REQUEST FOR PROPOSALS:

HRIS SOLUTION

Issue Date: March 13, 2017

Due Date: March 31, 2017

To be considered, proposals must be signed and returned via email to WestEd Procurement Manager, Oscar Leon at oleon@wested.org by the due date.

Hard copies may be mailed to the WestEd Procurement Department at 4665 Lampson Ave., Los Alamitos, CA 90720.

Proposal responses will be considered valid for a period of 120 calendar days after the proposal due date.

PROPOSAL FOR HRIS SOLUTION

Table of Contents

I. INTRODUCTION

WestEd is soliciting proposals from qualified vendors to provide an HRIS (Human Resources Information System) solution for WestEd. The scope of functionality for the proposed HRIS solution is to include: HR, Benefits, Payroll, Time and Attendance, Talent Acquisition (e.g. Recruiting, Onboarding), Talent Management (e.g. Performance, Training), and other functionality included within the requirements section of this RFP (Attachment I).

This request for proposal (RFP) contains background information on WestEd and specific information that must be included in the proposals submitted. An electronic version of the proposal must be received no later than March 31st, 2017.

Electronic copies must be delivered via email to oleon@wested.org. If necessary, physical copies may be delivered directly to our office at the following address:

WestEd
4665 Lampson Ave.
Los Alamitos, CA 90720
Attn: Oscar Leon, Procurement Manager

II. BACKGROUND

WestEd is a not-for-profit research, development, and service agency that works with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults. WestEd has over 640 employees, located in 16 offices across the United States, and had revenue in excess of $160 million for Fiscal Year 2016.

WestEd is a Joint Powers Agency (“JPA”) formed under the California Joint Exercise of Powers Act, California Government Code section 6500 et seq. and governed by public entities in Arizona, California, Nevada, and Utah. WestEd’s Board of Directors is comprised of members representing agencies from these states, as well as other national education and business leaders. WestEd’s income is tax exempt under Section 115 (1) of the Internal Revenue Code.

WestEd complies with the required federal regulations on procurement, as well as applicable State procurement law and procedures.

Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by WestEd to utilize small and minority-owned businesses, women’s business enterprises, and labor surplus area firms when possible. The selected proposer may be required to undertake affirmative steps to utilize such firms in subcontracts if this contract is federally funded. A firm qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201, Subsector 541512) by having average annual receipts for the last three fiscal years not exceeding $27.5 million.

III. WESTED CONTACT

All communications, including any requests for clarification, concerning this RFP should be addressed in writing to the following:

Oscar Leon
Procurement Manager
oleon@wested.org

IV. SOLICITATION FORM

FAILURE TO SIGN THIS PAGE WILL DISQUALIFY YOUR RESPONSE

The undersigned offers and agrees to furnish the services described in this document at the prices and terms stated, subject to all of the terms and conditions of this Request for Proposal. The undersigned warrants and represents their authority to bind the proposer into an agreement subject to the terms and conditions of this Request for Proposal.

Company Name:

Street Address:

City, State Zip:

Email:

Telephone:

By (Authorized Signature)	Date Signed:
Print name and title of Authorized Signatory	

ALL SPECIFICATIONS, TERMS, AND CONDITIONS OF THIS PROPOSAL WILL BE INCORPORATED INTO ANY RESULTING AGREEMENT.

V. SOLICITATION KEY DATES AND TIMELINE

(Dates are subject to change at any time in WestEd's sole discretion)

RFP Activity	Dates
RFP Released	March 13, 2017
Questions Due by Proposers	March 17, 2017
Responses to Questions Released	March 24, 2017
Proposal Due Date	March 31, 2017
Demos	April 3, 2017 – April 14th, 2017
Award Notice	TBD
Meeting with Successful Vendor to Begin Contract Talks	TBD

VI. SCOPE OF WORK

The scope of work for the HRIS project includes the following functionalities and modules: HR, Benefits, Payroll, Time and Attendance, Talent Acquisition (e.g. Recruiting, Onboarding), Talent Management (e.g. Performance, Training) and any other functionality included herein.

For detailed sections concerning the relevant operational, performance, application, and technical questions and requirements of the system, please refer to Attachment I: Requirements of this document.

VII. PROPOSAL OUTLINE

To simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

1. Letter of Transmittal

A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the proposer and individuals to be involved is limited to a maximum of two pages. The letter should clearly identify the local address of the office of the proposer performing the work, the telephone number, and the name of the authorized representative. The letter shall include a clear statement from Proposer that this offer is binding and shall remain open for 120 days from the due date of this RFP and acknowledges that its proposal cannot be withdrawn within that time without the written consent of WestEd.

2. Table of Contents

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

3. Solicitation Form

The Solicitation Form included in the RFP (section IV) shall be included here.

4. Profile of Proposer Proposing

a. State whether the proposer is a local, national, or international proposer and include a brief description of the size of the proposer. State whether the proposer is a qualified small or minority-owned business, women's business enterprise or labor surplus area proposer.
b. State whether the proposer is in compliance with the registration and permit requirements to do business in California.

5. Qualifications

a. Describe recent experience with implementing an integrated HRIS solution for organizations of a similar size and/or industry to WestEd.
b. Include three client references, preferably organizations similar in size and industry to WestEd. If possible, please indicate at least one reference based in California.

6. Scope of Services and Proposed Project Schedule

Briefly describe the proposer's understanding of the scope of services to be provided including the name/version of the product(s) proposed and estimated implementation schedule.

7. Fees and Compensation

Provide the following information as relevant to the fee proposal:

a) Estimate of all costs for product, implementation, and servicing/support. Please make sure the following are included:
    a. License Fee:
    b. Annual Maintenance:
    c. Implementation costs:
    d. Training costs:
    e. Customization costs:

f. Interface/feed development costs:
g. Monthly hosting fees:
h. Monthly processing fees:
i. Monthly service fees:
j. Other monthly fees:
k. Other one-time fees:
l. All third-party costs:

b) The frequency and timing of the billing process.

If the fee is proposed under a different methodology (e.g., a fixed price for all services) please provide a basis for the proposed fee.

8. Exceptions to Contract Requirements

Any exceptions to the requirements of the sample contract shall be noted in the proposal. WestEd shall have no obligation to accept any exceptions and may reject any proposal noting exceptions to its contract requirements.

VIII. PROPOSAL SUBMISSION AND SELECTION PROCESS

By use of numerical and narrative scoring techniques, proposals will be evaluated by WestEd against the factors specified below. In terms of weighting, Product Functionality will account for 40 points based on a 100-point scale.

Criteria
1. Product Functionality
2. Degree of integration across functions/modules
3. Technical Fit
4. Usability
5. Vendor Profile and Implementation Support
6. Fees / expenses
7. Other factors, including completeness of proposal, adherence to RFP instructions, other relevant factors not considered elsewhere

IX. REVIEW PROCESS

WestEd may, at its discretion, request interviews/presentations by or a meeting with any or all proposers, to clarify or negotiate modifications to the proposer's proposal. However, WestEd reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the proposer can offer. WestEd contemplates award of the contract to the responsive, responsible proposer whose proposal is the most advantageous to WestEd, based on the highest total points and its decision is final.

As a federal contractor, it is WestEd's policy to utilize, whenever possible, small businesses, disadvantaged small businesses, veteran-owned small businesses, minority-owned firms, and/or woman-owned businesses. Therefore, proposers that meet these criteria will be given preference, should they meet all other stated criteria in the RFP.

X. NOTICE TO PROPOSER(S)

All materials provided to WestEd become the property of WestEd and may be returned only at its sole discretion. WestEd is a public entity. All proposals and any materials submitted with a proposal may be deemed public records subject to disclosure pursuant to the California Public Records Act. No portion of any proposal or materials submitted therewith will be withheld from disclosure as proprietary, trade secret or confidential unless that portion is clearly marked by the proposer as such, and the proposer agrees to indemnify WestEd against any claim or action to compel disclosure of such portion of the proposal. WestEd is not obligated to accept any proposal or to negotiate with any entity. All transactions are subject to the final approval of WestEd, which reserves the right to reject any and all proposals without liability. All costs directly or indirectly related to a response to this RFP will be borne by the proposer.

The contract, if any, shall be awarded to the responsible proposer whose proposal is most advantageous to WestEd, based on the evaluation criteria set forth in this RFP. WestEd may at its sole discretion select the response that best fits its needs, may choose to cancel the RFP, or to not select any proposer. A selection committee will evaluate the responses based on established criteria including compliance with the direction herein, experience and qualifications, cost, financial position of the company, and other factors as stated in this RFP. If selected, the successful proposer will enter into a written agreement with WestEd that will include service agreements and compensation agreements.

All information in this RFP should, for purposes of this RFP, be considered proprietary and confidential. Information contained in this RFP should not be shared or distributed without the expressed written consent of WestEd.

