

TLA Program Update

PPA Meeting

May 22, 2013

5/21/2013

Time, Leave and Attendance

1

TLA Program

Goal: Acquire and implement an enterprise timekeeping system that can be used by state agencies.

In the Biennial Report on Information Technology, the Office of the Chief Information Officer (OCIO) identified the TLA Program as a high priority investment for the state.

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2

Partnerships

- OFM: providing policy leadership.
- DES: project management and ongoing support of the system.
- WSDOT and Ecology: the first agencies to implement the TLA system (next biennium).
- Other agencies: participating on the program's steering committee and/or advisory groups.
- A Single Point of Contact (POC) for each agency has been delegated to work with the TLA Program.

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3

Why do we need TLA?

- Lack of access to complete and accurate timekeeping data.
- Current timekeeping processes are manual and labor intensive, and error-prone.
- Difficulty implementing, tracking, and enforcing the provisions of the numerous CBAs.
- Increased complexity in complying with federal/state laws.
- Duplication of effort exists across state government in the maintenance of multiple timekeeping systems.

5/21/2013

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4

RFP

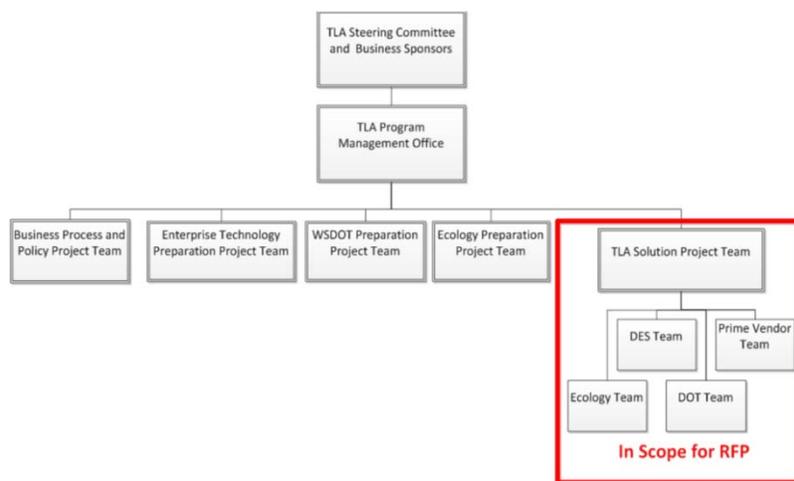
- The RFP was issued on February 26, 2013.
- The program is currently evaluating bidder proposals received by the April 16 deadline.
- The RFP is posted on the TLA webpage (<http://www.des.wa.gov/about/pi/TLA>).

5/21/2013

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7

RFP Scope



5/21/2013

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8

RFP Stages

- Stage 1
 - Review and score proposals: April 17 – April 18
- Stage 2
 - Review and score business and technical requirements: April 25-30
 - Review price proposal and issues list: May 6-8
 - Prime Bidder Interviews: May 21-June 4
- Stage 3
 - Product demonstrations: June 20 – July 10
 - Usability and Accessibility Review

