



Response to University of Maine Time & Attendance System RFP #40-13



Submitted to:
University of Maine
Office of Strategic Procurement
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*100 Great Supply Chain
Projects 2011*



August 9, 2013

Mr. Hal Wells,

Apptricity Corporation is pleased to submit our proposal for a Time & Attendance solution to the University of Maine.

Apptricity Corporation, a privately-held company headquartered in Irving, Texas, is a pioneer in commercial-off-the-shelf (COTS) web-based, automation solutions for commercial, state, and federal entities. Since 1999, Apptricity has been developing enterprise applications tailored to meet and/or exceed your exact requirements.

Our proposal demonstrates that we understand the Time and Attendance requirements of the University of Maine. This proposal presents a dynamic, powerful and proven solution, featuring our Time & Attendance solution; operating on the latest platform called "Jetstream." Jetstream seamlessly supports and augments your existing structure, procedures and standards.

We are confident our cost proposal is extremely competitive and that our technical solution offers substantial benefits to the University and represents a true "best value."

We would like to extend an offer to demonstrate our proposed system via the web, an MS Live Meeting, or at your location at a time of your choosing.

If there are any questions concerning this submittal, please do not hesitate to contact Dan Howcroft, Proposal Manager, 214.596.0601, ext. 203, or the undersigned at 214.596.0601, ext. 302.

Very truly yours,

Randy Lieberman
CFO
Apptricity Corporation

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1.1 Corporate Overview

Since 1999, Apptricity has provided the core enterprise software applications and services used to automate supply chain and e-procurement management. The company's early innovation to build a service-oriented architecture (SOA) framework has led to solutions that adapt dynamically to changing, real-world issues. This optimizes the use of limited capital resources and achieves fast return on investment (ROI) due to rapid deployments that reduce operational costs.

Another key Apptricity innovation is its proprietary migration facility, a key ingredient to lifecycle cost savings that provides materially higher ROI when compared to other enterprise solutions. In part, this capability separates customer-specific configuration information from application logic so that upgrades to the software system do not trigger massive amounts of rework.

Apptricity serves leading commercial enterprises across several industries including AT&T Inc., Energy Future Holdings (f/k/a TXU Corp.), Cameron International Corporation, Goldman Sachs Japan, and Dominion Enterprises as well as federal organizations such as the United States Department of Defense, Army Corp of Engineers, and NASA.

Apptricity was founded to resolve the historic frustration among enterprises caused by the high cost and limited success designing, developing, integrating and deploying enterprise software applications. The company has significant past performance experience delivering both leading-edge enterprise application technology as well as best practices configuration, which complement, extend or replace legacy systems. By reducing project costs and delivering systems that exceed customer expectations, Apptricity COTS solutions leverage customer's significant application and infrastructure investments.

Apptricity Government Services is a pioneer provider of commercial off-the-shelf (COTS) enterprise software solutions that minimize cost, complexity, and time required to configure and deploy applications.

Apptricity offers:

- COTS enterprise software applications covering supply chain and e-procurement management;

- Extensive past performance in enterprise-wide integration of multiple systems, including integrating new applications and open systems with legacy application and infrastructure investments;
- Ability to operate server-based software solutions in classified (SIPRNet) and unclassified (NIPRNet) environments;
- Highly experienced professional services team with broad skill levels and deep subject matter knowledge as well as a proven deployment methodology;
- Experience in working with and providing solutions to colleges and universities; and,
- A proven software and services provider to the Federal Government.

Table 1 shows the COTS enterprise software strategic applications provided by Apptricity's Jetstream platform.

Table 1 - Apptricity Strategic Applications

Supply Chain Management	E-Procurement Management
• Asset Management • Asset Tracking • Inventory Management • Warehouse Management • Work Order Management • Transportation Management • Supplier Connect Portal • Service Center	• Procure-to-Pay • Requisition/Order Management • Catalog • Purchase Card Management • Contract Management • Invoice Management • Expense Management (includes Budget) • Time & Attendance Management

Apptricity applications are all Web-based thin client so customer's operating and support costs are reduced. The architecture leverages server-side processing to avoid the bandwidth issues related to large applet downloads. There are no distance limitations related to remote servers other than normal hop latency dictated by internal or external network configurations.

Apptricity's application suite leverages existing hardware and software components' capabilities to maximize performance.

For example:

- Hardware is configured for optimal memory and storage utilization
- Database space is configured on a disk drive separate from the database tables.
- Caching tables in the database are configured to optimize retrieval

Caching data at the application server level is configured to reduce redundant queries as well as number of rows returned within the application to optimize end-user experience.