XI. REJECTION OF PROPOSAL(S)

WestEd reserves the right in its sole discretion to reject any or all proposals, in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. The proposal may be rejected if it fails to meet a material requirement of the RFP, or if it is incomplete or contains irregularities. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a bid to be rejected. WestEd may or may not waive an immaterial deviation or defect in a proposal. WestEd's waiver of an immaterial deviation or defect will in no way modify the RFP or excuse a bidder from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not competitive, or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if in WestEd's opinion the information was intended to mislead WestEd regarding a requirement of the RFP.

WestEd may reject a proposal from a proposer it finds non-responsible. Any person or entity that has substantially assisted WestEd in preparing any part of this RFP is prohibited from submitting a proposal. Submission of a proposal to WestEd shall constitute the proposer's certification that the proposal is not collusive.

XII. COMPLIANCE WITH LAWS

Any proposer must affirmatively agree and certify that it will comply with all applicable federal, state, and local laws and regulations, including but not limited to the provisions of the Fair Employment and Housing Act (Govt. Code, § 12900 et seq.) and any applicable regulations promulgated there under (Cal. Code of Regs., tit. 2, § 72850.0 et seq.). Any proposer must affirmatively agree to include the non-discrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.

XIII. WRITTEN QUESTIONS AND ADDENDA

Written questions or comments regarding this RFP must be in writing and received no later than March 17th, 2017. Questions should be emailed to Oscar Leon, Procurement

Manager at oleon@wested.org. All questions will be responded to in writing. Proposer(s) invited to submit a proposal understand and agree that they have an affirmative duty to inquire and seek clarification regarding anything in this RFP that is unclear or open to more than one interpretation.

WestEd, at its sole discretion, may make questions submitted by proposers and responses to the submitted questions available to all proposers.

WestEd reserves the right in its sole discretion to revise or amend this RFP prior to the stated submittal deadline. Any such revisions will be made by written addenda to this RFP. Proposers are responsible for verifying they have received, and all proposals shall acknowledge receipt of, all addenda issued by WestEd relating to this RFP. Failure to acknowledge receipt of all such addenda may render a proposal nonresponsive.

XIV. SUBMISSION

Electronic copies of proposals must be received by March 31st, 2017. Any proposal received after this date and time may be returned or not considered. Proposals should be submitted electronically to the Procurement Manager at oleon@wested.org.

If proposers wish to submit a hard copy of their proposal, it needs to be postmarked no later than the due date and mailed to 4665 Lampson Ave., Los Alamitos, CA 90720; Attn: Oscar Leon.

Submission of a proposal shall constitute the firm's representation that it:

- Has thoroughly examined and become familiar with the scope of work set forth in this RFP;
- Understands the requirements of the scope of work, the nature of the work and all other matters that may affect the work;
- Will honor its proposal for no less than 120 days after the submission date stated in this RFP (or until execution of a final contract with the selected proposer, if sooner), and acknowledges that its proposal cannot be withdrawn within that time without the written consent of WestEd;
- Will comply with all requirements set forth in this RFP, and in the ensuing contract, if any.

XV. PROTESTS

Following the selection of the apparent successful proposer, WestEd shall notify all proposers of its intent to award a contract to such proposer. Any protest to the award of the contract to the apparent successful proposer shall be submitted to WestEd in writing within no less than five (5) calendar days from the date of such notice. Any protest shall state with specificity the ground on which the protestor alleges the contract may not be awarded to the apparent successful proposer. WestEd shall consider any properly submitted protest and may accept or reject such protest as it determines appropriate in its sole discretion.

Attachment I — Requirements

VENDOR OVERVIEW

Your Company name and address:

Year founded:

How many employees in your company are:

Full-time:
Part-time:
Contract:

Are you a Public or private company?

Provide a brief history of your company.

What is your primary business focus and core product?

Describe your target market.

For how many years has the system you are offering been released?

How many HRIS clients do you have?

What is the average size (employee workforce) of your customers?

VENDOR FINANCIAL INFORMATION

What is your company's annual sales/revenue?

What percentage of your organization's revenue come from HRIS/payroll customers?

What percentage of your organization's revenue do you invest in Research and Development (R&D)?

What percentage of R&D is specific to your HRIS/payroll product?

Are there any outstanding lawsuits against your company? If so, please explain what impact an unfavorable outcome would have on the company.

PRODUCT OVERVIEW

Provide a brief overview of your product offerings in the HRIS space.

Please specify the name and version of the HRIS/payroll system considered in this RFP.

How do you differentiate yourself from your competition?

Who are your product partners?

How do you stay current with changes in human resources?

What enhancements are planned for your product over the next three years?

Is your HRIS product a SaaS/Cloud based solution?

What is the total number of employees dedicated to the products' SaaS service and associated offerings?

PRODUCT FUNCTIONALITY

Please use the following matrix as a key for responding to the requirement tables in the RFP.

Response Code	Description
Y - Existing	Feature is delivered as standard functionality in the proposed version of the software and can be demonstrated by the vendor.
F - Future	Feature is not currently included but will be available in a future release. Please indicate time frame (e.g., 12 months).
C - Customer Customization	Not included. Tools are provided for customization at no additional cost.

V - Vendor Customization	Not included. Vendor provides customization at an additional cost.
T - Third Party	Feature is provided by a third party partnering arrangement. Indicate any preferred partner agreements.
N - Not Available	Requirement cannot be met.

ENTERPRISE STRUCTURE

How does your HRIS/payroll system support multiple companies?

Are you a global provider? If yes, please provide your definition of global. Is this provided through a 3rd party?

Describe how a cost center/cost code is added and deleted in your system.

#	Requirements	Code	Comments
1.	Supports multiple companies in one database		
2.	Supports individual tax filings by EIN		
3.	Provides capability to view all employees simultaneously regardless of EIN association or separately by company or division		
4.	Reports on all EINs without having to consolidate data		
5.	Provides for client defined organizational levels		
	Provides employee searches by:		
6.	Employee Number		
7.	Last Name & First Name		
8.	Organizational Level		
9.	Company		
10.	Location		
11.	Status		
12.	Job		
13.	Pay Group		

#	Requirements	Code	Comments
14.	Department Manager		
15.	Supports multiple languages		
16.	Supports multiple currencies		

RECRUITING AND APPLICANT MANAGEMENT

Provide a brief description of your recruiting and applicant management system.

When was this recruiting and applicant management product developed?

Was this product developed in-house or purchased?

What job boards are supported with your product? Describe how jobs are posted to Internet job.

Does your system allow for an automatic e-mail response to applicants and candidates? If so, please describe the communication types included in the application. Can we customize the responses?

#	Requirements	Code	Comments
1.	Communicates automatically with job boards - with option to select which job boards		
2.	Posts internal and external jobs to the Company Website and/or Company Intranet site with effective dates (includes the ability to determine which should be posted internally vs. externally, or both)		
3.	Has a requisition library of job templates that can be utilized when creating requisitions -- by program and/or department		
4.	Tracks expenses by applicant/candidate level and associates them with a specific requisition or a general recruiting activity.		
5.	Sends automatic responses, notifications, or e-mails to applicants/candidates.		
6.	Allows administrators to customize verbiage on the e-mail messages (including confirmation acknowledgement and job filled) to external and internal applicants/candidates		

#	Requirements	Code	Comments
7.	Allows hiring managers to e-mail potential interview times, applications, corporate material, and job opening status.		
8.	Provides a library of standard communication correspondence for printing and distribution.		
9.	Can send and receive email, for applicant/candidate activity for hiring managers and recruiters, without requiring a desktop email client.		
10.	Allows administrators to schedule interviews		
11.	Distinguishes applicant/candidate status for internal or external candidates.		
12.	Has history that consists of one candidate record with all the associated recruiting activity regardless of the number of requisitions.		
13.	Resume/application can be maintained in the system		
14.	Allows applicants/candidates to modify or replace their existing resume.		
15.	Hiring managers and recruiters can review pre-screened applicant/candidate		
16.	Hiring managers and recruiters can track applicant/candidate status		
17.	Hiring managers and recruiters can view communication history		
18.	Hiring managers and recruiters can record interview notes		
19.	Searches applicants/candidates based on a variety of criteria (e.g., location, skills, prior employers, zip code, and metropolitan areas).		
20.	Has embedded workflow for approvals based on company-defined process including requisition approval, offer approval, and new hire approval.		
21.	Workflow approvals can be configured differently depending on job type/workforce type (e.g. full-time employee vs. temporary) and other factors (such as job levels or reporting hierarchy)		
22.	Allows administrator to update candidate record		

#	Requirements	Code	Comments
23.	Allows administrators to establish access levels in the system by role (i.e., administrator, recruiter, hiring manager).		
24.	Increments requisition numbers automatically		
25.	Integrates with third-party screening services including: criminal background check, drug testing and assessments.		
26.	Generates offer letters containing all compensation options to applicant/candidate		
27.	Job openings will track the requisition number, status and reason for the opening		
28.	Job openings will include employment information including FLSA type, salary range, and full/part time indicator.		
29.	Job opening will include education and skill requirements.		
30.	Assist in the creation and storage of job descriptions (via wizard or similar mechanism)		
31.	Job opening will include Metropolitan Area and location information.		
32.	Ability to complete Affirmative Action information		

ONBOARDING

Describe your solution's Onboarding functionality.

