



CITY OF GRIFFIN, GEORGIA

REQUEST FOR INFORMATION

RFP #18-007

For

PAYROLL / HUMAN RESOURCE SYSTEM

For all questions about this RFP contact:

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Deadline:
Thursday, August 31, 2017 at 2:00 P.M.

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CITY OF GRIFFIN, GEORGIA REQUEST FOR INFORMATION SPECIFICATIONS for 18-007 PAYROLL / HUMAN RESOURCES SYSTEM

1. SECTION I – SOLICITATION-SPECIFIC INFORMATION

The City of Griffin (City) is seeking information regarding a human resources / payroll system. As an initial step, this Request for Information ("RFI") has been prepared to assist the City in fully understanding the software functionality that is currently available in the marketplace. Currently, the City uses ADP, Inc. for basic automated payroll and timecard processing with limited human resources functionality. Employees who do not work in Human Resources or Finance use the current system only for timecard entry and approval and information regarding leave balances and paycheck statements.

The City seeks information regarding systems with expanded functionality and the estimated cost of such systems. This information will be used to develop requirements for a payroll processing and core human resources system to support our business needs.

NOTE: Responses to this RFI will be reviewed for informational purposes only and **will NOT result in the award** of a contract. However, it is possible that the evaluation team may request a presentation/demonstration in order to have a better understanding of the system described.

NOTE: **Any request for cost information is for the City's budgetary analysis purposes only.** Suppliers submitting answers to this Request for Information are encouraged to respond to any related subsequent solicitation.

1.1. SCHEDULE & SUMMARY

This Request will be governed by the following schedule and criteria:

DATES

Release of Request	Wednesday, August 9, 2017
Questions due	Monday, August 21, 2017
Responses due	By: Thursday, August 31, 2017 by 2:00 PM
# of Response Submittals Required	(Five) One original, three copies AND one electronic copy
Project manager	Chuck Olmsted; colmsted@cityofgriffin.com

1.2. BACKGROUND

The City of Griffin, Georgia is a municipality with approximately 465 employees on a bi-weekly payroll totaling \$19.3 million/year. The City is seeking information regarding a HRIS / payroll / benefits administration system. Currently the City uses Paychex and manual spreadsheets for basic payroll and timecard processing with limited human resource functionality. Employees who do not work in either Human Resources or Finance either use a biometric clock (ten current sites) to clock in or use the Paychex system for timecard entry and information regarding leave requests and balances. Cogsdale Great Plains system is used for financial recording and reporting.

1.3. GOALS AND AREAS OF INTEREST

The City is seeking information on a cloud based system that meets and automates the current needs and can grow with them as the City embraces the benefits that a strong system can provide. The ultimate goal would be to have an integration of processes, systems and data across all related disciplines, not just payroll. The system

needs to eliminate multiple points of entry and redundancy as well as provide the following:

- Knowledgeable and well-trained support center;
- Strong payroll functionality: payment of wages, payroll taxes; direct deposit/live checks; federal/state payroll tax filings; payroll/management reporting; generating W-2s; payroll deductions; and employee record keeping;
- Human Resources Services: on-boarding for new employees, position-based tracking, employee and position data fields with some level of customizing, salary and position history, demographic data, seniority tracking, security administration with multiple role codes, payroll deductions, and mass changes;
- Ability to budget by position or department;
- Flexible Time and Attendance features including Paid Time Off: capable of maintaining historical records.
- Federal and State deposits and reporting;
- Readily accessible and easy to use robust reporting tool: reporting capability for all modules including custom queries and ad-hoc reports;
- Employee (Applicant) Recruitment, Application: accepts and tracks employment applications and maintains related records;
- Governance and Compliance for federal, state and local government standards;
- Performance management: capacity to perform interim & annual evaluations as well as integrate the position descriptions;
- HRIS storage capabilities;
- Learning Management System: capable of storing and hosting online training, setting goals, knowledge testing and compliance reporting;
- Integration with General ledger systems;
- An Employee Self Service Portal: access to benefit information and enrollments;
- Ability to export raw data in multiple formats as needed by other departments;
- System hierarchy: what constitutes the base system and what are add-on modules. Identify any modules not previously noted and also how pricing is set (i.e. by seat, by subscription, etc);
- **Estimated** cost for budget planning purposes only: separated by base system cost, add-on modules, installation, etc

1.4. RESPONSE FORMAT

This RFI is to obtain information on what is available in different systems. The evaluation team will not only be reviewing the features the different systems have to offer, it will also have the primary input in deciding what feature modules have the best value for the City. The request for estimated costs and pricing structure is to provide the team enough information for them to be able to assess the relative value of different modules.

Response Format: Based on the goals listed above, your response should provide the following:

1.4.1. Product Overview

1. Describe your understanding and approach to accomplish the items described in the previous section.
2. Describe the suggested solution; emphasizing open standards.
3. Explain why the suggested solution was recommended.
4. Describe the capability to customize both visual and data elements in the solution.
5. Describe reporting capabilities.
6. Outline adherence to Section 508 Accessibility Standards.

1.4.2. Supplier Background

1. Provide a brief history of your company including the year organized, locations, affiliated companies, and the total number of employees. Include any additional information not already included elsewhere in your response that you consider most relevant to the City.