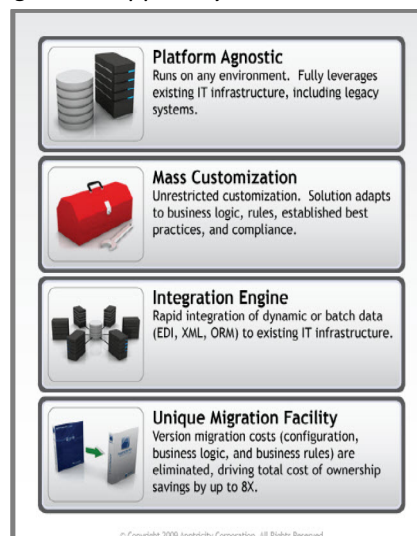
2.1 SOA Framework

All Apptricity enterprise software applications are “thin client” so there are no applets to be installed on every user’s desktop. All Apptricity enterprise software applications have been developed on a service-orientated architecture (SOA) framework, so they can run seamlessly on every operating system, database, browser, and application server.



Apptricity’s Jetstream architecture guarantees a *lower cost of ownership*. Using the SOA Framework to develop *best-of-suite business applications*, Apptricity’s Jetstream platform provides solutions that are highly scalable, always available and globally accessible. The four tenants of Apptricity's SOA Framework are shown in Figure 1 (below) and subsequently described in the following paragraphs.

Figure 1 - Apptricity's SOA Framework



2.1.1 Platform Agnostic

Our Applications are platform agnostic, which operate within any hardware/software configuration, regardless of operating system, data source, application server, web server, or mobile platform. Figure 2 (below) illustrates many of the common platforms, data sources, servers, and applications Apptricity has seamlessly integrated with in prior engagements.

Figure 2 - Platform Agnostic



2.1.2 Mass Customization

Our mass customization feature allows applications to easily adapt to specific customer business rules and best practices. This allows the University to drive application content by leveraging Apptricity's integrated administration tools. This significantly reduces the need for expensive programmers or outside consultants. Apptricity solutions come with an embedded business rules engine to register, classify and manage all of the University's unique configuration. Subject matter experts can configure or modify fields and rules using embedded tools and best practices, eliminating the need for IT intervention. This allows applications to be dynamically adaptable compared to alternative enterprise software solutions. In addition, Apptricity's embedded workflow facilitates transaction requests and approval and smooth distribution of information and events among users within a customer's specific business processes. The bottom line is

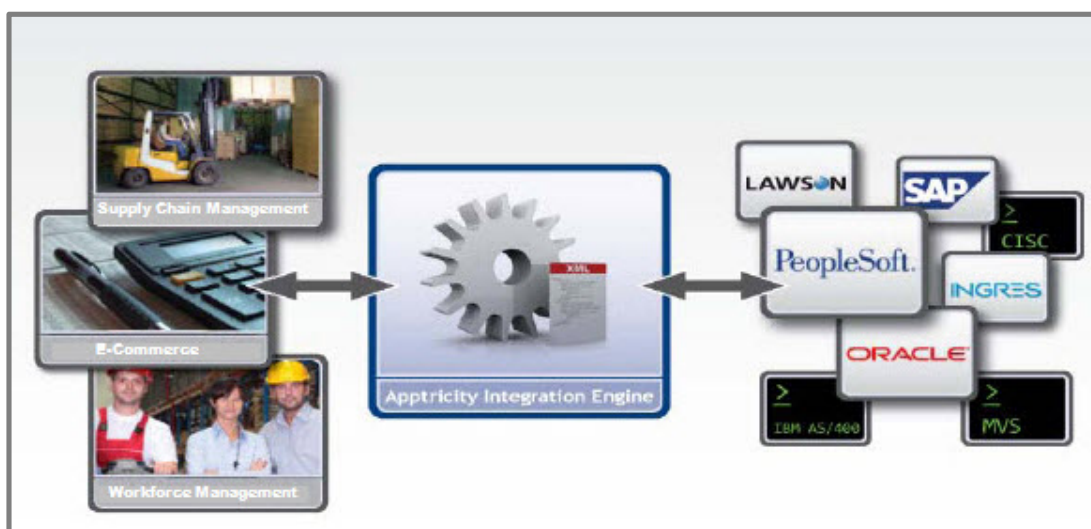
Apptricity's applications enable customer's line-of-business managers to rapidly modify applications to dynamically fit its specific business needs.

2.1.3 Integration Engine

Our integration engine allows customers to interface into legacy or 3rd party data sources (SAP, Oracle, PeopleSoft, EDI, XML, etc.) and allows customers to receive data and/or collaborate with other data sources by batch or on a real time basis.

All Apptricity applications utilize a proprietary integration engine to rapidly map fixed and variable interface formats, facilitating transactions inside the enterprise and outside with partners and suppliers – illustrated in Figure 3 below.