When was this onboarding product developed?

Was this product developed in-house or purchased?

Explain how employment verification is handled in Onboarding.

#	Requirement	Code	Comments
1.	New hires are transitioned seamlessly into HR/Payroll and Benefits after the offer has been accepted.		
2.	Ability to track and manage all onboarding processes in one		

#	Requirement	Code	Comments
	place.		
3.	Ability to monitor the status of onboarding activities.		
4.	Ability to configure welcome packages for targeted employee groups (by job, location, etc.)		
	New hires can complete the following forms online:		
5.	-Federal I-9 and W-4		
6.	-State tax withholding		
7.	-Payroll direct deposit		
8.	-Emergency contact		
9.	-Individuals with Disabilities		
10.	-Veterans reporting information		
11.	- Affirmative Action		
12.	- Other assigned WestEd forms (e.g. Conflict of Interest)		
13.	Ability to capture both a mailing address and home address		
14.	Can approve and finalize forms with password-protected electronic signature		
15.	Forms can be stored/replaced and updated in an electronic repository for easy, anytime access.		
16.	System uses E-Verify via WestEd's access		
17.	Ability to capture both Legal Name and Preferred Name		

HUMAN RESOURCES

Describe your system's HRIS functionality.

Is this system integrated with the payroll system?

When was this human resources product developed?

Was this application developed in-house or purchased?

Describe the types of historical information your system maintains (including number of years maintained).

How do you support electronic signatures?

Describe the HR process for transferring an employee between departments and/or companies.

Can electronic files and scanned documents be stored by employee on your system? What limitations, if any, exist?

GENERAL HR REQUIREMENTS

#	Requirement	Code	Comments
1.	Establish new organizational entities (e.g., companies, cost codes, and other variables) with no IT/programming or vendor professional services required.		
2.	Add/change organizational entities and easily/effectively transfer employees within and/or across them.		
3.	Maintain employee demographic data for all employment-related details (e.g., birth date, employee number, gender, hire date, contact information).		
4.	Maintain ethnic, visa, and I-9 related data.		
5.	Update/Maintain other assigned WestEd forms (e.g. Conflict of Interest)		
6.	Maintain marital, family, and dependent/beneficiary related and tax-related elections.		
7.	Maintain historical data for current/former employees (e.g., names, employment, job/assignments, performance ratings, status, and pay).		
8.	Maintain audit trails of employee file and data updates by date, time, and origin of update.		
9.	Generate, identify, and track all employee types by unique employee number. Track Social Security Number for U.S. based		

	employees.		
10.	Create unique workforce population types such as the following types: Regular Staff, Temporary, Contract employee, Paid Intern, Unpaid Intern		
11.	Maintain language, education, and certification data.		
12.	Maintain data for all job-related details (e.g., grade, exemption status, EEO code, salary, job family).		
13.	Enable effective/future dating of pending transactions/events, and maintain transaction history.		
14.	Progressive disciplinary actions can be tracked and reported.		
15.	History on all employee fields.		
16.	Audit trails for all additions, updates and changes.		
17.	No limit to historical data captured.		
18.	Unlimited user defined fields with user defined validation		

REPORTING/COMPLIANCE

As human resource regulations change, how do you ensure your clients stay in compliance?

Explain how your system maintains OSHA logs.

#	Requirement	Code	Comments
1.	Changes to compliance requirements are maintained and updated by HRIS vendor (with ability for WestEd to override requirements that do not pertain to us)		
2.	All compliance reporting can be generated for current periods and historical periods (with ability to determine periods)		
	Standard compliance reports include:		
3.	EEO-1		
4.	OSHA 300 and OSHA 301		

5.	Multi-Worksite Reports		
6.	Vets-4212		
7.	ACA Reporting		
8.	Automatic notification of I-9 expiration/visa expiration.		
9.	Tracks any accommodations made to support the American with Disabilities Act (ADA).		
10.	Tracks ADA and disability information.		
11.	Provides military and veteran status for employees.		
12.	Includes affirmative action compliance features.		
13.	Provides HIPAA training and compliance reporting related to the training		
14.	Provides worker's compensation support.		
15.	Includes state-mandated "New Hire" reports (for child support payment tracking).		
16.	Updates from HRIS vendor when federal/state/local regulations change.		
17.	Ability to automatically process 1095-C forms		

COMPENSATION

Provide an overview of the key compensation features of your system.

How is the compensation features integrated with the HRIS and payroll functions?

Explain how your system creates and retains salary history.

What types of reports are available for compensation?

Describe how your system manages incentive/bonus pay.

Explain how the system allows managers to plan salary increases online, process approvals via workflow, and automatically implement increases on the effective date.

Explain how annual merit increases are processed in your system.

Explain how the same job can have different salary ranges based on job location.

#	Requirement	Code	Comments
1.	Provides complete employee compensation history (including merit, incentives, commission, pay rate changes, etc.).		
2.	No limit to the number of steps in a salary progression.		
3.	No limit to the number of salary grades.		
4.	Establishes and maintains salary structure and ranges by grade, location, and other factors.		
5.	Calculates and maintains annual incentive ranges and actual amounts paid.		
6.	Facilitates base salary, merit increase, and annual incentive planning with managers via self-service.		
7.	Enables date driven salary changes (allowing past and future changes).		
8.	Includes retroactive pay calculation and payment.		
9.	Automatically updates employee base salary, annual and long-term incentive amounts with approved amounts.		
10.	Provides total compensation views/reports to employees.		
11.	Automatically calculates shift differentials and job premiums.		
12.	Tracks employees with multiple pay rates.		
13.	Automatically calculates comp-ratio and percent in range.		
14.	Validates minimum and maximum salary (of grade) when pay is changed, and provides warning messages as needed		
15.	Includes merit matrix to help with salary planning.		
16.	Facilitates an automated process for annual increases.		

17.	Provides budget worksheets to assist managers in compensation planning.		
18.	Provides ability to analyze and chart salary data by title, salary range or other appropriate fields.		

EMPLOYEE RELATIONS

Please describe how disciplinary actions are accommodated.

Please describe your capabilities to track grievances.

#	Requirement	Code	Comments
1.	Tracks disciplinary actions including a description of the incident.		
2.	Managers and HR staff can record the type of action taken (i.e., written warning, verbal warning, and termination).		
3.	Records required follow-up steps and the time frame for completion.		
4.	Schedules review of employee response to actions.		
5.	Tracks the date and type of complaint (i.e., inequality, unfair pay, and unfair working conditions).		
6.	Tracks final outcome of the complaint and the date it was closed.		

ORGANIZATION STRUCTURE AND CHARTS

Explain how your system creates organizational charts.

Describe how the proposed system will maintain employee hierarchy for reporting of data.

Describe how your system handles/manages large reorganizations.

#	Requirement	Code	Comments
1.	Provides ability to export data to an organization charting application.		
2.	Provides ability to create more customized export templates.		
3.	Structures the organization chart based on the reporting relationships defined for each employee.		
	Provides the ability to establish different export records to create organization charts for the following:		
4.	Various companies		
5.	Locations		
6.	Pay groups		
7.	Organization levels (by using the company and data selector options).		
8.	Tracks open positions in the organization chart.		

BENEFITS

When was this Benefits product/module developed?

Was this product developed in-house or purchased?

Describe the integration between benefits and payroll.

How does your system handle benefits administration?

Explain how your system facilitates reporting to third party vendors such as benefit providers.

Does the benefit data automatically populate in payroll? Is it real-time or a batch process?

Does your system have a module to maintain Worker's Compensation Claims, Costs, tracking lost time, restrictions, legal reporting requirements, regular reporting, etc.?

Does the system allow for tracking of all notes, conversations, etc.?

GENERAL BENEFITS REQUIREMENTS

#	Requirement	Code	Comments
1.	Provides total integration between benefits and payroll including other payroll vendors.		
2.	Maintain calculations and limits in compliance with federal legislation.		
3.	Assigns different benefit packages to different groups of employees based on eligibility rules.		
4.	Establishes benefit/deduction plans with multiple types and options.		
	Supports effective dated:		
5.	Benefit/deduction plans		
6.	Employee benefit/deduction plan enrollment		
7.	Employer benefit/deduction plan enrollment		
8.	Termination		
9.	Updates benefit/deduction plans based on employee status change.		
10.	Tracks “waived” benefit/deduction plans.		
11.	Assigns a rate schedule to apply new rates with future effective dates for the new plan year.		
12.	Allows benefit costs to be set up for the new year while continuing processing for the current year.		
13.	Tracks and maintains information for dependents and beneficiaries.		
14.	Calculates imputed income.		
15.	Tracks and reports workers’ compensation claims.		
16.	Facilitates reporting to third-party vendors such as benefit providers.		

