime    |   |
| 7. Work email address       | varchar(50) |   |
| 8. Date of birth            | datetime    |   |
| 9. Home dept code           | char(4)     |   |

#### Translate tables

Show differences only

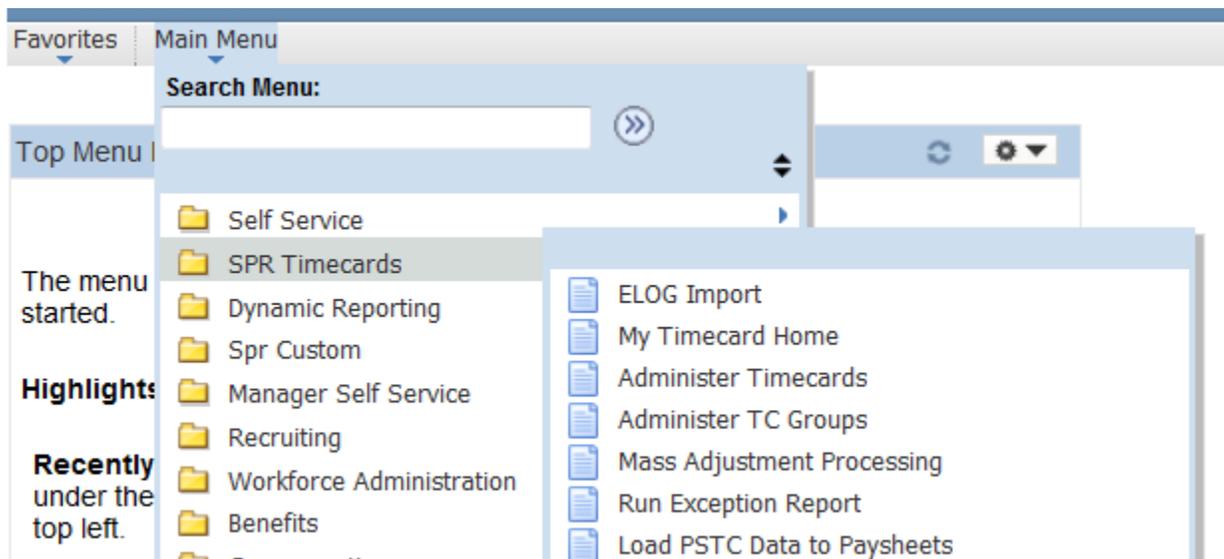
1. Eugene earn code to Springfield earn code
2. Eugene fund code to Springfield fund code
3. Eugene dept code to Springfield dept code
4. Eugene project code to Springfield project code
5. Eugene grant code to Springfield grant code

## Technical Details

1. Select all Springfield fire employees.
2. Refresh data at minimum once per pay period.
3. Store data in a table that can be accessed with datareader permission.
4. Set up a cross-server link in the same manner as currently in place for accessing SPIFS040 from servers CESQL031 and CESQL040. Allow the same login credentials as for SPIFS040.FDScheduler\_be.

After the hours are collected and scheduled and performed, there is an export that exports the records for import to the Springfield Timecard system so the Fire Department can get paid.

1. Schedule hours and work
2. Performs hours
3. Adjusts hours if they trade, sick, etc
4. Export hours to import to Springfield
5. Import hours to Springfield Timecards
6. Verify the data is correct and make any adjustments
7. Pay them along with everyone else



Component – SPR\_ELOG\_IMPORT

Page – SPR\_ELOG\_IMPORT – Import Processing

[Favorites](#) | [Main Menu](#) > [SPR Timecards](#) > [ELOG Import](#)
New Window ? Help

[Import Processing](#) | [Messages](#) | [Accruals](#)

Pay Period End: 07/09/2016      Total Rows for Import: 776.00      [Validate Records](#)      776 rows found in import with invalid dates for pay-period  
 Total Employees: 70.00      [Load to Timecards](#)  
 Errors     Warnings     All Others      Total Hours: 13,447.30