Figure 3 – Apptricity Integration with External Systems

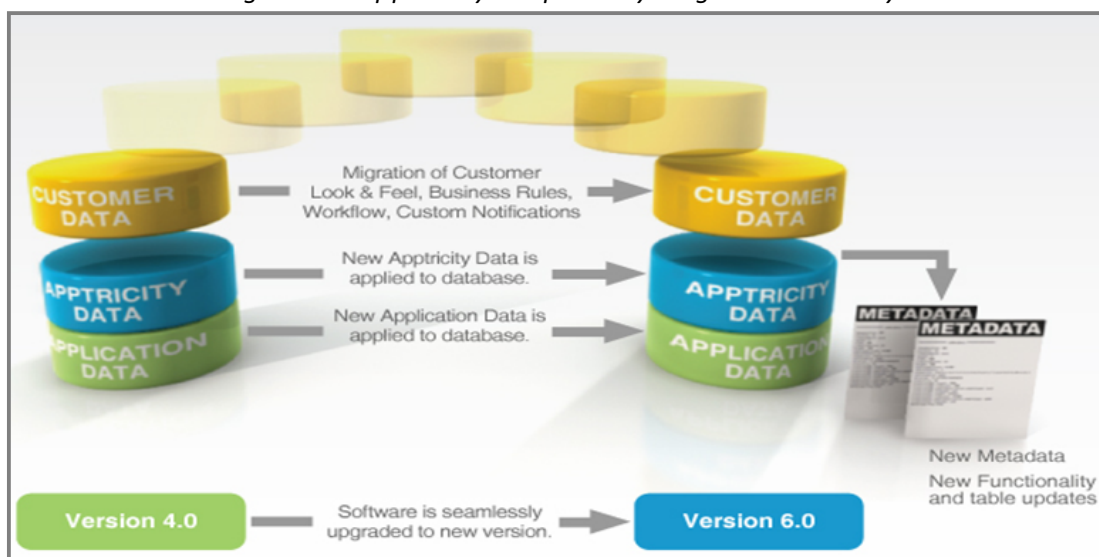


2.1.4 Proprietary Migration Facility

Apptricity's proprietary migration facility allows customer customization and configuration settings to seamlessly migrate into the next version of Apptricity applications without having to rewrite everything over again. Apptricity's applications migrate your unique configuration, business rules, and workflow processes seamlessly into new/updated software releases without the costs of recreating work done in a prior version. This provides materially higher return on investment by reducing lifecycle costs compared to alternative enterprise software solutions. Figure 4 (below) depicts how Apptricity preserves all of your customizations with every upgrade—without additional

costs. The key feature of the migration facility is that Apptricity separates customer-specific configuration information from the applications so upgrades do not require rebuilding or reentering customer data which otherwise triggers massive amounts of costly rework. The effectiveness of the migration facility can be illustrated by thinking of what happens when a new cell phone is purchased. Removing the SIMS card from the old cell phone and installing it in the new phone immediately restores all phone contacts on the new phone. Customer data is migrated to upgraded versions in a similar fashion with Apptricity's migration facility (see Figure 4 below).

Figure 4 - Apptricity Proprietary Migration Facility



3.1 Minimum Specifications

The information contained in this section is a direct response to the Minimum Specifications listed in the University of Maine's RFP, section three. For ease of use, we have retained the numbering used in your RFP.

3.2 Required Functionality

3.2.1 Time Management: real-time attendance tracking, easy approval process, employee self-service, accrual management of earned time.

The Apptricity Time & Attendance application streamlines the way your supervisors manage employee time and simplifies how your employees log their time. Automated,



paperless time and labor reporting is accurate, convenient and more environmentally friendly.

With Apptricity's single application, employees can report all time and attendance data from a secure and private portal. Time and Attendance Management also helps your employees request vacation time, log project hours, sick time, jury duty and family leave or bereavement.

With Apptricity's Time & Attendance solution, employees simply log on and quickly create a new time report, request time off, and report jury duty or sick time. Supervisors use a calendar view to easily manage employee work assignments and projects. Human Resources will no longer spend hours deciphering faxes with illegible timesheets, send reminder emails about payroll deadlines, and long night manually reconciling payroll discrepancies. Managers won't waste another Monday morning reviewing and approving stacks of paper-based timesheets or running around reminding employees to report their time.

Our Time & Attendance solution provides all the necessary tools to keep employees and students organized and management informed of scheduling status. It's a simple task to track what needs to be done, how employees and students are progressing, and who should be held accountable for the work and hours that need to be completed.

Our easy to use interface allows you to add specific projects manually or through a customizable template. The application also supports configuration according to your preset business rules and built-in system that automates prioritization. Completed jobs are clearly documented, eliminating the confusion inherent in a paper-based system. With the Time & Attendance application, you can assign work according to your own specifications and system of prioritization. You can even include the amount of budgeted hours or cost allowed for each assignment, eliminating confusion and keeping services within budget. The Time & Attendance application has the following features and benefits:

Features -

- Automatic calculations of time entries
- Drag-and-drop work assignment scheduling

- Intuitive and easy-to-use interface for 100% company adoption
- Vacation or other time-off requesting
- Real-time approval and denial of time-off requests
- Note feature allows users to send justification or private notes with special requests to approvers
- Integration with existing systems, including PeopleSoft
- Audit trails for full Sarbanes-Oxley compliance
- Paperless management (printing can be generated with the click of a button)

Benefits -

- Automates personnel assignments and scheduling
- Allows modification of personnel assignments at the manager and administrator levels
- Provides immediate notification of changes to interested parties
- Identifies conflicts (such as overtime, vacation and sick or paid leave) with real-time exception notification
- Frees up valuable resources spent calculating and entering time data
- Enforces accountability and improves efficiency
- Reduces lost time (or time theft)
- Eliminates unauthorized overtime
- Provides visibility into costs and time spent
- Helps maintain federal compliance with Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), and Sarbanes-Oxley

3.2.2 Data Collection: Magnetic Stripe enabled time clocks as well as browser-based solution.

Apptricity's Time & Attendance solution offers secure, private, web-based access 24/7 from any device with internet service. Our system also leverages existing time collection device processes, collecting data via ID card swipe, time clock punches, biometric scans,

point-of-sale or RFID devices. Our Time & Attendance solution interfaces with all typical time collection devices.