17.	Provides employee data ("benefits-at-a-glance")		
18.	Defines and maintains benefit/deductions for the employee and employer		
19.	Includes automated schedules for benefits/deductions.		
20.	Supports benefit/deduction goals and limits.		
21.	Supports "catch up" contributions on deferred compensation plans.		
22.	Recovers benefit/deduction amounts that have been put into arrears.		
23.	Supports multiple arrear types.		
24.	Includes defined start and stop dates for benefit/deduction.		
25.	Processes one-time benefit/deductions.		
26.	Restricts participants from receiving more than the annual limit for reimbursement accounts including 403(b) and 457(b)		
27.	Ability to manage excess employer contributions to 415(m)		
28.	Includes pre-tax and post-tax benefits/deductions.		
29.	Supports multiple types of life insurance, long term disability, and short term disability.		
30.	Supports flexible spending accounts (FSA).		
	Display flexible spending account information such as:		
31.	Plan information		
32.	Balance of funds in account (s)		
33.	History of transactions for reimbursements		
34.	Maintains updated FSA balance.		

COBRA

#	Requirement	Code	Comments
1.	Captures employee's COBRA status, date of qualifying COBRA event, description of COBRA event, and date the COBRA		

	notification letter was sent.		
2.	Captures dependent's COBRA status, date of qualifying COBRA event, description of COBRA event, and the date the COBRA notification letter was sent.		
3.	Automatically captures COBRA information during the termination process		
4.	Automatically generates COBRA notifications.		
5.	Create COBRA notification letters and invoices.		
6.	Exports all employee and dependent COBRA information to a third-party COBRA administrator.		
7.	Generates COBRA billing documents		
8.	Maintains COBRA payment history		
9.	COBRA qualifying events are automatically triggered based on employee transactions.		

OPEN ENROLLMENT

Describe the system capabilities for online benefits enrollment (e.g., eligibility rules, tenure or grade level based premiums, plan dates).

Describe how your self-service solution can be used to guide employees through benefits enrollment.

What tools do you have available for benefit administrators to monitor and provide a smooth enrollment process for the company and its employees?

Is workflow associated with benefit enrollment and life event changes?

#	Requirement	Code	Comments
	Employees can:		
1.	View current benefits and related information.		

2.	Compare current benefits to the new benefits employees may choose to elect.		
3.	Compare the cost of current versus new benefits.		
4.	Make benefit elections from a list of eligible benefits.		
5.	Keep existing benefit elections with no changes.		
6.	Modify existing benefit elections.		
7.	Waive or decline benefits.		
8.	Review, add, modify and remove dependents and beneficiaries.		
9.	Link to benefit plan provider Web sites for additional information to help in making informed benefit and provider choices.		
10.	Save "in progress" enrollments and then later return to modify choices, make additional elections and complete the enrollment process.		
11.	Make life event (e.g., baby, marriage) benefit changes.		
	Solution has the ability to:		
12.	Provide a place to describe benefit plans and include specific plan details.		
13.	Add or modify employee elections.		
14.	Send due date reminders using an integrated e-mail feature.		
15.	Ability to link to external benefit plan summary document		
16.	Support the ability to handle new hire enrollment mid-year		
17.	Supports unique enrollment dates for each benefit plan.		
18.	Provides a next year enrollment capability.		
19.	Allows updates to dependent information for life events.		

FLEXIBLE SPENDING ACCOUNTS (FSA)

Does your system support multiple FSA accounts/ HSAs?

#	Requirement	Code	Comments
1.	Supports employee enrollment in FSA/HSAs		
2.	Enrolls employees in FSA/HSA plans through benefits open enrollment.		
3.	Maintains two open plan years so reimbursements can be paid from one year, while beginning claims processing for the new benefit year.		
4.	Restricts participants from receiving more than the annual contribution election limit for reimbursement accounts.		

LIFE EVENTS

Please describe the life events that come standard without configuration.

Describe how the available life event options are established and maintained in your system.

#	Requirement	Code	Comments
1.	Allows for online management of life events (e.g. marriage, birth, death, divorce, address change)		
2.	Ability to track IRS qualifying events		

LEAVE ADMINISTRATION

Describe the benefit premium collection process when employees are on leave without pay.

#	Requirement	Code	Comments
1.	Supports multiple types of leaves of absence (e.g. Personal Leave (PL) and Family and Medical Leave Act (FMLA))		
2.	Coordinates and manages FMLA (and applicable state and/or city leave requirements) with STD management		
3.	Tracks and reports cumulative FMLA/PL time taken with effective dating		
4.	Maintains leave of absence history.		

5.	Calculates the planned duration, based on expected end and expected start dates.		
6.	Monitors workers' compensation and the related leave of absence.		
7.	Notifies leave employees about open enrollment and allows for the management of their benefit elections		

Paid Time Off (PTO), Vacation, Personal Day, Sick

Describe how your system calculates accrued PTO. Can it handle multiple types of "time off" accounts (i.e. PTO, VAC, Sick & Personal Day).

#	Requirement	Code	Comments
1.	PTO accruals and leave administration can be processed without Time and Attendance feature.		
2.	PTO plans can be configured for a lump sum accrual on an annual basis.		
3.	PTO plans can be configured to accrue based on length of service and user defined rates.		
	PTO plans can be configured to accrue based on user-defined frequencies:		
4.	Per number of days		
5.	Per number of weeks		
6.	Per number of months		
7.	Per number of years		
8.	Per fixed date		
9.	Per included hours		
10.	Per included earnings		
11.	Per pay period		
12.	Per customer defined rules		
13.	PTO plans can be configured to adhere to user-defined carryover rules.		

14.	Supports unlimited types of leave.		
15.	Employees and managers can view PTO/leave plan balances.		
16.	Employees can request PTO/leave.		
17.	Managers can view pending employee PTO/leave requests.		
18.	Workflow approval processes are included for PTO/leave requests initiated by employees or managers.		
19.	Ability to have multiple leave rules based on the state in which the employee works.		

Retirement, 403(b), 457(b), 415(m)

#	Requirement	Code	Comments
1.	Manages years of service for rehires and breaks in service.		
2.	Calculates employer contribution amount by participant		
3.	Exports 403(b), 457(b), 415(m) enrollment/change data to a ready-to-send file that can be transmitted to record keeper/trustee on a periodic basis		
4.	Manages 403(b), 457(b) and 415(m) changes from third-party vendors		
5.	Handles maximum IRS allowable annual contributions		
6.	Calculates IRS maximum allowable contributions when participant chooses to contribute in both pre-tax and after-tax plans		
7.	Allows for catch-up contributions		

PAYROLL

Describe your application's payroll functionality.

Is this application integrated with the main HRIS application?

When was this payroll product developed?

Was this product developed in-house or purchased?

Explain how changes are tracked and viewed throughout the system.

Describe the payroll process for transferring an associate between departments, companies, or states. Is this integrated with the HR function or is a separate process required?

Describe tools/features available for employees to submit inquiries on their pay.

GENERAL PAYROLL REQUIREMENTS

#	Requirement	Code	Comments
1.	Ensures payroll system reflects appropriate earnings and deduction codes based on company benefits and compensation structures.		
2.	Allows system to be set-up to receive and manage company initiatives such as United Way.		

EARNINGS

Explain how your system will enable us to pay multiple earnings that are taxed differently, but paid on the same pay check (e.g., regular wages taxed based on the W4 and bonus wages taxed at the supplemental rates on one pay check).

Explain how your system will enable us to combine multiple earnings for an individual working multiple positions or jobs.

Are there limits to the number of earning codes that can be established in your system?

Can specific earnings be scheduled for a specific payroll cycle?

