Request for Proposals: Human Resources Information System
Issued August 28, 2024

I. Introduction
    a. Overview

        Conservation Corps Minnesota & Iowa (CCMI), has issued this Request for Proposal (RFP) in order to select and contract with a company ('vendor") to implement a Human Resources Information Management System (HRIS).

    b. About Conservation Corps MN & IA

        Conservation Corps Minnesota & Iowa (CCMI), a 501(c)(3) nonprofit organization and AmeriCorps grantee, engages hundreds of youths and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. CCMI has employees primarily in Minnesota and Iowa.

    c. Mission

        Conservation Corps Minnesota & Iowa cultivates a community of emerging leaders in service to people and the planet.

    d. Values

        Safety: At the office and out in the field, we actively support the physical and psychological safety of each participant, staff member, board director and partner.

        Justice: We name and challenge the deep-rooted exclusion of marginalized groups that limit access to our programming and its benefits. At the same time, we are diligent about identifying and providing the support that participants, staff, board directors and partners need to be successful.

        Stewardship: We celebrate Earth's intrinsic value and see ourselves as part of its ecosystem. We recognize the interconnectedness of injustices happening to people and the planet and are intentional about examining our choices and evolving accordingly.

        Community: It is our privilege to be OF SERVICE to each other, our community and the planet. We are in this together and we all benefit from the work. We seek to be trusted allies and partners, working with others to maximize positive impacts for people and the planet.

        Leadership: We believe everyone has the capacity to positively contribute and grow as a leader.

e. Project Timeline

The timeline assumes a set of potential respondent providers/vendors for CCMI. Potential variables can come in during requirements gathering, vendor RFP response time, and contracting that could impact the following timeline.

Task	Date
Release for the Request for Proposal	August 28, 2024
DUE DATE: RFP pricing, RFP proposal, data files, attachments response submitted electronically	September 17, 2024
Service Provider/Vendor Finalist Demo	September 26 – October 2, 2024
Finalize Decision	October 4, 2024
Negotiate and execute Contract	October 11, 2024
Implementation Kick Off	October 28, 2024
System Implemented	January 1, 2025

II. Submission Format and Delivery Requests
   a. Proposals must be submitted electronically in PDF format to carolyn.llorens@conservationcorps.org by September 17, 2024. Late proposals will not be considered.
   b. Contact Information

   The point of contact for all questions or requests for additional information is:

   > Carolyn Llorens
   > Human Resources Director
   > 60 Plato Boulevard E, Suite 210
   > St. Paul, MN 55107
   > carolyn.llorens@conservationcorps.org

   c. Contract Evaluation and Award

   CCMI reserves the right to execute any of the following options:

   - Issue no contract award for any of the services described within this RFP.
   - Award all services to one vendor.
   - Issue contract awards for any combination of services and vendor.

   All participating vendors will be notified of proposal acceptance or rejection.

   d. Contract Negotiation and Execution

   Any acceptance of a proposal is contingent upon the execution of a written contract and the organization shall not be bound to any vendor prior to the execution of such written contractual agreement.

   Contract execution is contingent upon approval by CCMI's Board of Directors.

III. Goals and Background
    a. Project Goals

The primary objective of this RFP is to identify a single Human Resources Information System (HRIS). Currently, CCMI issues between 350-400 W2s (~45 regular staff and ~320 participants.

Work Functions Included:
- Applicant Tracking
- Onboarding
- Core HR Data
    o Employee Self Service
    o Manager Self Service
- Payroll (Garnishment and Tax Services)
- Time and Attendance
    o PTO
    o Leave/Absence Management
    o Timekeeping Compliance with Federal/State Grants Funds
- Benefits Administration
- Reporting and Analytics
- Learning Management
    o Training and Certification Tracking
- Performance Management
- Compensation Management

    b. Goals of the Vendor Partnership
    - Provide an itemized budget reflecting each step in the process.
    - Conduct limited research and analysis to inform the implementation method for the new HRIS.
    - Assist in any configuration or customization during the implementation process.
    - Provide a plan for data migration and complete the required data migration.
    - Create a detailed schedule of implementation.
    - Provide a training plan for all users of the new system.

    c. Current Environment at CCMI
    CCMI currently relies on multiple systems and manual entry for many of the HR and Payroll functions. Some of the work functions mentioned above are currently non-existent in the organization. Below are the functions, description, and current systems.