3.2.3 Employee Scheduling: Ability to schedule employees with multiple job titles, shift differentials and multiple work shift capabilities across multiple cost centers.

Our Time & Attendance solution allows for multiple projects and department reporting capabilities. The application allows supervisors to assign employees to specific projects or assignments simply using a drag and drop method – click the employee name and project number or ID and slide the employee name into the desired calendar date, entering the number of hours. The application sends notice of the assignment to the employee by email as well as a notice within the application on employee log in.

3.2.4 Labor Tracking: Easy access to analytical data by giving us the latest and most detailed labor activity data.

Apptricity's applications offer status reports and offer an analytical tool to provide metrics/dashboard analytics to keep you up-to-date on labor activity.

3.2.5 Reporting: Ability to easily access historical data for financial and budgetary analysis.

Our Time & Attendance solution offers reporting for your Human Resources, Managers and Payroll departments.

All Apptricity applications have reporting functionality that is fully integrated with the Apptricity database and provides access to all associated data. We provide two levels of reporting:

- **Integrated** – a series of canned reports provided with the system at no additional cost. These reports can be run on demand or set up for automatic production with no human actions required. Reports reflect current and historical data and provide filters to limit and control the data included in the reports.
- **Ad Hoc Reporting** – The University of Maine can purchase Apptricity Reporting – Professional for business intelligence reporting on any data captured in the deployed solution, in any form. Reports are generated as a list, graph or cross-tab to effectively display results. Report data can also be exported to a multitude of different formats including Excel, CSV, PDF, Flash,

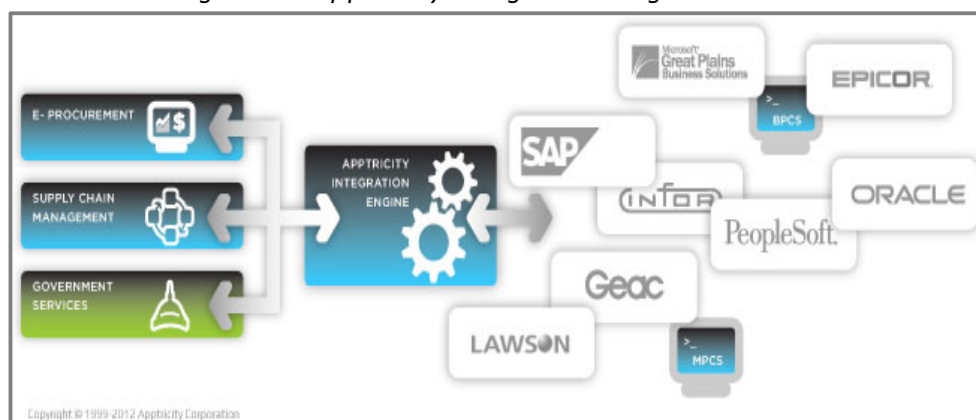
Doc, RTF and others. Adjusting reports or designing new reports can be done by the University or Apptricity personnel for an additional fee.

3.2.6 Interfaces: An interface with PeopleSoft, the University's Payroll System. The University uses PeopleSoft's HCM version 9.1 for HR and payroll.

- a. Elapsed and punched time from the Time and Attendance System to PeopleSoft's time and Labor module (according to the specification of the interfaces currently implemented and supported by the University).*
- b. Import of personnel data (accruals and rate of pay) from PeopleSoft.*

The Apptricity Integration Engine leverages existing systems, allowing you to extend IT investments instead of replacing them. When implementing our Time and Attendance application our integration engine interfaces with the University's Payroll System, providing employee work hours, sick time, vacation time, etc. Integration connectors (web services) are pre-built providing a seamless interface with PeopleSoft or other legacy ERP systems.

Figure 5 - Apptricity Integration Engine



Our integration engine leverages XML to streamline and enhance interface connectivity and ERP implementations. Regardless of the system, the Apptricity Integration Engine integrates multiple applications and platforms, giving you a single, seamless enterprise solution.

3.2.7 Capability to export data to csv/excel.

Apptricity applications support output in CSV format for MS Excel, and in PDF, XML, DOC, HTML, XLS and RTP.

In addition, users can upload custom Jasper reports via the user interface without code change or Apptricity intervention.

3.3 Additional

3.3.1 All necessary hardware.

Apptricity will provide the required (8 – 10) time collection devices (TCDs) that will interface with the Time & Attendance application and provide input to report employee daily work hours. Since we interface with a variety of devices and depending on the specific needs defined during the discovery phase of implementation, we can provide a more detailed description (and cost information) of the recommended TCD upon short listing.