#	Requirement	Code	Comments
1.	Provides an unlimited number of earnings codes		

2.	Pays various earnings types (e.g., severance or bonus) after an employee is terminated on system.		
3.	Provides automatic gross up calculation for earnings.		
4.	Delivers all federal, state and local earnings tax categories.		
5.	Calculates and initiates off-cycle/special payments (e.g., signing bonus, annual bonus).		
6.	Allows for earnings to be scheduled in the payroll calendar.		
7.	Specifies start and stop dates for earnings.		
8.	Differentiates which earnings to include/exclude from other calculations (e.g., shift, deferred compensation).		
9.	Earnings codes are specific for different types or groups of employees (e.g., part time or executive).		
10.	Tracks YTD amounts, by earnings type, for unlimited number of years in check detail history.		
11.	Tracks YTD hours worked, by hours type, for unlimited number of years in check detail history.		
12.	Supports the calculation of taxable fringe benefits.		
13.	Supports the calculation of imputed income.		
14.	Provides ability to enter non-taxable reimbursements.		
15.	Handles employees with multiple rates of pay.		
16.	Calculates various shift premiums.		
17.	Accurately pays shift premium for employees who work multiple shifts.		
	Overtime calculations include:		
18.	Half time		
19.	Time and a half		
20.	Double time		
21.	Triple time		
22.	Distinguishes between regular and premium wages for workers' compensation.		

	Automatically accumulates hours and earnings by:		
23.	Fiscal year-to-date		
24.	Year-to-date		
25.	Quarter-to-date		
26.	Month-to-date		
27.	Last payroll		
28.	Employees can view YTD earnings through employee self - service.		
29.	Define hours per week by employee or job level.		

DEDUCTIONS/BENEFITS

Describe the integration between benefits and payroll. When a change is made to an employee's benefit election (e.g., single to family coverage), how does the deduction amount get changed in payroll or other outside systems?

How does your product recover deduction amounts that have not been withheld from an employee's pay?

Does your system calculate garnishments based on the state and federal calculation rulings?

#	Requirement	Code	Comments
1.	Provides an unlimited number of deduction codes.		
2.	Calculates garnishments based on the state and federal calculation rulings.		
3.	Stores other relevant garnishment data at the deduction level (e.g., case number, payee).		
4.	Delivered logic to properly calculate multiple garnishments.		
5.	Sends child support and/or other payroll deduction information to accounts payable for separate check processing.		
6.	Delivers all federal, state and local deduction/benefit tax categories.		

7.	Accommodates one time deductions.		
8.	Delivers an expression builder to create company specific deduction calculations.		
9.	Allows for deductions to be scheduled in the payroll calendar.		
10.	Allows client-defined prioritizing of deductions.		
11.	Employees' goal limits to deduction codes.		
12.	Supports start and stop dates for deductions.		
13.	Automatically cancels specified employee deductions upon termination based on company business rules.		
14.	Supports effective dating with deductions.		
15.	Includes a rate table at the company level for benefit deduction amounts, so they are not manually entered on each employee.		
16.	Deduction cost can be entered for the new year, while continuing processing for the current year		
17.	Deduction codes are specific for different types or groups of employees (e.g., part time or executive).		
18.	Tracks YTD amounts, by deduction type, for unlimited number of years in check detail history.		
19.	Maintains unlimited history of all deduction changes.		
	Automatically accumulates deductions by:		
20.	Fiscal-year-to-date		
21.	Year-to-date		
22.	Quarter-to-date		
23.	Month-to-date		
24.	Last payroll		
25.	Allows employees to view YTD deductions through employee self-service.		
26.	Handles imputed income for group term life		
27.	Handles imputed income for domestic partner benefits		

CALCULATING PAY

Where is gross pay calculated (i.e., payroll or time and attendance system)?

Describe how a time and attendance system would be integrated into the calculation of pay.

Describe how an out-of-cycle check is calculated and processed. Are Manual payments allowed?

Describe how time without pay and partial pay are calculated by your system. Include exempt and non-exempt.

Describe how pay is calculated for new hires and terminations.

Describe how adjustments to exempt salaries are calculated, particularly partial pay.

#	Requirement	Code	Comments
1.	Supports unlimited earnings, deductions and tax codes.		
2.	Supports different types of income.		
3.	Supports employees with multiple rates of pay and department/cost code assignments.		
4.	Tracks employees with multiple pay rates and departments/cost code assignments.		
5.	Maintains and updates overtime and pay specific rules including state specific rules.		
6.	Supports automatic retroactive pay calculations and payments.		
7.	Enables date-driven salary changes (allowing past and future changes).		
8.	Calculates shift differentials and job premiums automatically.		
	Automatic calculations:		
9.	Performs gross to net calculations per associate per check		

	and are immediately viewable.		
10.	Calculates and initiates off-cycle and special payments (e.g., signing bonus, annual bonus).		
11.	Provides automatic gross up calculation for earnings.		
	Overtime calculations include:		
12.	Half time		
13.	Time and a half		
14.	Double time		
15.	Triple time		
16.	Guaranteed overtime (e.g., paid overtime for working Saturday even if normal work week does not exceed 40 hours)		
	Pay Admin can override an employee's pay check by entering or changing:		
17.	Tax frequency		
18.	Method of payment (check vs. direct deposit)		
19.	Rate of pay		
20.	Shift codes – How many are allowed?		
21.	Hours		
22.	Earnings		
23.	Deductions		
24.	Deduction arrears		
25.	Taxes (State, Federal, and Local)		
26.	Allocation fields (dept., project, location, etc.)		
	Non-Wage Income:		
27.	Handles earned income credit.		
28.	Handles imputed income by pay period.		
29.	Handles moving expenses to reflect as income		

	Wage Allocations:		
30.	Supports multi-tier wage allocations across multiple cost codes		
	System provides wage allocations by:		
31.	Companies		
32.	Departments		
33.	Divisions		
34.	Regions		
35.	Locations		
36.	Branches		
37.	cost codes		
38.	Projects		
39.	Pay groups		
	Terminated Employees:		
40.	Automatically stops deductions and calculates final pay based on employee's termination date (including PTO, benefit deductions, etc.).		
	Reporting:		
41.	Provides standard wage allocation reports		
	Reports can be created with actual cost allocations including:		
42.	Rate of pay		
43.	Shift codes – How many are allowed?		
44.	Hours		
45.	Earnings		
46.	Deductions		
47.	Deduction arrears		
48.	Taxes (State, Federal, and Local)		

49.	Allow for salary tracking by user categories for user defined periods		

TAXES

Describe tax resources provided to your customers on tax regulations at the federal, state, and local levels? How do your customers access this information? Note whether you developed your own tax calculation system or you use another company's tax calculation system. If you use another company's tax calculation system, explain how it integrates with your payroll system.

What tax updates, if any, are provided and how are these updates received?

Describe how your system can accommodate consolidated tax returns for multiple companies.

Do you provide full tax filing processes?

#	Requirement	Code	Comments
1.	Provides for all federal, state and local taxing jurisdictions within the United States and its territories.		
2.	Supports tax calculations of lived in versus worked in state and local payroll taxes.		
3.	Supports state and local reciprocal agreements.		
4.	Provides all relevant end of year payroll processing reports, including W-2, 941, 1099s, State, SUI, and worksite reporting.		
5.	Supports the outsourcing of payroll tax deposits and filings.		
6.	Vendor can provide a print service for W-2s.		
7.	Supports client with preparing tax deposits and filings internally.		
8.	Produces tax documents, and signature ready reports to file.		
9.	Allows company to create/print W-2s.		
10.	Allows an employee to view/print their own W-2.		
11.	Supports federal, state and local supplemental wage taxation.		

12.	Allows for earnings to be taxed at different tax rates (e.g., regular and supplemental) on the same check.		
13.	Delivers all wage tax categories for wages reported (e.g., W-2, 1099).		
14.	Maintains tax rates within the proposed system.		
15.	Maintains a history of tax tables by change date.		
16.	Employees can change W-4 information online		
17.	Payroll Manager can change employee W-4 data online		
18.	Tax documents (e.g., signed W-4, I-9) can be attached to an employee's record.		
19.	Employees can perform pay check modeling.		
20.	Provides a payroll tax reconciliation tool.		
21.	Tracks YTD taxes, by tax, type for an unlimited number of years in check detail history.		
22.	Tracks YTD taxable wages, by tax type, for an unlimited number of years in check detail history.		
23.	Accommodates separate tax exempt controls for federal, state, and local taxes.		
24.	Provides additional withholding fields for federal, state, and local taxes.		
25.	Supports one time additional tax amounts in payroll processing.		
26.	Allows for payroll adjustments to correct taxes to be posted to current quarter.		
27.	Allows for payroll adjustments to correct taxes to be posted to a prior quarter.		
28.	Allows for a payroll administration user to generate an employee W-2C.		
29.	Allows employees to download W2 forms to support employee tax preparation		

PAYROLL PROCESSING and PAYROLL TIME ENTRY

Describe the process, steps, and time required for running payroll.

Describe the payroll gross-to-net process. Include manual checks.

Describe situations that cause down time for other areas of the application when payroll is processing.

Describe the audit process for each payroll.

How are unscheduled payrolls handled?

Describe payroll and year-end processing in the proposed system.

Describe your adjustment process for a typical payroll. How are quarter-end and year-end adjustments processed?

Are all custom payroll reports available to view during payroll processing? Please explain.

