ENVIRONMENTAL CHARTER SCHOOLS

HRIS-PAYROLL SYSTEM

Request for Proposal (RFP) No. ECS2020-1

RFP RELEASED: 2:00PM PST, February 28, 2020
Posted on www.ecsonline.org and via email to interested bidders

BID PROPOSAL DUE: 2:00PM PST, March 12, 2020
Email to: rfp@ecsonline.org

BOARD APPROVAL: April 16, 2020
ENVIRONMENTAL CHARTER SCHOOLS
REQUEST FOR PROPOSAL

HRIS-Payroll System RFP ECS2020-1

ENVIRONMENTAL CHARTER SCHOOLS (“ECS”) requests vendors (“Vendor”) to submit their proposal for the following services (“Services”):

Scope of Services: HRIS-Payroll System

a. **HRIS/payroll/ATS solution.** The system will include payroll and benefits management, payroll tax reporting, employee self service options, comprehensive HRIS reports and a robust accrual system. HRIS must have prior experience working with schools with STRS/PERS accruals. HRIS that are seamlessly integrated with an Applicant Tracking System will be prioritized, though we are open to independent systems as well.

b. **Installation, Training, Ongoing Account Management.** The Vendor will provide all necessary services for the installation, training, and ongoing account management of the HRIS-Payroll System in accordance with the Attachment “A” – Scope of Services.

c. **Migration of Data from current HRIS/Payroll System.** The Vendor shall also provide all data migration services in accordance with Attachment “A” – Scope of Services.

This RFP is not a formal bid, or an offer by ECS to contract with Vendor(s) responding to this RFP. ECS reserves the right to accept or reject any Proposals, in part or in whole. ECS also reserves the right to amend this RFP as necessary, and if doing so, will distribute an addendum. All materials submitted to ECS in response to this RFP shall remain the property of ECS. ECS shall not be responsible for the costs of preparing any proposal in response to the RFP.

**RFP Table of Contents**

Content of Proposal

  VENDOR INFORMATION (Limits defined by individual component)
  PRIOR RELEVANT EXPERIENCE (Limit 3 pages)
  STATEMENT OF SERVICES (No limit)
  COMPENSATION
  SUPPLEMENTAL STATEMENTS

ECS’s Evaluation/Selection Process

Supplemental Attachment

All Proposals must conform with, and be responsive to, this RFP. Interested Vendors should email one (1) proposal in electronic format to: rfp@ecsonline.org.

Bids will be received until 2:00PM PST, March 12, 2020 at the above-stated email address. Any proposal that is submitted after the deadline shall be non-responsive and returned to the Vendor.
1. **Content of Proposal**

The proposal must be concise, well organized, and demonstrate the Vendor’s qualifications. The proposals shall be formatted and outlined as defined below. If the submitted proposal to a significant degree does not follow the formatting guidelines or the information in sections below are not included, the proposal may be deemed non-responsive. The proposal shall:

1. Use size 10 font, 1” margins, and single-spaced;
2. Include a Table of Contents;
3. Be ordered per the Sections reflected below.
4. Adhere to page limits defined in each Section;

**SECTION 1. VENDOR INFORMATION (Limits defined by individual component)**

Provide a comprehensive narrative of the Services offered by Vendor. The narrative should include the following:

- **Background** (Limit 2 pages). Provide a brief history of Vendor, and, if a joint venture, of each participating Vendor. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.

- **Philosophy** (Limit 1 page). Describe Vendor’s philosophy and how Vendor intends to work with ECS administration officials to perform the Services.

- **Licenses and Certifications** (No Limit). Provide a list of all Vendor licenses and certifications held. Minimum requirements include a copy of a current and good standing Business License.

- **Claims** (No Limit). Provide a statement of **ALL** claim(s) filed against Vendor in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s). Failure to disclose outstanding claims or falsify records may result in immediate contract termination.

- **References** (Limit 8 pages). Include letters of reference or testimonials. Vendor should limit letters of references or testimonials to no more than four (4).

**SECTION 2. PRIOR RELEVANT EXPERIENCE (Limit 3 pages)**

Provide a list of ALL K-12 schools/districts for which Vendor has provided the same or similar Services to in the past five (5) years. Limit your response to no more than the five (5) most recent K-12 schools/districts. Include name of K-12 schools/district, a description of services provided, and the name and telephone number of the contact person at the K-12 schools/district. Also, indicate the Vendor’s personnel that performed services for each K-12 schools/district.

List other public entities that the Vendor would like ECS to consider in its evaluation.

**SECTION 3. STATEMENT OF SERVICES (No limit)**

Prepare a detailed Statement of Services for which Vendor is submitting its Proposal that includes services/features as described in the Attachment “A” – Scope of Services. The Statement of Services shall include:
• **Vendor’s HRIS/payroll solution.** Complete description of vendor’s HRIS/payroll solution with an offer for ECS’s team to view a live online or in-person demonstration of the HRIS/payroll solution.