One possible TCD is shown below in Figure 6. This particular model features a 3" full color screen and includes integrated Ethernet connectivity, and supports barcode badges in either Cope 39 or 2 of 5 barcode symbologies.

Figure 6 – Time Collection Device



3.3.2 To enable mobile and remote management, web-based solutions are preferred.

Apptricity solutions are browser-based applications that can be executed on mobile devices. Our applications are platform agnostic, which operate within any hardware/software configuration, regardless of operating system, data source, application server, web server, or mobile platform.

3.3.3 A solution that is scalable to accommodate any future expansion is preferred.

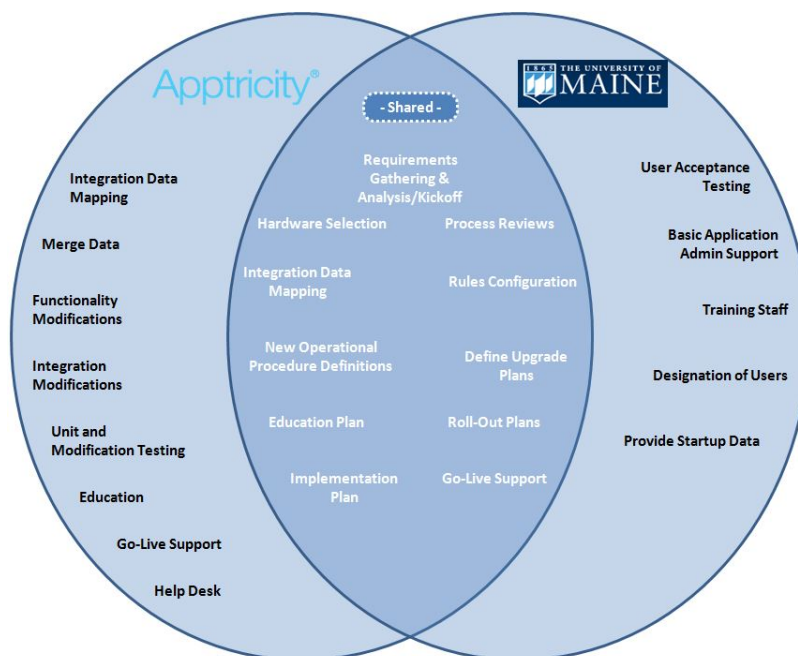
Please see 4.7 Scalability Data for information on our highly scalable solutions.

Implementation of the solution is performed by Apptricity's professional services team. The professional services team will:

- Set up the University's application which includes:
 - Establishing the QA environment
 - Establishing the staging environment
 - Establishing the production environment
- Design, code and test user load and export interfaces
- Provide Training (Train-the-trainer course to selected University personnel/trainers and System Administrator Training to designated system administrators)
- Customize the application to the University's specification (as applicable; based on customer specifications/needs, code customizations carry additional costs.)

The following graphic shows the typical tasks involved in implementing Apptricity's software applications. This is not intended to reflect a complete list of tasks that may be required, but it does reflect our philosophy of a teaming approach to implementation.

Figure 7 – Implementation Roles and Responsibilities



4.1 Responses to Section Four of RFP

The following paragraphs are provided as required by the University.

4.2 Business Profile

4.2.1 Financial Statements

Apptricity will provide financial disclosure upon request from the University after being short listed or upon contract award.

4.2.2 Detailed History of Apptricity

Please see the Corporate Overview Section for a history of our company.

4.3 Pricing

Please see section 5.1 Pricing for our pricing matrix.

4.4 Equipment

Apptricity understands the University requires 8 – 10 time collection devices (TCDs). Apptricity will provide the required TCDs that will interface with the Time & Attendance application and provide input to report employee daily work hours.

Since we interface with a variety of devices and depending on the specific needs defined during the discovery phase of implementation, we can provide a more detailed description (and cost information) of the recommended TCD upon short listing and discussion with University personnel.

4.5 Technical Support Details

Apptricity seamlessly transfers customer configurations, business rules, and workflow processes to new releases as they are implemented, without the costs of recreating professional services. Built on an advanced service-oriented architecture (SOA) framework, Apptricity applications employ reusable services as the building blocks to reduce the cost and time required to create and implement new features.

From the customer's perspective, Apptricity's architecture enables its integrated solutions to be deployed at unprecedented speeds today and to easily adapt to the customer's changing business requirements in the future.

General application maintenance, including software updates and upgrades, is included in both the Standard and the Premium Support Packages. The Premium Support Package is an available option that provides 24/7/365 customer support. There is an additional charge for the Premium Support Package.

Once the Apptricity solutions have been deployed, when upgrades and updates are available for the software, Apptricity's Project Manager contacts the University of Maine in advance to let you know when the software maintenance will occur as well as provide you with Release Notes documenting the changes.

With the SaaS implementation, there is nothing that needs to be done by University personnel to keep the software continually updated. With the hosted solution, the University's IT personnel will incorporate the required changes, with Apptricity's guidance.