5/21/2013

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9

RFP Stages

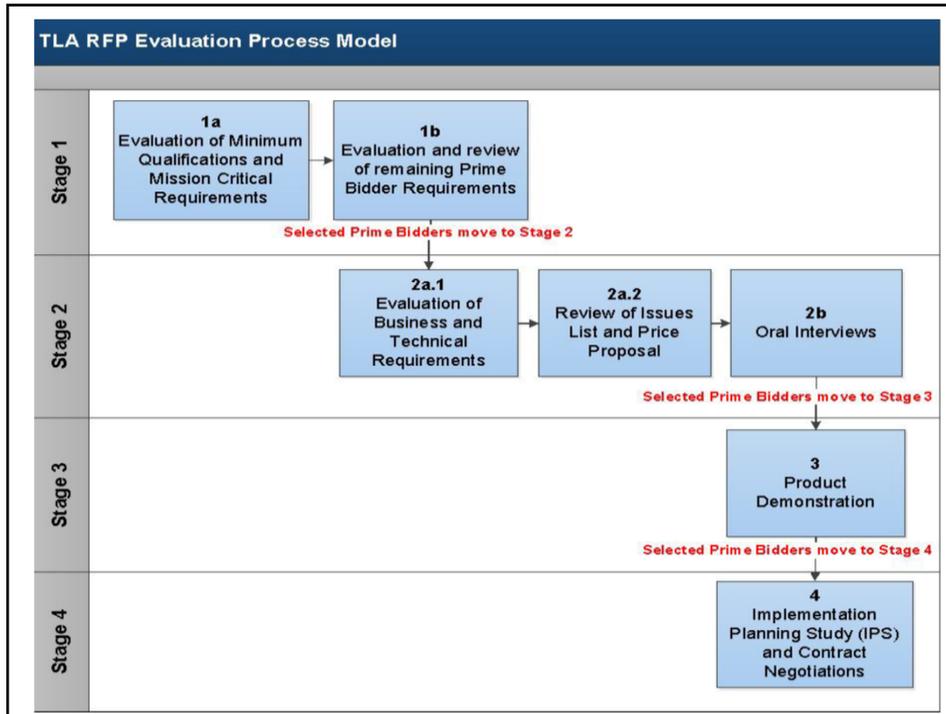
- Stage 4
 - Implementation Planning Study: July – August*
 - The goal of the IPS workshops is to finalize key project documents, including the Project Schedule, Statement of Work, Joint Resource Plan, Project Charter and supporting schedules and attachments.
 - Contract Negotiations
- Announce successful vendor

*These dates are tentative.

5/21/2013

Time, Leave and Attendance

10



BPP Project Work

- CBA and WAC 357
 - Develop matrix - Complete
 - Draft Business Rules – In Progress
 - Review with the HR/LR/Payroll Community – Planned for June and July
- Enterprise Information Needs
 - Develop user stories
 - Confirm TLA related data needs for the enterprise and agency levels

www.des.wa.gov/about/pi/TLA

The screenshot shows the 'Time, Leave and Attendance Program' page on the Washington State Department of Enterprise Services website. The page includes a navigation menu with 'HOME', 'SERVICES', 'ABOUT', and 'CONTACT'. The main content area is titled 'Time, Leave and Attendance Program' and contains the following sections:

- Time, Leave and Attendance Program**: A brief overview of the program's goal and initial focus.
- Why TLA?**: A section explaining the benefits of the program, including efficiency, accuracy, and service delivery.
- Efficiency**: A list of benefits such as upgrading technology and eliminating redundancy.
- Accuracy and consistency of data**: A list of benefits such as adopting standard timekeeping procedures and standardizing data naming conventions.
- Service delivery and access to information**: A list of benefits such as custom reports and interfaces with financial and HR systems.

Related Topics and Contact Information are also provided on the right side of the page.

5/21/2013

Time, Leave and Attendance

13

Regularly Updated Timeline

The screenshot shows the 'Schedule of Activities' page on the Washington State Department of Enterprise Services website. The page includes a navigation menu with 'HOME', 'SERVICES', 'ABOUT', and 'CONTACT'. The main content area is titled 'Schedule of Activities' and contains the following sections:

- Schedule of Activities**: A section detailing the current activities of the program.
- Current Activities**: A section detailing the current activities of the program, including a note that the timeline is based on early estimates and is subject to change.
- 2013**: A timeline of activities for the year 2013, including:
 - Feb: Request for proposal (RFP) released 2/25
 - Mar: Bidders conference 3/19
 - April: Document business data values/relationships 4/10-9/1, Vendor proposals due 4/16, Complete scripts for product demonstrations 4/16-5/20, Review and score proposals 4/17-5/10
 - May: Prime bidder interviews 5/21-6/4
 - June: Statewide agency review of business rules 6/1-9/1, Product demonstrations 6/20-7/10

5/21/2013

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14



Email your questions to:

tla@des.wa.gov