Business Process/Function	Description	Current System
Applicant Tracking	Job posting, candidate application, screening, multiple level of users	CATS
Onboarding	Supports new employees to be ready on their first days	Manual process relies on emails
Core HR Data	Employee data: demographics, emergency contacts, employment history, I-9, W-4, etc.	Manual process relies on emails. Secure documents via Dropbox and/or DocuSign. Storage in shared electronic drive
Payroll	Pay calculations, paycheck creation, deductions and taxes	ADP
Time and Attendance	Record of hours worked, PTO accruals, and time-off approvals	ADP SalesForce
Benefits Administration**	Online enrollment, dependents/beneficiary data, carrier election files	Benefits Navigator for employee elections. Manual process for enrollment with different benefits carriers
Reporting and Analytics	Standard and ad-hoc reporting capabilities	ADP, CATS, Salesforce, manual
Learning Management**	Training courses, results storage, learning paths based on role, certifications and licenses	Manual process, Thinkific/Google Classroom
Performance Management**	Review completion, rating tacking and employee performance reviews – connected to merit-based increases	Manual process via email
Compensation Management**	Pay modeling, salary ranges, benchmarks, and reports	Manual process

** Optional Business Functions or Processes supported by HRIS

IV. Desired Future State
Detailed descriptions of the desired future state for each of the functions.

   a. Applicant Tracking – Implemented for Spring Recruitment (January 2025)
      The new technology platform should have the capability to:
      - Simple process for the creation, management, and overall posting of requisitions.
      - Provide pre-screen tools for rankings and candidate selection
      - Synchronize easily with job boards.
      - Streamline the end-to-end process
      - Provide different access levels based on the role of the individual (ie hiring manager, recruiter, search committee participant, etc.)
      - Allow individuals from outside of the organization to have access to review qualified candidates
      - Ability to communicate with candidates through system and maintain record of communication

   b. Onboarding – Implemented by March 1, 2025
      The new technology platform should have the capability to:
      - Automate new hire notifications and workflows for onboarding tasks and compliance support for new employees.
      - Incorporate onboarding checklist for new hire and HR that provides notifications for onboarding activities and confirmation when they have been completed
      - Customizable onboarding checklists based on the role of the individual (ie AmeriCorps member, youth participant, employee, etc.)
      - Support for workflows to create technology access forms, workspace assignments, marketing and communications needs, and any other area needed.
      - Capture electronic policy acknowledgement and agreements for compliance.

   c. Core Human Resources Data – Implemented flexible
      The new technology platform should have the capability to:
      - Integrate easily with current and future Financial Management System (Great Plains) and other systems (e.g. Salesforce)
      - Maintain employee records and other compliance information (new hire paperwork, background checks, benefits information, health and safety)
      - Allow for creation of workflows and for information to reach appropriate department/function
      - Self-service function for employees to update their information securely (home address, emergency contact, etc.)

d. Payroll (Garnishment and Tax Services) – January 1, 2025
    The new technology platform should have the capability to:
    - Perform all of the current payroll functions (net pay, taxes for multiple states, deductions (voluntary and garnishments)
    - Integrate easily with current and future Financial Management System (Great Plains) and other systems (e.g. Salesforce)
    - Reporting capabilities for multiple users
    - Support multiple pay distribution methods
    - Self-service options (desktop and mobile) for employees to access their pay statements, W-2's, update direct deposit information, etc.
    - Ease of integration from ATS function into payroll.
    - Perform payroll using current organization and auditing processes.

