Northern Arizona Council of Governments

REQUEST FOR QUOTE
Human Resource Information Management System
and
Accounting / Financial Management System
2019-HR-01-RFQ

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DATE OF ISSUE:       SEPTEMBER 19, 2019
DEADLINE FOR INQURIES:       OCTOBER 2, 2019
DATE & TIME QUOTATIONS DUE:      OCTOBER 6, 2019
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Request for Quotation No:  2019-HR-01-RFQ

Material and/or Services: Human Resources and Accounting/Financial Management System
Location:     Northern Arizona Council of Governments
Mailing Address:  119 East Aspen Avenue
Flagstaff, AZ 86001
Contact:   Gayle Benton, Human Resources Director
Phone:    928-774-1895 x1194
Website:   www.nacog.org/human-resources
Email:    HR.RFQ-RFP@nacog.org

Quotation Submission:  Mail:  Must be postmarked by due date
Email:  Subject Line:  2019-HR-01-RFQ

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By signing below, the Vendor herby certifies that:

The person signing the Request for Quote certifies that he/she is the person in the vendor’s organization responsible for, or authorized to make, decision regarding the prices quoted. The vendor is a corporation or other legal entity.
No attempt has been made or will be made by the vendor to induce any other firm or person to submit or not to submit a Quote in response to this RFQ.

The price and terms and conditions in this Quote are valid for 180 days from the date of submission.

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ABOUT NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG):
NACOG is a quasi-government / non-profit corporation organized under section 501 (c)(3) of the internal revenue code. We are located and serve four counties in Arizona; Coconino, Yavapai, Navajo, and Apache. We currently have 450–499 employees located in 40 remote locations.

PURPOSE of REQUEST FOR QUOTATION:
NACOG is currently in the process of applying for a 5-year competitive grant to maintain our current services in one of our respective departments. A portion of this grant allows for one-time startup cost for services/products such as a Human Resources Information Management System and Accounting/Finance Management System. To determine a range or average cost of an integrated system/solution and include such pricing on our grant application, NACOG is soliciting Request for Quotations. Should NACOG be awarded the grant and the funds for a system, the next step would be to prepare and solicit REQUEST FOR PROPOSALS from HRIM/AFMS vendors, including those vendors who respond to this Request for Quotation.

SCOPE OF WORK:
Introduction
NACOG is soliciting 2 quotations from qualified and experienced cloud based Human Resources Information Management System (HRIM) and Accounting/Financial Management System (AFMS) vendors to provide a single, robust integrated enterprise HRIM solution as well as Finance and Accounting solution (if available) for the following system modules:

1. Human Resources Information Management System:
   a. Recruitment/Applicant Tracking (ATS)
   b. Employee Onboarding
   c. Employee Information Management
   d. Employee Self Service
   e. Benefit Administration
   f. Time and Attendance / Leave Administration
   g. Talent Management / Performance Management
   h. Learning Management
   i. Payroll
   j. Document Management
   k. Workflow (Automation)
   l. Canned / Customization Reports / Analytics
   m. Federal/State/Local Compliance Reporting

2. Accounting/Financial Management System:
   (NOTE: This module ‘if available’ must be a system provided by the vendor, not a separate system from another vendor.)
   a. General Ledger
   b. Payroll
   c. Accounts Payable
   d. Accounts Receivable
   e. Cash Receipts
QUOTATIONS:
We are looking for two separate quotations:

1. **HRIM Quote:**
   a. Quote for an HRIM system only which includes all (available) modules listed in #1.
      i. Please include pricing on “packages” with options to purchase other modules in the future.

2. **HRIM and AFMS Quote:**
   a. Quote for an HRIM system which includes all (available) modules listed in #1 AND Accounting/Financial Management System.