Are there any payroll reports that cannot be accessed while payroll is running? Why?

What is the process if payrolls need to be re-run multiple times?

Is there a limit to how many times payroll can be re-run?

Is data syncing necessary for payroll processing? Why?

Can you reprint checks if printer or something errors?

Explain how employee timesheets can be entered on line. How are these timesheets approved?

#	Requirement	Code	Comments
1.	Import from third party time and attendance solution		
2.	Performs gross-to-net calculations per employee per check, which are immediately viewable.		
	Payroll Admin can override an employee's pay check by entering or changing:		
3.	Tax Frequency		
4.	Method of payment (e.g., check vs. direct deposit)		
5.	Rate of pay		
6.	Hours		
7.	Earnings		
8.	Deductions		
9.	Deduction arrears		
10.	Taxes		
11.	Allocation fields (e.g., dept., job, project, location)		
12.	Performs gross up calculations.		
13.	Allows for an unlimited number of checks issued to an employee per payroll processing.		
14.	When preparing multiple checks for an employee during a payroll process, options exists for direct deposit or live check as well as the ability to exclude or process deductions.		
15.	Provides pre-check registers and audit reports prior to processing payroll.		
16.	Allows for manual checks to be printed onsite or any location.		
17.	Voids payroll checks by selecting the appropriate check; changes should be applied to applicable quarter's totals.		
18.	Provides capability to re-run selected steps of the payroll process.		

19.	Provides for check reconciliation.		
	Payroll Administrators can run the entire payroll process including:		
20.	Collect employee time		
21.	Open payroll periods		
22.	Calculating pay (including gross-to-net)		
23.	Pre-check preview and editing		
24.	Check payroll processing status		
25.	Generating pay checks and/or direct deposit advises		
26.	Payroll reporting		
27.	GL reporting		
28.	Post payroll		
29.	Close payroll		
30.	Create manual checks (interim, voided)		
31.	Print checks from the system		
32.	Update deduction goal amounts		
33.	Perform check reconciliation		
34.	Tax filing		
35.	Supports different types of payment methods (e.g., direct deposit, live check).		
36.	Print checks in any order, which may differ from payroll registers.		
37.	Proposed vendor can provide check printing services.		
38.	Provides internal check printing capability.		
39.	Supports laser printed pay statements to include MICR coding and signatures.		
40.	Supports unlimited check detail history.		

41.	Provides online pay statements to employees without creating paper statements.		
42.	Allows for paid time off information (e.g., vacation) to be on pay statement.		
43.	Supports paying employees from different bank accounts.		
44.	Create an "ACH" file for direct deposit.		
45.	Can rerun "ACH" file to include adjustments.		
46.	Allows employees to have up to 99 direct deposit accounts, with customized limit		
47.	Supports partial direct deposits in either a flat dollar amount or a percentage of an employee's pay.		
48.	Supports Positive Pay.		
49.	Process a refund (negative deduction) with no earnings, pretax and after tax deductions (taxes adjusted with refund).		

LABOR ALLOCATION

Explain how the proposed system would allocate by different organizational levels and projects.

Describe how the proposed system handles employees with multiple rates of pay and department or cost center assignments. How would employees with multiple jobs or positions be handled?

#	Requirement	Code	Comments
	Accommodates allocation levels by:		
1.	Companies in one database		
2.	Departments		
3.	Divisions		
4.	Locations		
5.	cost codes		
6.	Jobs		

7.	Supervisors		
8.	Pay groups		
9.	GL base accounts		
10.	Tracks an unlimited number of labor distributions in history.		
	Reports can be created with actual cost allocations including:		
11.	Earnings		
12.	Employee deductions		
13.	Employee taxes		
14.	Net pay		
15.	Employer deductions		
16.	Employer taxes		
17.	Workers' compensation premiums		
18.	Supports the creation of labor allocation files with user defined timeframes (e.g., 1 payroll period or 7 payroll periods).		
19.	Allows actual labor allocations to be fed into General Ledger.		
20.	Creates labor allocation reports.		

GENERAL LEDGER

Describe your general ledger process.

Identify general ledger and financial systems that interface with your software.

Please describe how the proposed system will support multi-tier labor allocations to post actual employee cost to GL. This includes the allocation of wages, employee and employer taxes, and employee and employer deductions by multiple organizational levels.

What reporting tools are available to query General Ledger transactions generated from payroll?

Is there a limitation to length, character segments of General Ledger number?

What setup is required for integration, i.e. import and exports?

#	Requirement	Code	Comments
1.	Maps GL account numbers within your payroll system.		
2.	Accommodates multiple GL segments and can be printed separately or all together on reports.		
3.	GL setup tables are accessible by users to change at any time.		
4.	GL distribution report can be created for previous periods or a range of periods		
5.	An exception to the GL mapping is accommodated down to the employee level.		
6.	Creates GL accruals.		
7.	GL account numbers can be changed by the administrator and the GL can be rerun for specified pay period(s)		
8.	Immediate availability of GL data when the payroll is posted to history.		
9.	GL historical data is accessible to administrator		
10.	Adjustments (e.g., manual and void checks) are automatically posted to GL.		
11.	GL feature includes tools to export data in a user specified format.		
12.	Provides an ad hoc query tool for reporting on GL data.		

TIME AND ATTENDANCE

Please describe your Time and Attendance functionality.

When was this time and attendance product developed?

Was this product developed in-house or purchased?

Does your system include a leave management feature?

#	Requirement	Code	Comments
1.	Mobile capability offered for time and attendance		
2.	Date effective recording of all timesheet- and employee-related data.		
3.	Can maintain and modify all complex pay rules without vendor intervention.		
4.	Allow employee punch captured for start and stop times of breaks and lunches.		
5.	Allow group change capabilities to modify common elements in a group of employee timesheets.		
6.	Employees can enter hours using on-line timesheets.		
7.	Provides a comprehensive audit trail of all changes made to the timekeeping records.		
8.	Tracks both standard (pro-rated) and actual hours by activity code for analysis purposes.		
9.	Stores employee (contractor) hours to be withheld from payroll upload.		
10.	Retro calculations		
11.	Allow the viewing of overtime by employee(s) by time period.		
12.	Ability to revise timesheet (and all timesheet fields) after timesheet period		
13.	Includes various types of payroll lockdown dates to freeze timesheet edits for payroll processing (i.e. supervisor lockout date, hands-off date, etc.).		
14.	Allow the tracking of labor metrics by employees (includes project, job, department and dockets).		
15.	Allow on-line edits to daily timesheets by employee and by authorized users.		
16.	Allow the validation of absence codes against associated leave balances.		

17.	Allow for absence tracking at a glance for a defined period for scoring and analysis.		
18.	Allow for the viewing employee attendance data for a defined period		
19.	Allow employees to request time off, tracks status with dynamic validation against time off business rules.		
20.	Allow for the employee to view their timesheet along with weekly hours		
21.	Allow for non-IT personnel to generate standard reports via a web-based, wizard-style interface.		
22.	Allow for scheduled reports to run automatically and be distributed to specific users/distribution lists, via email or other means of distribution.		
23.	Allow for the building, modification and maintenance of custom reports by non-IT employees.		
24.	Allow for the report hours of worked/dollars earned by employee by selected date range.		
25.	Allow the reporting of employee leave balances totals.		
26.	Allow for reports to be created by copying an existing report and modifying it.		
27.	Allow for the routing of exception report results to supervisors.		
28.	Allow for business intelligence rules to be built supporting customer specific requests.		
29.	Tracks FMLA including intermittent leave.		
30.	Reports on FMLA status include intermittent leave based on rules established.		
31.	Easily integrates with Deltek Costpoint Financials		
32.	Ability to add limits on timesheets such as limiting which cost codes can be used, limiting entering time on holidays, etc.		
33.	Route to multiple approvers/reviewers and change approvers/reviewers as needed		
34.	Ability to assign approvers and reviewers by cost code		
35.	Allow for automated emails including the ability to revise the		

	emails		
36.	Cost Code description field on timesheet should be flexible and allow for unlimited length		
37.	Ability to indicate location of work on timesheets for multi-state tracking for taxation purposes		
38.	Ability to handle split week processing		
39.	Print batch of selected timesheets by employee and employee type and date range in one editable document		

PERFORMANCE APPRAISAL

Please describe your performance appraisal feature.

When was this performance appraisal product developed?

Was this product developed in-house or purchased?

Can completed performance reviews be attached to an employee record?

#	Requirement	Code	Comments
1.	Delivers a configurable "out-of-the box" performance management process (i.e., goal setting, feedback gathering, review, performance summary).		
2.	Solicits performance feedback from multiple reviewers (i.e., subordinates, directors, other managers, peers). Exchange data between multiple users simultaneously.		
3.	Saves work in process, draft review, and return to complete.		
4.	Tracks performance review status and dates (i.e., complete, incomplete).		
5.	Maintains performance feedback and ratings history.		
6.	Enables reporting and analysis of performance ratings for various employee groups (i.e., by job, manager, geography, race and other EEO components).		