Upgrades that provide additional functionality will also include updated User Guide documentation. To help keep Apptricity products state-of-the-art, Apptricity's Executive Team partners with customers and industry experts to constantly improve the core of our products and ensure your solutions are cutting edge within the marketplace.

4.5.1 Apptricity Customer Service

Our Customer Support Service (CSS) provides timely responses and solutions to any issues with the application software. After a solution has been deployed into production, Apptricity's CSS will provide prompt response to trouble reports.

CSS will cooperate closely with University or University-designated representatives to troubleshoot any issues affecting system performance or operation. CSS support is available by phone or email during the hours 08:30 to 17:30 Central Standard Time, Monday through Friday, except U.S. Federal holidays.

Customers may elect to obtain Premium Support (24x7x365) for an incremental annual maintenance and support fee. With or without the Premium Support, customers may contact CSS after hours in case of an emergency.

Our CSS consistently receives the highest customer satisfaction ratings on our customer surveys. We are certain you, too, will be most satisfied with the support our CSS provides to the University.

Table 2 displays the CSS process for responding to phone inquiries and emails.

Table 2 – Customer Service Process

By Phone	By Email
Licensee contacts CSS at 214.596.0601 or 800.693.2193	Licensee emails CSS at support@apptricity.com
CSS consultant establishes nature of the issue	Include the following in the email: • Licensee requester, customer, phone number, email address • Product and version number • The full customer environment • Query or steps to reproduce the issue
Call is directed to the appropriate technical resource	Issue is logged, prioritized, and escalated to the appropriate resource.
Priority is assigned depending on classification of the issue	CSS notifies requester of issue tracking number within 24 hours of logging issue.
Requester is given tracking number for the issue	If issue is not resolved within the period defined in the escalation (severity) scale. CSS will periodically inform requester of resolution status.

CSS tracks and resolves issues and enhancement requests using the escalation (severity) scale as depicted in Table 3 below.

Table 3 – Customer Service Escalation Scale

Severity	Definition	Expected Response Times
Urgent	Customer experiences a system failure, affecting business or customer base. Critical business impact with no alternative available.	Response from CSS within two (2) working hours of logging issue. Update requester daily or as otherwise explicitly agreed between the parties.

Severity	Definition	Expected Response Times
High	System degradation causing critical business impact, yet work may continue. Alternative or bypass available.	Response from CSS within four (4) working hours. Update requester daily or as otherwise explicitly agreed between the parties.
Normal	Product functionality queries and problems. Not critical, deferred maintenance acceptable, circumvention possible with no operational impact.	Response from CSS within eight (8) working hours. Update requester as necessary or as otherwise explicitly agreed between the parties.
Low	Cosmetic enhancement request. Defect logged.	Response from CSS within two (2) working days. Logged in appropriate development database and considered for future release.

CSS logs customer issues using the stages detailed in Table 4.

Table 4 – Customer Service Process

Stage	Support Area	Responsibility
0	Customer	Provide relevant information at point of logging call, log call with CSS via telephone or email. Ensure CSS is aware of availability of contacts and operating environment. Assign priority with CSS at point of logging call. Understand support processes, initial schedule, and escalation procedures.
1	CSS (1st line support)	Take calls and emails from customer, confirm status and assign issue-tracking number in accordance with the appropriate logging process. Gather relevant information and assign priority. Carry out analysis/diagnosis of log. Communicate progress, resolution and management of logs. Escalate to second-line support as appropriate. Confirm escalation priority.

Stage	Support Area	Responsibility
2	CSS (2nd line support)	Communicate progress, resolution and management of logs. Triage resolution efforts with CSSFE and CSSDE staff.
3	CSS Field Engineer (CSSFE)	Communicate progress and resolution for all tracked items under their review. Provide analysis and technical updates to customer.
4	CSS Development Engineer (CSSDE)	Communicate progress and resolution status to CSS first line support for further communication to customer.

Apptricity solutions have been designed and developed to be easily administered, configured and maintained by customer subject matter experts and technical personnel. Typically, however, Apptricity professional services are retained to adapt existing features and capabilities or design and develop new tailored features and capabilities as enhancements to its solution to meet customer's requirements.

4.6 Warranty

Apptricity provides maintenance support throughout the contract period of application use. Warranty is provided for software (Software Agreement documents are provided with contact documents upon contract award). Our Customer Support Services are detailed above in section

Hardware warranties are provided by and through the hardware OEMs.

4.7 Scalability Data

Apptricity's Service-Oriented Architecture allows us to deliver highly scalable solutions. Our accomplishments include scaling hundreds of thousands of users on several solutions across multiple continents. We can rapidly deploy solutions that connect thousands of users to one centralized headquarters, and create mass configuration to accommodate thousands of users with no impact on future upgrade costs.

4.8 Minimum Specifications

Please see section 3.1 Minimum Specifications for our detailed responses to the University's needs.

4.9 Standards for Safeguarding Information

Apptricity is committed to keeping all its applications – and the customer data they manage – secure. Our Time & Attendance solution allows its users access to a secure and private portal. Our accomplishments include delivering highly secure solutions across multiple countries that interface with dozens of legacy applications used by the United States Department of Defense.