**Quotation Should Include the Following:**

1. Describe your pricing model
2. Quotes should be separated into 2 categories
   a. First Year Cost *(initial)*:
   b. Subsequent Years Cost *(on-going)*:
3. Provide an estimate of the total costs for the solutions listed in #1 and #2
4. In the event the HRIM system is not consolidated with Payroll, Finance, Accounting, describe cost to interface HRIM system to NACOG’s Payroll, Finance, Accounting system *(Accufund)*
5. Estimate must include all cost for product, implementation, training, and servicing
   • Please make sure the following are included:
     o License Fee (Initial and Ongoing):
     o Annual Maintenance:
     o Implementation Costs:
     o Migration of current/historical employee data from current system *(Accufund)*
     o Training Costs:
     o Customization Costs:
     o Technical Support Costs:
     o Interface/feed development Cost:
     o Upgrade to New Releases Fees:
     o Monthly Hosting Fees:
     o Monthly Processing Fees:
     o Monthly Service Fees:
     o Other Monthly Fees:
     o Other One-Time Fees:
If applicable, provide a history of your hosting, processing, and service fee increases for the past five years.

DESIRED SERVICES:

1) Talent Acquisition/Applicant Tracking *(summary, not all inclusive)*
   a. The ability to streamline the hiring process with automated features. Ability to post job opening to multiple websites and social media channels. Automatically accept (and reject) candidates based on predetermined criteria. The module should include functions such as job requisitions, job descriptions, job board posting, social recruiting, applicant evaluation, Applicant Tracking System (ATS), Candidate Pre-Screen, Auto-Response (throughout recruitment process), job offer extension, background check, transition to onboarding, branded company job site.

2) Employee Onboarding *(summary, not all inclusive)*
   a. Ability to transition from an applicant to a new hire, track the progress of new hires as they move through the employee onboarding stage of employment. This module should include functions as I-9 verification, backgrounds checks, tax withholdings, direct deposit, benefit enrollment, required training, policy acknowledgement, completion of various new hire forms, etc.

3) Employee Information Management *(summary, not all inclusive)*
   a. Employee profiles that include personal information, demographics, job and salary history, banking and tax details, insurance plans, time off requests, disciplinary history, performance reviews, etc.

4) Employee Self Service *(summary, not all inclusive)*
   a. Employees have access to their information; payroll, benefits, retirement plans; submission of documents, manage profile, total compensation reports, etc.

5) Benefit Administration / ACA Reporting IRS Filing *(summary, not all inclusive)*
   a. The ability to manage employee benefits, including medical, dental, vision, life insurance, supplemental insurance and retirement, state retirement system, etc. Electronic enrollment; system guides employees through enrollment process/annual open enrollment periods/qualifying events all through workflow; connection to benefit carrier/TPA. ACA tracking, reporting, and filing with IRS.
6) Time and Attendance / Employee Leave Administration  
   a. The ability to automate the tracking of the time employees work, overtime, time  
   taken off and leave balances. The module should include functions such as  
   automated/electronic “punch in/punch out” request for time off (vacation, sick,  
   PTO, Leave without Pay, FMLA, Worker’s Comp, Jury Duty, Bereavement, etc.) and  
   receive confirmation of approval or denial of benefit time use, and ability to  
   upload supporting documentation for leave requests, ability for an employee to  
   have multiple wages/rates and multiple cost centers, workflow, real time  
   reporting, ability to make adjustments, dashboard, time off requests, leave  
   tracking.

7) Talent Management / Performance Management  
   a. The ability to evaluate employees on-going and/or annual performance with  
   workflow automation. Ability for employee to view their dashboard for and  
   provide feedback throughout the year. This module should include functions such  
   as an evaluation tool, behavioral tests, competency test, key performance  
   indicators, review and feedback. This module may also include employee  
   discipline, employee complaints, grievances, etc.

8) Learning Management  
   a. Ability to be pre-loaded with educational resources, or give users the option to  
   upload their own customized materials (PowerPoint, PDF files, Word Docs,  
   webinars, etc.) Track certifications and completion of trainings. Automated  
   reminders to employee to complete trainings, annual trainings, policy  
   acknowledgments, etc.

9) Payroll Services  
   a. The ability to ensure employees are compensated correctly, based on established  
   and multiple pay plans / structures. Must include direct deposit, tax filing services,  
   automated calculations of tax withholdings, and other payroll taxes, creation /  
   filing of W-2s, 1099s, compensation administration including worker’s  
   compensation, multiple rates, multiple cost codes, non-traditional methods of  
   payments such as changes in minimum wage, cost of living, flex pay, etc.  
   Employee should have access through employee self-service to view and print  
   their personal payroll data such as W-2 forms, leave balances, etc.

