



REQUEST FOR PROPOSAL (RFP)

For

Human Resources Management Information System/ Payroll System

May 24, 2022

The Pittsburgh Parks Conservancy (PPC) is soliciting proposals to establish a contract with one (1) qualified and experienced human resources management information systems vendor to provide a single, robust integrated enterprise Human Resources Information System (HRIS) solution. The ideal solution would assist the organization with employee information management, benefits management, talent acquisition, payroll services, and timekeeping. The PPC does not currently have an HRIS solution and is seeking a solution more aligned with the structure and functionality of PPC and its impending growth.

Proposals will be considered from qualified and experienced firms who are regularly established in the business of providing HRIS, and who in the judgment of PPC are financially responsible. Through prior work performed, firms must be able to show evidence of reliability, capability, experience, and knowledgeable personnel to perform the services.

The PPC is an equal opportunity employer and contractor and does not discriminate in contracting on the basis of sex, marital status, age, race, creed, color, disability or physical or mental condition, religion, national origin or ancestry, political affiliation or belief, or heritage. In alignment with the PPC's Procurement Policies, consideration in the contracting process will be given to minority and women owned firms, both of which are encouraged to respond to this RFP.

I. GENERAL INSTRUCTIONS

Inquiries

All inquiries regarding this RFP must be directed to Ashley Carvalho via email at:

acarvalho@pittsburghparks.org.

No questions or inquiries will be accepted after June 14, 2022.

Submission of Proposals

All proposals must be received by PPC no later than 4:00 p.m., EST, June 14, 2022. In accordance with PPC’s procurement policies and procedures, proposals received after 4:00 p.m., EST. June 14, 2022, will not be considered. Late proposals will not be accepted.

To be considered, proposers must submit a portable document format (PDF) copy of their proposal developed in response to this RFP. Options for submission are as follows:

- 1.) Mail or deliver hard copy proposals in a sealed, clearly marked envelope to:

Pittsburgh Parks Conservancy
Attn: Ashley Carvalho
317 East Carson Street, Suite 230
Pittsburgh, PA 15219

- 2.) Submit a digital proposal in PDF format to acarvalho@pittsburghparks.org with a subject line:

HRIS RFP

Failure to clearly label proposals may result in premature disclosure of your proposal. It is the responsibility of the Bidder to ensure that proposals are received by the above deadline.

Schedule of Events

Release of RFP	May 24, 2022
Proposals Due	June 14, 2022
Final Award Decision	July 1, 2022

Selection Process

All eligible proposals will be reviewed and rated for their qualifications, experience, price, and suitability to complete the Scope of Work for this RFP. The PPC, at its discretion, may request presentations from a short list of firms and/or request additional clarification information from any or all Bidders. However, the PPC 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, which the Bidder can propose. All bids are subject to approval by the PPC Board of Directors. Notice to selected bidder to proceed with scope of work is anticipated by July 1, 2022.

Proposal evaluation shall be based solely on the information provided in the proposal submittal package. Be sure to include all relevant information and evidence of your firm’s record of performance and ability to perform the work.

Limitation

This Request for Proposal does not commit the PPC to award a contract or pay any costs incurred in the preparation of a proposal in response to this request. The PPC reserves the right to accept the proposal that it considers to be in its best interest. The PPC will be the sole judge in making this determination. All materials submitted to the PPC by firms in response to this RFP become the sole property of the PPC and

will be used at its discretion unless the proposer identifies any trademarks or patents that protect products submitted. Selection of the firm is at the sole discretion of the PPC.

Patent Indemnity

The Bidder shall hold the PPC, its officers, agents, and employees, harmless from liabilities of any nature or kind on account of use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article of appliance furnished or used under this RFP.

Propriety Proposal Material

The PPC respects your professional privacy, any proprietary information revealed in the proposal should, therefore, be clearly identified as such. The PPC requires all vendors to comply with Federal, State, and Local policies and regulations concerning equal opportunity and agrees not to discriminate in its employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, physical handicap or any other trait or characteristic protected by law.

Right to Reject

The PPC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP. The PPC reserves the right to waive informalities or irregularities in bids. In case of deviation from enclosed specifications, the bidders shall indicate in writing the exception(s) from the specifications. If no exception(s) is noted, it is understood that the specification will be complied within detail as requested WITHOUT EXCEPTION.