Apptricity maintains a core set of security methods and libraries that are designed and developed by subject matter experts. These libraries are subject to third-party testing and in most cases independent certification. Apptricity applications have successfully passed Department of Defense (DoD) Information Assurance (IA) audits, Determination Testing (DT) and Operational Testing (OT). Additionally, numerous industry-leading commercial enterprises have subjected Apptricity's solutions to their security validation requirements.

Apptricity interfaces to a broad range of standard authentication methodologies such as LDAP, RACF, JAAS and Active Directory to authenticate users and has the capability to function in single sign-on (SSO) environments with existing technology assets. To maintain secure connection for user internet transmissions, Apptricity supports standard internet secure protocols via HTTPS and SSL using standard certificates to insure data in transit will not be compromised as it passes through internet servers. Apptricity's security process entails validation of the customer's technology security plan for servers and database connectivity as well as permissions to confirm the plan reflects known best practices. If weaknesses are identified, Apptricity will inform the customer of any findings that should be addressed to ensure application and user integrity.

Adhering to customary design architecture standards for secure data transmission, pre-design discovery of customer-specific standards and environment, Apptricity suggests a mixture of standardized encryption procedures messaged across secure and non-secure networks using X 509 key/certificate structure employing SOAP structured XML for message porting and transmission, in addition to use of secure socket layers. Apptricity applications currently manage Department of Defense assets in both classified/secret (SIPRNet) and non-classified (NIPRNet) environments and will use the same or similar system capabilities to meet other classified customer requirements.



4.10 Recycled Material Content Alternate

Because all of Apptricity's solutions are automated, we can help you eliminate the need for physical products to manage the University's Time & Attendance needs. Apptricity believes in the power of employing reusable services as the building blocks of our applications.

4.11 Energy Star Compliance

Apptricity's automated, paperless time and labor reporting is environmentally friendly.

4.12 EPP Commitment

Software enterprise solutions, such as Apptricity, believe that implementing just one automated solution can reduce the carbon footprint of its customers. Our Software-as-a-Service (SaaS) solutions take advantage of cloud computing to leverage the computing power of shared servers. Instead of purchasing new servers to run Apptricity software, corporations are given access to a shared environment and therefore do not consume new electricity to run their own computers or the air conditioning required to keep them cool. This solution allows enterprises to eliminate virtually 100% of the impact these resources would have otherwise had on their carbon footprint by running software on shared servers at Apptricity's data center. Research estimates you can achieve an operating savings of greater than \$10,000 per year for each application environment that is shared.

Apptricity is committed to innovate in ways that help its customers not only understand their impact on the environment, but provide a sustainable, measurable reduction in their carbon footprint.

4.13 Payment Method

Apptricity is capable of accepting electronic payment by either Electronic Fund Transfer (EFT) or Automated Clearing House (ACH) method. Apptricity will provide the appropriate account number and routing number when requested to facilitate electronic payment.

4.14 References

Client	Contact Person	Telephone Number	Email Address
Tufts University	Paul Page	617-627-4516	paul.page@tufts.edu
Suffolk University	Nancy Martin	617-573-8666	nmartin@suffolk.edu
Merit	Todd Le	360-500-4970	tle@harborpaper.com

5.1 Pricing

There are two possible deployment/hosting models available for the University's consideration:

- 1) deployed on University-owned servers under a perpetual license agreement; or,
- 2) hosted software solution on an Apptricity data center under a web-based software-as-a-service (SaaS) agreement.

The difference between the two is primarily a maintenance and IT issue. When the solutions are on University servers, maintenance and upkeep, backups, and disaster recovery are responsibilities of University IT personnel. Whereas, when hosted on an Apptricity data center, Apptricity performs hardware and software maintenance and upkeep, backups, and disaster recovery processes and procedures.

The following tables reflect the cost associated with each model as well as costs associated with implementation, training and maintenance and support (as applicable).

University of Maine Time and Attendance - Perpetual per Named User License Pricing						
A. Software	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Comments
1.1 Software Licenses						
1.1.1 Time and Attendance (750 users; 50 supervisor users)	\$33,600					Pricing is based on a per named user basis. License cost per user is \$42. We estimate 800 named users including 50 supervisor level users. For cost estimating, the 1st year cost on a per named perpetual license basis is \$33,600. Cost for years 2-5 (option years) is solely annual maintenance and support. Actual number of named users may increase or decrease.
B. Upgraded Modules/Custom Additions	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Comments
1.1 Professional Services / Customization estimate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Based on requirements of the RFP, and current functionality of our proposed solution, we do not foresee any need to modify coding within the proposed applications provided for this solution. Also, we do not foresee any application customization being required for this project. Configuration efforts are included in the Implementation costs in E, below.
C. Hardware (or suggested hardware)*	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Comments
1.1 Time Keeping Equipment	TBD	\$0.00	\$0.00	\$0.00	\$0.00	RFP stated 8 - 10 Time Collection Devices (TCDs) required. The actual make/model/cost for the TCD is TBD. There is a variety of products that could be used with cost ranging from \$400 to \$3,000 each.
D. Training	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Comments
1.1 On Site Training						
1.1.1 User Training	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	Training cost is a flat \$1,500 per day. We estimate two train-the-trainer offerings @ 1.5 days each. Total of 3 days for training.
1.1.2 System/Application Administrator Training	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	One session, estimated length - 1 day.
1.2 Travel Expenses						Included in costs above