Name (LNU)	Employee ID	Date of Pay	Lazr Code	Hours Earned	Start Time	End Time	AC Description	EML Rating	Assignment	Exmt Code	Department	Project	Activity Cd	Comment
Doe, John E	1241	06/13/2016	REG	24.000000	800	800 E	P	E16E						
Doe, John E	1241	06/14/2016	CME	0.300000	800	815 E	P	E16E	100	35200	82231			Relief from 4
Doe, John E	1241	06/16/2016	REG	24.000000	800	800 E	P	E16E						
Doe, John E	1241	06/19/2016	VAC	24.000000	800	800 E	P	VAC						
Doe, John E	1241	06/23/2016	REG	24.000000	800	800 E	P	E16E						
Doe, John E	1241	06/25/2016	CTT	24.000000	800	800 E	P	CTT						
Kirk, James T	2303	06/13/2016	CMM	0.500000	800	830 F	P	M11B	615	35400	82231			Hold over for relief
Kirk, James T	2303	06/12/2016	MRP	0.500000	800	830 F	P	M11B						
Kirk, James T	2303	06/14/2016	REG	24.000000	800	800 F	P	E11F						
Kirk, James T	2303	06/15/2016	OTM	24.000000	800	800 F	P	M11A	615	35400	82222			
Kirk, James T	2303	06/15/2016	MRP	24.000000	800	800 F	P	M11A						
Kirk, James T	2303	06/16/2016	CMM	0.400000	800	820 F	P	M11B	615	35400	82231			hold over for relief
Kirk, James T	2303	06/16/2016	MRP	0.400000	800	820 F	P	M11B						
Kirk, James T	2303	06/17/2016	REG	24.000000	800	800 F	P	M11A						
Kirk, James T	2303	06/17/2016	MRP	24.000000	800	800 F	P	M11A						
Kirk, James T	2303	06/29/2016	REG	24.000000	800	800 F	P	E11F						
Kirk, James T	2303	06/29/2016	FMR	4.900000	730	800 F	P	TRVL				82233		
Kirk, James T	2303	06/21/2016	MRP	24.000000	800	800 F	P	M1A						Hired by Telephony
Kirk, James T	2303	06/21/2016	CMM	12.000000	2000	800 F	P	M1A	615	35400	82243			Hired by Telephony
Kirk, James T	2303	06/21/2016	OTM	12.000000	800	2000 F	P	M1A	615	35400	82243			Hired by Telephony
Kirk, James T	2303	06/23/2016	CTT	24.000000	800	800 F	P	CTT						
Kirk, James T	2303	06/25/2016	FMR	4.900000	730	730 F	P	TRVL				82233		
Kirk, James T	2303	06/25/2016	CTR	0.500000	730	730 F	P	TRVL				82233		
Obama, Barack H	1591	06/14/2016	VAC	24.000000	800	800 F	P	VAC						

Page – SPR\_ELOG\_IMPORT\_MSGS – Messages

[Favorites](#) | [Main Menu](#) > [SPR Timecards](#) > [ELOG Import](#)

[Import Processing](#) | [Messages](#) | [Accruals](#)