Thank you for your interest in working with the Pittsburgh Parks Conservancy.

Ashley Carvalho
Director of Human Resources
Pittsburgh Parks Conservancy

II. INTRODUCTION AND GENERAL INFORMATION

About the Pittsburgh Parks Conservancy (PPC)

The PPC is a non-profit entity that was founded in December 1996 by a group of citizens concerned with the deteriorating conditions of Pittsburgh's historic city parks. The PPC has worked closely with the City of Pittsburgh since 1998 under an official public interest partnership agreement to restore the city's parks. To date, the PPC has raised over \$130 million for parks and has completed 23 major improvement projects. Currently active in 22 parks, the PPC has expanded into community and neighborhood parks throughout Pittsburgh. While capital improvement projects continue to be a focus of the organization's work, it has expanded its role to include providing extensive environmental education programs, other public programs and events, restoration, and ecology work, and holding fundraising events to support Pittsburgh's parks.

Currently, the PPC has approximately 35 full-time employees on payroll, with another 15 or so seasonal employees at any given time.

Our current benefit providers are UPMC, MetLife, and Highmark which are handled by Henderson Brothers. Our current 403B is managed by TIA-CREFF. Our current timekeeping solution is Clockify. Please indicate whether your system has the ability to interface with our current providers.

Response Format

Responses should be concise and include the materials which are requested within this RFP. Generic marketing and promotional materials are neither required nor desired. Responding companies should concisely but completely describe the scope of services they feel are appropriate to the PPC and its affiliate entities.

Scope of Service

In your response, please provide details regarding your ability to meet the following expectations and indicate whether the component is fully functional or in development. If in development, please provide expected timeline for completion. Indicate whether component is built in-house or provided by a third-party.

Human Resources Information System Needs:

1. HR Management

- Employee Records
- Document Storage
- Employee Directory
- Org Charts
- Company calendar
- Certification Tracking
- Ability to send out documentation for electronic signature
- Employee/Manager Self Service
- Benefit Management/Open Enrollment

2. Payroll Management

- The ideal system should offer payroll processing and tax filing, Quarterly tax service, direct deposit, garnishment processing, ACA reporting, Online Reports and Reports Writer. Pay stubs and W2s should be accessible via app as well.
- Custom reporting, Tailored Workflows and Approvals, Custom Tabs and Fields, Company Branding.
- 403B Administration and Accounting Services
 - a. Ability to run, or create, a remit file to our third-party retirement plan administrator each pay period to include items such as contributions, hours worked, wages, and demographic information.

3. Time and attendance

- As applicable, also provide proposal for implementation of a time and attendance system. System must enable employees to input their time and request time off. The system should also allow managers to create and schedule shifts as well as approve PTO and timecards
- System should have a way to allocate total employee cost (salary, taxes, benefits) by program/grant

4. Applicant Tracking System

- Applicant Tracking Software to make the application, selection, and overall hiring process transparent and simple to manage for all users
- Please indicate whether the system has the potential to be utilized in the future with recruiting websites such as Monster, CareerBuilder, Indeed, etc.

5. Onboarding

- Easily transition new hires into the organization by allowing paperwork to be completed and submitted online. Must include E-verify.
- System should offer a robust, easy to use, reporting tool that allows data to be extracted from the system at a granular level with both “current” and “point-in-time reporting” that can be run in background without effecting system performance

6. Applicant Tracking

- Ability to post open positions
- Prescreen
- Scheduling

7. Expense Report Management

- System should allow employees to submit expenses for reimbursement. System should be easy to use and accessible via an app
- Employee should receive the reimbursement as part of their regular paycheck direct deposit, and allow for tracking by program/grant

III. REQUIRED RESPONSES

The proposal should provide a clear, concise description of the proposer's ability to perform the requested services. The proposal must contain sufficient information to enable the PPC to consider it, in relation to other proposals received, and determine which proposer is best suited to furnish the services needed by the PPC. A scoring matrix will be used as a guide for us in the selection process. A complete proposal must address the following:

1. Firm Background

- Firm Name
- Home Office Address
- Website
- Contact Information for this RFP:
 1. Name and Title
 2. Phone
 3. Fax
 4. Email

2. Firm Structure and Experience (5 points)

- Describe the ownership and structure of your firm.
- Location of Branches. Number of dedicated employees
 - Number of years in existence.
 - List your firm's lines of business (including affiliated companies).
 - General services you offer for HRIS systems.
 - Provide your privacy policy with regards to sharing client and account information with outside parties.
 - Provide a conflict-of-interest statement that your firm; associate firms and/or key staff may have regarding these services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, state so.
 - Provide proof of insurances carried for errors and omissions and fiduciary liability.