E. Implementation	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Comments
1.1 Implementation/Professional Services	\$10,080.00	\$0.00	\$0.00	\$0.00	\$0.00	Professional services consists of implementation and configuration of application See Para 3.3.3.
F. Support / Upgrades	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Comments
1.1 Version Migration Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Version upgrades are included in the costs. There are no additional charges for migrating to newer versions.
1.2 Ongoing Support						
1.2.1 Network/Software Support						
1.2.1.1 Annual Cost	\$6,720.00	\$6,720.00	\$6,720.00	\$6,720.00	\$6,720.00	Annual maintenance and support is based on 20% of Year 1 software cost and is applicable starting on year 2 (Maintenance and Support for year 1 is included in SW cost).
1.2.2 Customization Support						
1.2.2.1 Cost per Request						Pricing dependent upon request. This is driven by the type of request generated by the customer. Each customization request is handled separately as a change order after initial acceptance by the customer.
	YEAR 1 (Note 1)*	YEAR 2	YEAR 3	YEAR 4	YEAR 5	
Total Cost of Solution	\$56,400.00	\$6,720.00	\$6,720.00	\$6,720.00	\$6,720.00	

Note 1: Hardware cost is not included in the total cost for year 1. The cost for the required TCDs ranges from \$400 to \$3,000. The exact TCDs will be determined upon short-listing and discussions with the University.

University of Maine Time and Attendance - Software as a Service (SaaS) per Named User License Pricing						
A. Software	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Comments
1.1 Software Licenses						
1.1.1 Time and Attendance (750 users; 50 supervisor users)	\$22,400.00	\$22,400.00	\$22,400.00	\$22,400.00	\$22,400.00	Pricing is based on a per named user basis. License cost per user is \$28. We estimate 800 named users including 50 supervisor level users. For cost estimating, the 1st year cost on a per named SaaS subscription license basis is \$22,400. Years 2-5 are SW subscription renewals. Actual number of named users may increase or decrease.
B. Upgraded Modules/Custom Additions	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Comments
1.1 Professional Services/Customization estimate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Based on requirements of the RFP, and current functionality of our proposed solution, we do not foresee any need to modify or update the proposed applications provided for this solution. Also, we do not foresee any application customization being required for this project. Configuration efforts are included in the Implementation costs in E, below.

C. Hardware (or suggested hardware)*	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Comments
1.1 Time Keeping Equipment	TBD	\$0.00	\$0.00	\$0.00	\$0.00	RFP stated 8 - 10 Time Collection Devices (TCDs) required. The actual make/model/cost for the TCD is TBD. There is a variety of products that could be used with cost ranging from \$400 to \$3,000 each.
D. Training	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Comments
1.1 On Site Training						
1.1.1 User Training	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	Training cost is a flat \$1,500 per day. We estimate two train-the-trainer offerings @ 1.5 days each. Total of 3 days for training.
1.1.2 System/Application Administrator Training	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	One session, estimated length - 1 day.
1.2 Travel Expenses						Included in costs above
E. Implementation	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Comments
1.1 Implementation/Professional Services (See representative implementation/deployment tasks listing)	\$10,080.00	\$0.00	\$0.00	\$0.00	\$0.00	Professional services consists of implementation and configuration of application See Para 3.3.3.
F. Support / Upgrades	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Comments
1.1 Version Migration Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Version upgrades are included in the costs. There are no additional charges for migrating to newer versions.
1.2 Ongoing Support						
1.2.1 Network/Software Support						
1.2.1.1 Annual Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Annual maintenance and support is included in SW license cost for SaaS deployments.

1.2.2 Customization Support						
1.2.2.1 Cost per Request						Pricing dependent upon request. This is driven by the type of request generated by the University. Each customization request is handled separately as a change order after initial acceptance by the University.
	YEAR 1 (Note 1)	YEAR 2	YEAR 3	YEAR 4	YEAR 5	
Total Cost of Solution	\$38,480.00	\$22,400.00	\$22,400.00	\$22,400.00	\$22,400.00	

Note 1: Hardware cost is not included in the total cost for year 1. The cost for the required TCDs ranges from \$400 to \$3,000. The exact TCDs will be determined upon short-listing and discussions with the University.

6.1 Conclusion

Apptricity is pleased to present this proposal to The University of Maine. We are confident that we can deliver the software solutions and service you need on time and on budget. Our goal at Apptricity is to:

- *Provide each customer with a seamless integration that takes weeks, not months or years.*
- *A professional and knowledgeable team to work with your IT department during and after deployment.*
- *A product that will yield immediate benefits and serve your business needs for years to come.*

We look forward to the opportunity to work with the team at the University of Maine and welcome any comments or questions you may have.