7.	Provides e-mail reminders and overdue notices throughout the process.		
8.	Administrators can view the status and content of the review process at any time.		
9.	Employees can complete self-evaluations.		
10.	Historical reviews can be accessed easily by employees, managers or administrators.		
11.	Appraisal steps can be easily defined by administrators. Different employee groups can have different appraisal steps.		
12.	Ability for employees to write rebuttals		
13.	Linkage between performance appraisals and compensation		
14.	Ability to print performance appraisals in PDF format		
15.	Ability to utilize electronic signatures in performance appraisals		

TRAINING

Please describe your training functionality.

When was this training product developed?

Was this product developed in-house or purchased?

How are training courses delivered by your product?

How should training courses be created to be uploaded to your product?

#	Requirement	Code	Comments
1.	Integrates with training and succession management applications and processes (e.g., learning plans/career planning).		
2.	Ability to create and maintain a catalog of courses		

3.	Ability to connect to external vendor courses		
4.	Configure course catalogs based on job class, level and other hierarchical classification		
5.	Reporting capability for administrators - tracking completion and performance for individuals, as well as segmented by organizational levels or other segmentations		
6.	Ability to search for employees on training, education, experience, certifications and licenses		
7.	Ability to manage (scheduling, reporting) compliance training		

EMPLOYEE SELF SERVICE

Describe your application's employee self-service functionality. What are the major features?

Is this application integrated with the main HRIS application?

Please explain how your employee self-service feature will assist in the communication between the company and employees. What types of information can be made available to our employees, reducing the amount of calls to human resources and payroll?

Can pictures be embedded in an employee record? What are the file types?

#	Requirement	Code	Comments
1.	Employees can view communications posted from administrators.		
2.	Employees can access links that can launch:		
3.	Documents (forms may be saved and/or printed).		
4.	Web sites		
5.	E-mails		
6.	Employees can model their paycheck for changes including deductions, marital status, and exemptions.		
	Employees can view and/or update personal information		

	including:		
7.	Name		
8.	Address (both home and mailing)		
9.	Phone numbers		
10.	Emergency contacts		
11.	Previous Internal employment		
12.	Educational background		
13.	Employees can view their status and key dates.		
14.	Employees can view company property assigned to them.		
15.	Employees can view EEO/I9 information.		
	Employees can view job information including:		
16.	Job code and title		
17.	Work location		
18.	FTE status (percentage)		
19.	FLSA Status		
20.	Date and time in job		
21.	Length of service		
22.	Compensation		
23.	Supervisor.		
24.	Job level		
25.	Unlimited job history including change reasons		
26.	Unlimited performance review history		
27.	Unlimited salary review history		
28.	Licenses		
29.	Skills		

30.	Tests		
31.	Awards		
	Employees can view unlimited pay history including:		
32.	Net pay		
33.	Hours		
34.	Earnings		
35.	Deductions		
36.	Taxes		
37.	Direct deposit distribution		
38.	Employees can view current and previous year-to-date totals.		
39.	Employees can view and update their direct deposit distribution and set effective date.		
40.	Employees can download and print their W-2.		
41.	Employees can designate that the electronic copy of the W-2 is the only copy that they require.		
	Employees can view benefit information including:		
42.	Current benefit elections		
43.	Employer contributions by benefit type		
44.	Beneficiaries and dependents		
45.	Leave accruals and balances		
46.	Cobra qualifying events		
47.	Participate in an electronic open enrollment		
48.	View all eligible plans		
49.	View the costs associated with these plans		
50.	Choose their benefit plan and coverage option		
51.	Request time off from their manager		

	Employees can update current benefits coverage based on the following life events:		
52.	New hire		
53.	Adding a dependent		
54.	Removing a dependent		
55.	Change in marital status		
56.	Change in address/location		
	Employees can update current benefits coverage for the following:		
57.	Commuter benefits		
58.	Retirement account salary deferrals		
59.	Employees can view new hire documents and other documentations attached to their employee record (with ability for WestEd to configure which documents are viewable)		
60.	Employees can view open jobs.		
61.	Employees can apply for open jobs.		

MANAGER SELF-SERVICE

Provide an overview of the features available through the manager self-serve.

Describe how managers are limited to information for only their direct reports (or within their organizations).

Describe the integration between your manager self-service application and your HRIS/payroll software.

Describe to what level access to information can be controlled (e.g., screen, field, etc.).

Does the application provide managers access to the entire employee self-service functionality? Please explain.

What employee data is a manager NOT able to access and does client control?

Are managers able to run reports from self-service? How is this performed?

Describe how managers can create and save their own reports.

#	Requirement	Code	Comments
1.	Managers have access to a selected view of their direct reports self-service		
2.	Managers can search for employees by name or employee number.		
	Managers can view the following information:		
3.	Limited Employee personal information		
4.	Employee job information		
5.	Employee job history		
6.	Employee compensation history		
7.	Previous employment information		
8.	Educational background		
9.	Licenses and certifications		
10.	Salary reviews		
11.	Performance reviews		
12.	Begin requisition process to create job openings		
13.	Review and approve vacation request		
14.	Review and approve leave request		
15.	Update organization information (e.g., department, division, and supervisor).		
16.	Managers can view paid through dates		
17.	Attached documents on an employee record		
18.	Managers can run reports on the employee data that they have access to view (see previous requirement 3-11)		

19.	Managers can begin termination workflow process.		
20.	Managers can access on-line forms/checklist, etc.		

HISTORY

Explain the kinds of historical information your system maintains.

For archived records, what is the retrieval time?

How is system performance affected by the growth of the historical records?

#	Requirement	Code	Comments
1.	Provides a narrative history (e.g., for disciplinary actions, grievances, exit interviews).		
2.	Provides point-in-time reporting capability.		
3.	All historical data is viewable.		
4.	All historical data is reportable.		
5.	Archives older historical records.		
6.	Can bring firm history from prior software.		

DATA CONVERSION

Describe how existing data and history is extracted and imported to your system at conversion.

How are issues with validation of historical data conversion handled?

How would data be transferred to WestEd in the event of a termination of service?

Are there fees associated with converting history?

SYSTEM ADMINISTRATION

Explain system administrator capabilities.

Can you have multiple system administrators?

#	Requirement	Code	Comments
1.	Provides tool for administrators to easily lockout, inactivate, and reactivate user accounts.		
2.	Uses role based security for determining user privileges throughout the application.		
3.	Allows for the configuration of an unlimited number of security profiles using role security.		
4.	Access privileges can be applied to a group of users or individual user.		
5.	Automatically generates employee numbers for new hires based on client defined numbering rules.		
6.	Provides configurable rules for password policy.		
7.	Provides tool for administrators to easily reset passwords.		
8.	Provides a bulletin board or dashboard in which administrators can post messages that are visible to users when they logon to the system.		

MOBILE

Please describe what functionality for your overall product is available via mobile devices.

Please describe what mobile platforms/technologies are supported (e.g. iPhone, Android, etc.)

WORKFLOW

Describe the workflow capabilities provided by your product and identify which modules have workflow capabilities.

When was this workflow product developed?

Was this product developed in-house or purchased?

Please describe the workflow setup including where custom programming is required. Do you supply any predefined workflow processes? If so, how many are delivered as standard? How much flexibility does client have in building workflows?

Can you have multiple levels of approvals for your workflow?

#	Requirement	Code	Comments
1.	Provides built-in approvals for a hierarchy (multiple levels) of approvers.		
2.	Provides for approval by role, where anyone who is assigned the role can approve incoming requests.		
3.	Allows the re-allocation or delegation of tasks from one approver to another.		
4.	Allows the assignment of observers and e-mail recipients to workflow processes.		
5.	Automatically send e-mail notices to approvers to inform them that they have a request that requires attention.		
6.	Automatically sends e-mail notices to the initiator of a request to let him/her know it has been approved.		
7.	Allows users to view outstanding workflow transactions in various states such as pending or complete		
8.	Allow out of the office delegations to automatically manage workflows during an individual's absence		
9.	Allow users to cancel pending workflows (e.g., when an employee leaves the company).		
10.	Provides wizards to walk managers through work event processes.		
11.	Uses audit trails to capture all modifications to employee information.		
12.	Captures the date and time when a request was approved.		
13.	Captures who approved a request.		

14.	Captures approver comments associated with a request.		
15.	Performs real-time updates to employee information.		
16.	Allows users to make date-sensitive changes, which are applied on the desired date.		
17.	Allows users to view summary statistics about all workflow activity.		
18.	Allows workflow e-mail messages to be customized.		
19.	Displays warning and error messages to users in relation to requested changes.		