2. Describe your company's market presence in the United States.
3. Discuss experience your company has in implementing payroll/human resource solutions.

1.4.3. Product Components

Provide a list of products that will be necessary to support the City's needs, to include system requirements for any necessary:

1. Software, including licensing and licensing structure(s);
2. Hardware, if any, required onsite at the City;
3. Proposed geographical location for data and document storage;
4. Third party products, both required and/or optional;
5. Warranty; and
6. Maintenance & support.

1.4.4. Payroll Processing

Provide a detailed description and timeline for a typical payroll processing cycle, including:

1. Estimated time required by the City to process timesheets for approximately 365 hourly employees and leave reporting for up to 100 salaried employees;
2. Transfer of timesheet information to payroll processing;
3. Time required by supplier to complete the payroll and provide initial reports after transmission by the City; and,
4. Time required between final approval of payroll and payment of wages to employees. Include a description of the timing of all funds transfers.

1.4.5. Reporting

Describe the types of canned reports available to the City and to individual employees. Provide sample reports for those typically used by employers and employees.

1.4.6. Payroll Taxes

Describe the process used to prepare and file all required payroll tax returns for remitting taxes. Include a description of your role in handling notices and other communications from federal and state agencies as applicable.

1.4.7. Cost

Provide the **estimated** cost range of the base proposed solution; also identify any module or functionality that will incur an additional cost:

1. List of each module/functionality;
2. Installation, implementation and configuration;
3. Data ingestion, migration, conversion and/or storage;
4. Training for HR, Finance, Information Technology and End Users;
5. Are there any additional anticipated consulting costs not listed above;
6. Maintenance & support for the term of a contract; and
7. Frequency of recurring subscriber costs and how they are broken down;

1.4.8. Proposed Implementation/Maintenance

1. Provide an overview of the implementation process and its complexity.
2. Describe the timeline and level of effort to implement the system as proposed including how the data from our current system would be transferred.
3. Describe the training your company would provide in using this solution for our employees. We prefer on-site, classroom-based hands-on training in labs with content tailored to use elements from our data environment. We have such a facility on site.
4. Provide a technical explanation of information technology security controls including:
 - a. User authentication;

- b. Access roles and division of duties;
 - c. System generated audit trails and reporting; and
 - d. Methods for securing and handling Personally Identifiable Information while in transit and at rest.
5. Describe the parameters of the Service Level Agreement, description of change management controls and release schedule(s) for security patches, bug fixes, maintenance and enhancements.
6. Describe your business continuity and/or disaster recovery plans and any additional costs associated with these plans.

1.5. ADDITIONAL INFORMATION

1.5.1. Proprietary Information

Any portion of the submitted response which is asserted to be exempt from disclosure under OCGA § 50-18-72, shall be clearly marked "exempt", "confidential", or "trade secret" (as applicable) and shall also contain the statutory basis for such claim on every page. Designating material simply as "proprietary" will not necessarily protect it from disclosure under Chapter 50-18 of the Open Records Act.

Suppliers do not need to be registered to respond to this RFI or to submit a response to any open solicitation. Suppliers do have to be registered in order to be awarded a solicitation and do business with the City. Please consider registering early.



SUPPLIER REGISTRATION

Supplier Registration with the City Of Griffin consists of the following:

The City of Griffin now has online self-service registration, via Vendor Registry. In order to be registered as a City of Griffin supplier, you must access the registration via the City's site. This will give you the opportunity to keep your information accurate and current. It also permits unlimited NIGP commodity codes, allowing for notifications based on your specific business criteria. In addition to the visibility to the City, this service will allow for other agencies in our area to have visibility of your company and it will allow you to have visibility of opportunities from other agencies in our area. There is no charge for this basic service, but you do have the option to automatically expand your visibility to other areas for a small fee to Vendor Registry at any time.

TO REGISTER:

- ✓ Please visit our website at www.cityofgriffin.com
- ✓ Select "Resources"
- ✓ Select "Register my Business with the City"
- ✓ Complete your registration by following the instructions provided
 - Two documents (forms included below) will be required to be **uploaded online** before your registration is complete. They are:
 - **Supplier Affidavit** – This document is also referred to as the E-Verify affidavit and has been updated to reflect new laws that have recently gone into effect. An E-Verify (EV) number is REQUIRED by the State of Georgia (OCGA § 13-10-91) if you provide labor or services to the City that is valued in excess of \$2,499.99. In addition to the EV number and signature, the affidavit must be notarized. If you have no employees or your company provides only products, simply initial the statement that applies to your situation and sign. **There is no need to notarize the affidavit unless you provide your EV number.**
 - **W-9** – This document supplies the Employer Identification Number (EIN) or the Social Security (SS) number of the supplier.

Note: *If you have problems getting registered, Vendor Registry is available to answer questions and help get you registered; they can be reached toll-free at (865) 777-4337. The City is also available to help.*

If you are registered on Vendor Registry with another agency other than City of Griffin, you can 'piggyback' off of your existing profile to create a profile for Griffin. Contact Vendor Registry or our Procurement office for help in creating this new record.