**Validation Messages**      [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#)      First 1 of 1 Last

Name	Error Code	Error/Warning Message

Page – SPR\_ELOG\_ACRL – Accruals

Check Accruals

Accrual Information		Personalize   Find   View 100   First 1-100 of 352   Last						
EmplID	Rcd	Name (LN, FN)	Plan Type	Benefit Plan	Bea Bal	Earned	Spent	Ending Balance
1158	0	Doe, John E	Sick	SICK53	2,255.924			0.000
1158	0	Doe, John E	Vacation	VAC53	762.100			0.000
1158	0	Doe, John E	Personal	PTO53	24.000			0.000
1158	0	Doe, John E	Comp Time	CMPPFR	93.750			0.000
1158	0	Doe, John E	Fire Vac	FIRACD	123.000			0.000
1158	0	Doe, John E	Fir P Sick	SPERS	2,158.143			0.000
1159	0	Kirk, James T	Sick	SICK53	738.694			0.000
1159	0	Kirk, James T	Vacation	VAC53	542.566			0.000
1159	0	Kirk, James T	Personal	PTO53	12.000			0.000
1159	0	Kirk, James T	Comp Time	CMPPFR	20.600			0.000
1159	0	Kirk, James T	Fire Vac	FIRACD	147.000			0.000
1159	0	Kirk, James T	Fir P Sick	SPERS	639.493			0.000
1176	0	Obama, Barack H	Sick	SICK53	148.044			0.000
1176	0	Obama, Barack H	Vacation	VAC53	744.710			0.000
1176	0	Obama, Barack H	Personal	PTO53	36.000			0.000
1176	0	Obama, Barack H	Comp Time	CMPPFR	0.750			0.000
1176	0	Obama, Barack H	Fire Vac	FIRACD	151.000			0.000
1176	0	Obama, Barack H	Fir P Sick	SPERS	62.781			0.000

PS\_SPR\_ELOG\_IMPORT Record

Record Fields		Record Type				
Num	Field Name	Type	Len	Format	Short Name	Long Name
1	SEQNO	Nbr	5	Raw B	Sequence	Sequence Number
2	DESCR15	Char	15	Mixed	Descr	Short Description
3	EMPLID	Char	11	Upper	ID	Empl ID
4	PAY_DT	Date	10		Date of Pay	Date of Pay
5	NAME_PSFORMAT	Char	50	Name	LN, FN	Name (LN, FN)
6	SPR_RANK	Char	50	Mixed	AIC Desc	AIC Description
7	SPR_EMT_RATING	Char	1	Upper	EMT Rating	EMT Rating
8	SPR_ASSIGNMENT	Char	4	Upper	Assign	Assignment
9	STARTTIME	Nbr	4		Start Time	Start Time
10	ENDTIME	Nbr	4		End Time	End Time
11	HOURS_EARNED	Sign	4.6		Hrs Earned	Hours Earned
12	FUND_CODE	Char	5	Upper	Fund	Fund Code
13	DEPTID	Char	10	Upper	Dept ID	Department
14	PROJECT_ID	Char	15	Upper	Project	Project/Grant
15	GL_PAY_TYPE	Char	6	Upper	GL Pay Type	General Ledger Pay Ty
16	ERNCD	Char	3	Upper	Earn Code	Earnings Code
17	COMMENTS	Long	0		Comment	Comment
18	SPR_AIC	Char	5	Upper	AIC	AIC
19	AMOUNT	Sign	15.3		Amount	Amount
20	STATUS	Char	1	Upper	Status	Status
21	LOCATION	Char	10	Upper	Location	Location Code

PS\_LCTC\_DERVID1

PS\_LCTC\_DRVD\_ADM1

PS\_SPR\_ELOG\_RCTL

PS\_SPR\_ELOG\_IMPMSG

Record Fields		Record Type							
Num	Field Name	Type	Req	Edit	Prompt Table	Set Control Field	Rs Dt	Event	
1	SEQNO	Nbr	No				No	No	
2	ERRORCODE	Char	No				No	No	
3	INFO1	Long	No				No	No	
4	ERROR_WARN	Char	No	Xlat			No	No	

PS\_LCTC\_ACRLEMP\_VW

Record Fields		Record Type							
Num	Field Name	Type	Len	Format	Short Name	Long Name			
1	EMPLID	Char	11	Upper	ID	Empl ID			
2	EMPL_RCD	Nbr	3		Empl Record	Empl Record			
3	BENEFIT_RCD_NBR	Nbr	3		Ben Record	Benefit Record Number			
4	PLAN_TYPE	Char	2	Upper	Plan Typ	Plan Type			
5	BENEFIT_PLAN	Char	6	Upper	Plan	Benefit Plan			
6	MAXIMUM_LEAVE_BAL	Nbr	5.3		Max Lv Bal	Max Leave Balance			