e. Time and Attendance – Implemented by January 1, 2025
    The new technology platform should have the capability to:
    - Web and mobile options for employees to report their hours
    - Support for reporting hours under multiple accounts
    - Create standard schedules for different types of employees based on their functions
    - Reminders for timecard submission for employees and supervisor approvals
    - Support PTO (multiple options) and leave request for employees and supervisors
    - Provide employees and supervisors with accrual balances
    - Allow managers to designate proxy approvals for group or individuals
    - Support timecard approval for supervisors outside of the organization

f. Benefits Administration** – Implementation flexible
    The new technology platform should have the capability to:
    - Provide online benefits enrollment for new employees and during open enrollment
    - Allow employees to submit documentation for life events enrollments
    - Support different benefits plans, eligibility, and calculations
    - Create reports for audits and benefits enrollments – able to communicate directly with benefits vendors
    - Provide information to employees upon termination

g. Reporting and Analytics – Implementation flexible/standard reports January 2025
    The new technology platform should have the capability to:
    - Robust reporting center for different departments and functions across the organization
    - Reporting dashboard with access to frequently used metrics and reports
    - Support required compliance reports

h. Learning Management** – Implementation flexible
   The new technology platform should have the capability to:
   - Maintain records of training completions and certifications for employees
   - Host a training library for managers to assign training sessions based on employee type
   - Support multiple delivery formats for training modules

i. Performance Management** – Implementation flexible (summer 2025)
   The new technology platform should have the capability to:
   - Launch annual performance appraisal process
   - Allow employees to submit self-evaluations
   - Allow supervisors to launch a mid-year evaluation

j. Compensation Management**– Implementation flexible
   The new technology platform should have the capability to:
   - Support compensation policy (pay ranges and other components)
   - Calculate merit increases
   - Provide employees with Total Compensation Statements (annually or on-demand)

 **Optional Business Functions or Processes supported by HRIS

V. Evaluation of Proposal
   All responses received by the deadline will be evaluated by representatives of Conservation Corps Minnesota & Iowa. Proposals will first be reviewed for responsiveness to determine if the minimum requirements have been met. Proposals that fail to meet minimum requirements will not advance to the next phase of the evaluation. CCMI reserves the right, based on the scores of the proposals, to create a short-list of vendors who have received the highest scores to interview, or conduct demonstrations/presentations. CCMI reserves the right to seek best and final offers from one or more responders. A 100-point scale will be used to create the final evaluation recommendation.

   Mandatory Requirements (Pass/Fail)
   - Provide support/modules for ATS, Onboarding, Core HR Data, Payroll, Time and Attendance, Reporting and Analytics
   - Integration with financial systems and CRM
   - Proposal to be within budget parameters
   - Time keeping compliance for State and Federal grants

   Evaluation Factors

   - Implementation and post-launch support (10 points)
   - Must Have Modules (10pts each/40 max)
   - Must Have Modules – Core HR and Reporting (5pts/10max)
   - Optional Modules (5pts each/20 max)
   - Budget Parameters (10 points)
   - Mission and Values alignment (10 points)

VI. Financial Considerations

The project budget for this scope of work is $75,000. Potential additions to the project and the estimated costs for each of these items should be identified as separate line items in the project proposal budget.

Provide the following information:

Annual maintenance cost: _____

Customization during Implementation: _____

Customization after Implementation: _____

Cost per license/users/applicants and scalability: _____

Cost per TB (document storage) if applicable: _____

VII. Appendix – Questions

1. Customer Support: Explain your implementation process and post-launch customer support.
2. Platform administration: Describe how system administrators are equipped to support end user adoption and success.
3. Connectivity: Help us understand how this platform integrates with other related systems, i.e. middleware suggestions, API availability to automate the flow of information (and/or approvals) between HRIS and CRM, between HRIS and financial software, etc.
4. Scalability: Provide detailed pricing information for different types of licensing, modules, storage, etc.