3. Non-Profit Expertise / Relevant Experience / Client References (10 points)

- Descriptions/examples of previous experience that may be relevant to servicing HRIS similar in size/structure to that of PPC's plans.
- Explain experience in providing services to businesses with non-profit structures.
- List three clients, preferably non-profit organizations, whom we may contact as references. Please also include the number of years you have been working (or worked) with them.
- Provide two specific examples of ways in which your company has made a positive change on HRIS you supported over the past 24 months (for example: increasing communication between HR, Finance, and Payroll).

4. Proposed Service Approach (30 points)

- Describe your understanding of PPC's desired services.
- Discuss your firm's philosophy on the process of providing HRIS services, including proposed techniques and methodology used.
- State any difficulties foreseen in performing the designated tasks.

- Describe your firm's technological capabilities and what resources are available including online access for employees.
- Describe your strategy for educating employees on system changes.
- Provide the availability and support response times of your representatives, to respond to employee questions and the method of communication utilized for this contact.
- Describe any services or portion of services, which will be performed by another vendor, and provide relevant information on said vendor's qualifications and personnel.

5. Service Team (15 points)

- Describe the proposed account team such as:
 1. Name
 2. Job title
 3. Location
 4. Education
 5. Current responsibilities and area of expertise
 6. Years of experience with insurance plans
 7. Number of years with your firm
 8. Professional affiliations
 9. Professional qualifications (such as: honors, designations, other credentials)
- Provide the number and average size of plans currently supported for each of the primary service team members who will be assigned to Pittsburgh Parks Conservancy.
- Include resumes of these key individuals as an Appendix to this proposal.
- Include your approach to providing quality customer service and education as well as response times on services such as responding to employee questions.
- Supply an outline of key milestones to implement services and who will be responsible for completion of each milestone.
- Provide a list and description of any current or pending administrative or similar actions against your or your firm or an affirmative statement that there are none.
- Specify if you have on-staff ERISA counsel.

6. Minority, Women, Disabled Veteran, or Small Business (10 points)

- Efforts will be made to utilize small businesses, women, disabled veteran, and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to PPC. If applicable, provide publicly certified documentation or a self-certification statement that is subject to examination. If not applicable, please so state.
- Please provide details of any efforts towards diversity by your firm.

7. Proposed Fee Structure / Pricing (30 points)

- All proposals must state the maximum total compensation for performing employee benefit insurance brokerage services for the term of the agreement.
- Describe any and all fees for services to our plan under this proposal and payment terms which are available in terms of frequency (monthly, quarterly, etc.) and if payment is in advance or in arrears for that period.
- Are you willing to guarantee your fees for a specific period of time?
- If your firm provides a written agreement or letter of engagement detailing services provided to our plan, please provide a sample.
- Describe any performance guarantees you would be willing to include and the metrics that would be used to evaluate your performance. Pricing will be reviewed based on

reasonableness for services being provided, competitive market rates, and fee structure. The PPC is not obligated to select the firm with the lowest fee proposal to perform these professional services.

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	Max Points	Score
Firm Structure and Experience	5	
Non-Profit Expertise / Relevant Experience / Client Reference	10	
Proposed Service Approach	30	
Service Team	15	
Small, Women, Disabled Veteran, and/or Minority Owned Business	10	
Proposed Fee Structure Pricing	30	
TOTAL	100	

Reviewer's Signature

Reviewer's Name

Date

IV. AUTHORIZATION

The undersigned hereby asserts that he/she is duly authorized to submit this proposal, that all information contained in it is true, correct and complete, and that the undersigned is authorized to enter into a contract with Fresno Economic Opportunities Commission should he/she be selected and approved for services, as negotiated.

Name of Firm _____

Name of Principal/CEO/Owner Print Signature

Title Phone

Address City/State/Zip

Date License # (if applicable)