PS\_SPR\_TC\_IMPORT

Record Fields		Record Type							
Num	Field Name	Type	Len	Format	Short Name	Long Name			
1	PROCESS_INSTANCE	Nbr	10		Instance	Process Instance			
2	EMPLID	Char	11	Upper	ID	Empl ID			
3	PAY_DT	Date	10		Date of Pay	Date of Pay			
4	LC_LABORCODE	Char	20	Upper	Acct Cd	Account Code			
5	GL_PAY_TYPE	Char	6	Upper	GL Pay Type	General Ledger Pay Ty			
6	SPR_WORK_CD	Char	50	Upper	Work Cd	Work Code			
7	ERNCD	Char	3	Upper	Earn Code	Earnings Code			
8	LC_RATEADJ_ID	Char	15	Upper	Rate Adj ID	Rate Adjustment ID			
9	LC_EMPL_COMMENTS	Char	254	Mixed	Emp Comment	Employee Comment			
10	SPR_ASSIGNMENT	Char	4	Upper	Assign	Assignment			
11	LOCATION	Char	10	Upper	Location	Location Code			
12	LC_HOURS_TC	Sign	3.2		Hrs	Hours			
13	ACCT_CD	Char	25	Upper	Combo Code	Combination Code			
14	LC_TMCD_GROUP	Char	10	Upper	TC Group	Timecard Group			
15	PAY_END_DT	Date	10		Pay Period End	Pay Period End Date			
16	RUN_ID	Char	10	Upper	Pay Run ID	Pay Run ID			
17	WEEK_BEGIN_DT	Date	10		Begin Date	Week Begin Date			
18	LC_WEEKNO	Char	1	Upper	Week No	Week No			
19	LC_TMCD_USERID	Char	11	Upper	Tmcd UserID	Timecard UserID			
20	LC_TMCD_USER_RCD	Nbr	3		Record #	Timecard User Record			
21	PROCESSED_FLAG	Char	1	Upper	Process Flag	Process Flag			
22	PROCESS_DTTM	DtTm	26	Scnds	Prcss Dttm	Process Date/Time			
23	INFO1	Long	0		info1	info1			

PS\_LCTC\_DRVD\_ACRL2

Record Fields		Record Type				
Num	Field Name	Type	Len	Format	Short Name	Long Name
1	HOURS_EARNED	Sign	4.6		Hrs Earned	Hours Earned
2	LC_HRS_BAL	Sign	4.3		Beg Bal	Beginning Balance
3	LC_HRS_ADJ	Sign	4.3		Adjust	Hours Adjustments
4	LC_HRS_USED	Sign	4.3		Spent	Hours Spent
5	LC_HRS_FUTURE_EARN	Sign	4.3		Future Earn	Future Hrs Earned
6	LC_HRS_FUTURE_USE	Sign	4.3		Future Spent	Future Hrs Used
7	LC_HRS_END_BAL	Sign	4.3		End Bal	Ending Balance
8	LC_HRS_FTR_END_BAL	Sign	4.3		Future End Bal	Future Ending Balance
9	LC_HOUR_RATE	Sign	4.6		Hrs Earned	Hours Earned
10	ALLOW_IND	Char	1	Upper	Allow	Allow

PS\_SPRE\_EMP\_DATA – eLog Roster is using this view as a fire employee list source

Record Fields		Record Type				
Num	Field Name	Type	Len	Format	Short Name	Long Name
1	EMPLID	Char	11	Upper	ID	Empl ID
2	NAME	Char	50	Name	Name	Name
3	EMPL_STATUS	Char	1	Upper	Pay Status	Payroll Status
4	DESCR	Char	30	Mixed	Descr	Description
5	JOBCODE	Char	6	Upper	Job Code	Job Code
6	HIRE_DT	Date	10		Start Date	First Start Date
7	EMAILID	Char	70	Mixed	Email ID	Email ID
8	DEPTID	Char	10	Upper	Dept ID	Department

PS\_SPRE\_LEAVE\_ACCR

ELog talks directly to your database so if there is a new schema in place for the updates we would need the address to the new server. We would also need to ensure that the service account used ( CEFLS\_Connect ), connects to the following resources on SPIFS101.HR9PRO :