10) Document Management  
   a. The ability to store and manage documents (paperless employee files). Employee  
   access to their personnel files, and limited access to supervisors.

11) Workflow  
   a. All modules should have a workflow automation component (if applicable)
12) Canned Reports / Customized Reports
   a. The ability to choose from canned reports and ability to create reports using a user friendly report writer as needed. An option to have customizable reports and report on any field and historical data. *(summary, not all inclusive)*

13) Federal/State/Local Compliance Reporting *(summary, not all inclusive)*
   a. Ability to upload required compliance reports using various required formats to all respective reporting agency’s website portals and/or electronic filing. i.e. ACA/Form1095-C, EEO-1, New Hire Reporting, OSHA 300, DOL Occupational Employment, 1099s, W2, etc.

14) Accounting/Financial Management System
   a. General Ledger
   b. Payroll
   c. Accounts Payable
   d. Accounts Receivable
   e. Cash Receipts
   f. Purchasing and Requisitions
   g. Cash management/Banking
   h. Fixed Assets
   i. Contract Management
   j. Grant Management
   k. Client Management

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**HOW REQUESTS FOR QUOTES WILL BE EVALUATED**
As mentioned in the **PURPOSE**, NACOG is soliciting quotes for an HRIM and AFMS to include in the competitive grant we are applying for. The grant is offering one-time startup costs for an HRIM and AFMS system. In order to include this request for a robust system in the grant, we need to provide an estimate cost of the product, specifically startup costs. Your quotation (if criteria is met) will be included as an estimate in the grant application.

Vendors can score highest if their product includes both an HRIM and AFMS as one integrated system. Higher scores will accompany those vendors in which their product can offer ALL or at least 80 percent of the modules/services listed under **DESIRED SERVICES** for an HRIM and AFMS or all or 80 percent of the modules listed in the HRIM only. Workflow automation and streamlining, robust reports/analysis capability with ALL fields in the system, accessibility from anywhere including mobile access are other criterion important in the evaluation. All modules that will reduce if not eliminate manual and paper intensive processes. Migration of current/historical employee and financial data from current system (Accufund) is critical.
INSTRUCTIONS FOR QUOTATION AND TERMS AND CONDITIONS

Inquires:
Direct all inquiries to Gayle Benton via email at HR.RFQ-RFP@nacog.org, or mail to:

Northern Arizona Council of Governments
Human Resources Department
Attn: Gayle Benton, Human Resources Director
119 East Aspen Avenue
Flagstaff, AZ 86001
928-774-1895 x1194

Written questions concerning this Request for Quotations should be received no later than October 2, 2019, 12:00PM Arizona Time. Inquiries may be submitted by telephone, but must be followed up in writing. No oral communication is binding on NACOG. Answers to the written questions submitted by Respondents will be provided in the form of an Addendum via the NACOG website. www.nacog.org/human-resources

DEADLINE FOR RESPONSE: Quotation must be received no later than October 6, 2019 by midnight, Arizona Time.

Quotations may be 1) e-mailed to HR.RFQ-RFP@nacog.org, 2) faxed to 928-213-5249, or 3) mailed to the address provided above. Emailed submissions must contain an attachment size not greater than 10MB to ensure receipt by NACOG Human Resources. If a larger attachment is needed, multiple emails with a fragmented response may be sent, but this must be clearly indicated in the email subject line (i.e 2019-HR-01-RFQ – Response 1 of 2, 2019-HR-01-RFQ – Response 2 of 2). Respondent assumes all risk with the delivery of quotations and it is strongly suggested that Respondents ensure that delivery of quotations have been received by NACOG Human Resources before the deadline. Hard copies are not required.

It is the responsibility of all potential Respondents to check the NACOG website for any Addendums to the RFQ and to ensure signed Addendums are included in their response to the Solicitation.

1. Submission: Quotations shall be signed and received by the due date and time, as designated on the Request for Quotation.
2. Authority: The person signing the Request for Quote certifies that he/she is the person in the vendor’s organization responsible for, or authorized to make, decision regarding the prices quoted.
3. Opening: A formal public opening will not be held for this quotation.

End of Request for Quotation
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