REPORTING

Provide a brief overview of your reporting tools and how they are integrated with your HR and payroll system.

Does your system have point-in-time reporting capabilities?

Describe your ability to create workforce alerts (e.g., email reminders, reports, etc.).

Describe the ad-hoc report writer that is delivered with your software.

Is this part of the software or a 3rd party addition?

Describe your point-in-time reporting capabilities.

Describe your ability to create workforce alerts (e.g. e-mail reminders, reports).

Describe any limitations creating online reports? (e.g. formatting, fields, tables)

Do hosted clients and non-hosted clients have the same ad-hoc and reporting capabilities?

Can the system support links to other websites?

#	Requirement	Code	Comments
1.	Provides standard report capabilities.		
2.	Provides ability to schedule standard reports.		
3.	Provides access to unlimited years of check and schedule history.		
4.	Provides flexibility for defining selection criteria, data ranges, sorting and grouping options, and report output enabling users to tailor information to their specific needs.		
5.	Provides ability to set up and run batch reports.		
6.	Provides ability to access reports area from within the system.		
7.	Provides user-friendly, graphical user interface for accessing and running reports.		
8.	Provides point-in-time reporting capabilities.		
9.	Provides integrated ad hoc report writer.		
10.	Generates reports on all fields that exist in the data dictionary.		
11.	Allows for incorporation of graphics such as logos.		
12.	Provides easy-to-use report catalog; user is not required to understand the database design.		
13.	Presents data in a way that makes it easy for users to navigate within a database and assemble reports.		
14.	Provides ability to change field names.		
15.	Provides “open” system so that it can be used with other report writer tools.		
16.	Provides users with standard pre-formatted reporting functionality.		
17.	Can run reports on live data		
18.	Can select report criteria at run time		
19.	Access to reports is based on a user’s role (filtered security setup).		
20.	Data on reports is filtered by the user’s security (filtered security setup).		

21.	Report results can be stored		
22.	Can view and reuse a previously stored report		
23.	Can select a report sort order		
24.	Can select a report group order		
25.	Can set expiration dates for reports		
26.	Can output reports in PDF format		
27.	Can output reports in Excel format		
28.	Ad hoc reports can be scheduled		
29.	Reports be run while users are in other parts of the system		
30.	Store and access previously run reports		
31.	Create custom reports		
32.	Reports can be assigned an expiration date for automatic purging		

TECHNICAL REVIEW/ARCHITECTURE

#	Requirement	Code	Comments
1.	Product is hosted or cloud based (does not require anything to be run on client premises).		
2.	Connection to the product is via a web-based interface (i.e. no VPN connection needed, no remote desktop solution needed)		
3.	Offers a modern REST API to allow integration with other WestEd services.		
4.	Integrates with “OneLogin” using the SAML SSO Protocol		

Describe your system’s ability to have customers “configure” the system vs. having you “customize” the system to meet their needs.

What are the hardware/software requirements to use the product?

What browser and browser versions are certified with your product?

Who are your technical partners?

Who are your partners for hosting?

What APIs are available to access the data?

Provide a description of your company's disaster recovery options.

Describe how your organization provides periodic system performance evaluations for all installed applications. Identify ways to improve system utilization and improve overall performance. How frequently are these evaluations done and what is the cost?

How does your company stay current with technology?

How many concurrent users can your product support?

Detail the application response times, benchmarks for processes such as payroll processing, screen navigation, report generation, etc.

Explain which modules/functions provide the ability to print in PDF (or similar non-browser) format.

Does the system have e-signature capability? Which modules/functions can use e-signature capability?

INTEGRATION

Which are the third-party vendors with whom you have delivered interface/integration?

How will custom integration be configured?

Have any other customers of yours integrated with Costpoint Financial System?

How should data feeds from our internal systems be integrated with your product?

Explain how E-Verify is used within the system.

Does the product integrate with Zimbra email and calendar system?

DATABASE

What databases does your application support?

Describe the enterprise's responsibility in maintaining and managing the database(s).

Does your system allow backups with no downtime? Does it allow for backups to be unattended? When are backups completed (i.e. time of day)?

Describe the ease and flexibility for extrapolating data, and maintaining and creating sub-files and macro-processes.

Do you provide your clients with a data dictionary?

How does your application handle multi-user contention or concurrency?

SECURITY

Describe your security architecture, including any significant failures, breaches or issues encountered in the last five years.

What regulations do you comply with (e.g. FEDRAMP, HIPPA, NIST, etc.)?

Describe the proposed system's Application level security.

Does your application use a secure connection if hosted? If so, please explain the security model used.

Does the proposed application support single sign on?

Is your security roles-based or user-based?

How are the users and security roles administered?

Can users have more than one security profile?

Does your application allow for customer defined ID and password methodologies?

Does your application allow for global security policies (e.g., number of invalid attempts before reset, time outs)?

How is a validation for forgotten passwords processed when an employee locks out or has forgotten log-on information?

CUSTOMIZATION

Describe the delivered tools and methods required to customize your application. Can we perform these customizations or do you the vendor need to modify the system?

Describe customer configuration vs. vendor customization for product.

Can we customize the look and feel (e.g., logos and colors) in your application?

How are customizations preserved during product updates?

What is the effect of future upgrades on our customizations?

Explain the ability to configure data entry screens and to create new inquiry screens.

PRODUCT DEPLOYMENT

Do you offer your product as license, in a hosted/cloud environment, or both? Please explain.

What is your target market for the hosting model?

What is the data center and network infrastructure of your hosted solution?

What types of technical resources are required for your hosted solution?

Provide a brief description of the security measures you provide in your hosting environment.

If data centers are physically secured, explain the method/technology used.

Does your hosting solution include a guaranteed level of system performance, such as sub-second response time?

Describe your customer support process for application hosting customers.

If hosted, what control would we have with making application modifications – screens, tables and fields?

IMPLEMENTATION

What is your process for effectively managing the implementation process?

What is the ratio of implementation and training to software license fee?

How long is a typical product implementation?

Please describe the major phases within implementation.

Describe the typical implementation project team. Who is the primary point of contact during implementation?

During the implementation process, do your consultants assist with process improvement and/or best practices? Provide examples.

How many employees from client are needed to support the project?

What is your process for moving from implementation to customer maintenance?

How long does implementation team stay with client before transferring to customer service?

ENVIRONMENT

How many environments do your typically provide to your customer – Sandbox, Testing, Training, Production, etc.?

AVAILABILITY

What is the standard availability metrics for your product?

Please provide information about your scheduled maintenance windows.

How are incidents handled? What are your standard incident acknowledgement and resolution times?

What are the available escalation procedures for WestEd to accelerate resolution process in the event of unscheduled outage, critical and high incidents?

APPLICATION UPDATES

How much lead time is provided for clients to accept application updates? Do clients have the option to delay the implementation of product updates?

Are release notes issued ahead of time for all application updates?

VENDOR PRODUCT TRAINING

Provide an overview of your training programs and delivery methods.

Is there a test database utilizing real data available for future new employee training?

Where are your training facilities located?

Is there a cost associated with training for customers during or after implementation?

What ongoing customer training is available?

What training materials do you provide?

NEW REQUIREMENTS

How are new functional requirements from clients prioritized and implemented in your product?

OTHER MODULES

What other modules that are delivered as part of your product that have not been covered by the RFP questions?

CUSTOMER SERVICE/SUPPORT

Provide an overview of your customer support and maintenance services.

What is the cost of your annual maintenance plan?

Do you use your Web site as a mechanism to provide support to your clients? How is the Internet part of your support strategy? Please explain.

What is the experience level of your service and support staff? What is the average length of service in your support area?

How does your firm educate and train your service and support staff?

What technologies do you take advantage of to run your support organization?

What hours does your company provide service and support?

How many support centers do you have and where are they located?

Is there weekend or after hour support?

Is there an after-hours emergency contact number if needed? Is there a charge for this service?

How often do you release new versions of your software?

When are new releases and upgrades performed? For example, during weekends and non-business hours?

Do you have any user groups (regional or national)?

Do we get change information prior to release?

Can we decline to upgrade to new releases?

What is the test process for new versions?

How do you determine and prioritize changes in your system?

What is the migration process in upgrading to new versions?

PRICING

For the purpose of preparing this proposal, assume a workforce population of 1,000.

Describe your pricing model.

Provide an estimate of total costs for the solution(s) you are recommending.

Estimate must include all costs for product, implementation, and servicing. Please make sure the following are included:

License Fee:

Annual Maintenance:

Implementation costs:

Training costs:

Customization costs:

Interface/feed development costs:

Monthly hosting fees:

Monthly processing fees:

Monthly service fees:

Other monthly fees:

Other one-time fees:

All third-party costs:

If applicable, provide a history of your hosting, processing, and service fee increases for the past five years.