• **Personnel Roles.** Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for ECS. Indicate Vendor’s and personnel’s availability to provide the Services.

• **Organizational Chart.** Provide an organizational chart with the key positions that will be assigned to work on this project.

• **Project Management Plan.** Outline the project management process the Vendor will utilize for this project and a Project Plan that includes ways and means of system design, installation, migration of existing HRIS/payroll data, employee training, maintenance, and account and technical support.

• **Schedule.** Provide a schedule of the work to meet required Project Milestones as required in the following table.

   ![Table 1: Milestone Dates](image)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Milestone Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice to Proceed (NTP)</td>
<td>Expected NTP by <strong>April 23, 2020</strong></td>
</tr>
<tr>
<td>Initial Project Launch Meeting</td>
<td>14 Calendar Days after NTP</td>
</tr>
<tr>
<td>Completion</td>
<td><strong>June 5, 2020</strong></td>
</tr>
</tbody>
</table>

**SECTION 4. COMPENSATION**

Provide Vendor’s proposed fee for performance of the Services. Fees should include all costs, including estimated design costs, installation costs, implementation costs, and on-going support costs. Pricing information should breakdown total costs per site.

**SECTION 5. SUPPLEMENTAL STATEMENTS**

• **Additional Information** (Limit 2 pages). Provide any additional information, options, or features related to Vendor’s program or its Services that Vendor believes ECS will find helpful in ECS’s evaluation and selection process.
2. **ECS’s Evaluation/Selection Process**

ECS intends to select one of the Vendors—but reserves the right to select more than one Vendor—that best meet(s) ECS’s needs to perform the Services as described in this RFP. From the Vendors that provide Proposals to ECS, ECS may, at its discretion, interview some or all of those Vendors. One or more Vendors may be selected and recommended to the governing board of ECS for approval (“Successful Vendor”). The Successful Vendor will be selected based on a “best value” method which includes, but is not limited to, the following selection criteria with the evaluation weights listed in Table 2 below:

<table>
<thead>
<tr>
<th>RFP Selection Criteria</th>
<th>Evaluation Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Completeness</td>
<td>5%</td>
</tr>
<tr>
<td>Vendor Information / References</td>
<td>15%</td>
</tr>
<tr>
<td>Prior Relevant Experience</td>
<td>25%</td>
</tr>
<tr>
<td>System Interface / User Experience</td>
<td>25%</td>
</tr>
<tr>
<td>Costs</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

ECS reserves the right to contract with any Vendor responding to this RFP for all or portions of the Services, to reject any proposal as non-responsive, and not to contract with any Vendor for the Services described herein. ECS makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. ECS shall in no event be responsible for the cost of preparing any proposal in response to this RFP.

No Vendor shall withdraw its Proposal for a period of **sixty (60) days** after the award of the Contract by ECS’s Board of Directors. During this time, all Vendors shall guarantee prices quoted in their respective Proposals.

Responses to this RFP will become the property of ECS and subject to the California Public Records Act, Government Code sections 6250, *et seq*. Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as “TRADE SECRET,” “CONFIDENTIAL,” or “PROPRIETARY” may not be subject to disclosure. ECS shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Vendor that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event ECS is required to defend an action on a Public Records Act request for any of the contents of a response marked “Confidential,” “Proprietary,” or “Trade Secret,” the Vendor agrees, by submission of its response for ECS’s consideration, to defend and indemnify ECS from all costs and expenses, including attorneys’ fees, in any action or liability arising under the Public Records Act.

**Interpretation of RFP**  If any Vendor is in doubt as to the true meaning of any part of this RFP, or finds discrepancies in or omissions from this RFP, a written request for an interpretation or correction thereof must be submitted to ECS three (3) days before proposal due date. No requests shall be considered after this time. The Vendor submitting the written request shall be responsible for its prompt delivery. Any interpretation or correction of this RFP will be made solely at ECS’s discretion and only by written addendum duly issued by ECS, and a copy of such addendum will be posted to ECS website and e-mailed to each Vendor known to have received this RFP. No person is authorized to make any oral interpretation of any provision in this RFP, nor shall any oral interpretation of this RFP be binding on ECS. If there are discrepancies of any kind in this RFP, the interpretation of ECS shall prevail. Submittal of a proposal without a request for clarifications shall be incontrovertible evidence that the vendor...
has determined that this RFP is acceptable and sufficient for proposing and completing the work; that vendor is capable of reading, following and completing the work in accordance with this RFP; and that vendor agrees that the project can and will be completed according to the progress schedule to be submitted by the successful vendor incorporating ECS’s timelines for completion of the project.
3. Supplemental Attachment

Attachment “A” – Scope of Services