--Table:

dbo.PS\_SPR\_ELOG\_IMPORT

NAME_P3FORMAT	SPR_RANK	SPR_EMPL_RATING	SPR_ASSIGNMENT	STARTTIME	ENDTIME	HOURS_EARNED	FUND_CODE	DEPTID	PROJECT_ID	GL_PAY_TYPE	EPINCD	SPR_AC	AMOUNT	STATUS	LOCATION	COMMENTS
69 X Last, First M	F	P	M11A	2000	800	12.000000					REG	0.000	V		NULL	
70 X Last, First M	F	P	TRVL	730	800	11.400000			82233		FMR	0.000	V		NULL	
71 X Last, First M	F	P	TRVL	730	800	0.500000			82233		CTR	0.000	V		NULL	
72 X Last, First M	F	P	TRVL	730	800	3.300000			82233		FMR	0.000	V		NULL	
73 X Last, First M	F	P	E14F	800	800	24.000000					REG	0.000	V		NULL	
74 X Last, First M	C2	P	TRVL	730	800	5.100000			82233		FMR	0.000	V		NULL	
75 X Last, First M	F	P	E11F	800	800	24.000000					REG	0.000	V		NULL	
76 X Last, First M	F	P	RQ2B	800	800	24.000000			82100		FTS	0.000	V		NULL	
77 X Last, First M	F	P	TRVL	1800	2000	6.100000			82233		FMR	0.000	V		NULL	
78 X Last, First M	C2	P	TRVL	730	800	0.500000			82233		CTR	0.000	V		NULL	
79 X Last, First M	C2	P	TRVL	1600	1630	5.300000			82233		FMR	0.000	V		NULL	
80 X Last, First M	F	P	OTS	900	1200	3.000000			87342		OVT	0.000	V		FTEP meeting	
81 X Last, First M	F	P	RQA	800	800	24.000000			82216		FTS	0.000	V		NULL	
82 X Last, First M	F	P	RBA	2200	2230	0.500000	615	35400	82232		CMR	0.000	V		NULL	
83 X Last, First M	F	P	M11A	800	845	0.800000	615	35400	82231		CMR	0.000	V		Late Run	
84 X Last, First M	F	P	R4B	800	900	1.000000	615	35400	82232		CMR	0.000	V		NULL	
85 X Last, First M	F	P	E14E	3000	800	13.000000					REG	0.000	V		NULL	

Note: As far as I know, after payroll is loaded into the PS\_SPR\_ELOG\_IMPORT table there are rules which take the data and import it correctly into your PeopleSoft schema. That process I am unfamiliar with as it was written by Mike Finch.

--Views:

dbo.PS\_SPRE\_ACTIVITY  
dbo.PS\_SPRE\_DEPT  
dbo.PS\_SPRE\_EARNCODE  
dbo.PS\_SPRE\_EMP\_DATA  
dbo.PS\_SPRE\_FUND  
dbo.PS\_SPRE\_GRANT  
dbo.PS\_SPRE\_LEAVE\_ACCR  
dbo.PS\_SPRE\_TC\_ADJUST  
dbo.PS\_SPRE\_TIMECARDS

--Stored Procedures:

dbo.sp\_psmenu  
dbo.spr\_prefered\_name

--Function

dbo.spr\_getPlanBalance

Validation:

- The validation code is nearly complete, it is currently ready to validate the following:
  - o Employee ID (Valid Springfield employee that is currently active in the FIRE timecard group)
  - o Earning Code (Valid ERNCD for the pay earning and timecards)
  - o 24 hours is not exceeded on any 1 line (Not yet validating the possibility of multiple lines for the same day exceeding 24)
  - o Financial charges – (Validates the employee has a default code if no overrides are given. Validates there is available laborcodes for any override combos)
  - o Dates – (Validates the pay-date supplied falls within the pay-period being processed)
- Outstanding items
  - o Accrual Balances – This validation has not yet been coded but it is planned for this week.