Request for Proposals:
Human Resources Information System (HRIS) Solution

Issue Date: April 1, 2024

Proposal Due Date: April 19, 2024

To be considered, proposals must be submitted via email and additional hard copies may be mailed to:

Adam Weir
Procurement Specialist
CamTran
502 Maple Avenue
Johnstown, PA 15901
PH: (814) 535-5526
Email: aweir@camtranbus.com

<u>Proposal responses will be considered valid for a period of 60 calendar days after the proposal due date.</u>

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I. Introduction

Cambria County Transit Authority (CamTran), Johnstown, PA is requesting proposals from qualified vendors to provide a Human Resources Information System (HRIS) solution to CamTran. The scope and functionality for the proposed HRIS solution is to include HR, Data Administration, Benefits, Payroll, Time and Attendance, Talent Acquisition (e.g., Recruiting, Onboarding), Talent Management (e.g., Performance, Training), Compliance and Coordination with Avail Technologies ETMS (Enterprise Transit Management Software). Other elements may be added to this scope dependent upon the application of industry best practices and agency needs.

This request for proposal (RFP) contains background information on CamTran and specific information that must be included in the proposals submitted. An electronic version and hard copies of the proposal must be received no later than April 19, 2024.

The contract resulting from the successful Proposal is subject to financial assistance grants between the CamTran, the U.S. Department of Transportation, and the PA Department of Transportation. The successful Proposer will be required to comply with all applicable laws and regulations. All Proposers will be required to certify that they are not on the United States Government list of debarred contractors. If you obtain this solicitation information from the CamTran website (www.camtranbus.com) contact Adam Weir, Procurement Specialist at aweir@camtranbus.com to be added to the bidder's listing for any addenda that might be issued.

The successful proposer will be required to comply with all applicable Non-Discrimination and Non-Collusion laws and regulations to certify that they are not on the Comptroller General's list of ineligible contractors. CamTran solicits and encourages Disadvantaged Business Enterprise (DBE) participation. The successful bidder will be required to comply with all applicable Equal Employment Opportunity (EEO) laws and regulations. Cambria County Transit Authority and CamTran may be used interchangeably throughout this document.

CamTran provides equal opportunity in Employment, Service and Contractual Agreements. **There are sections included in the Attachments that must be reviewed, signed, and returned with your proposal package.** The proposal must be clearly marked on the outside bearing the name and address of the proposer and marked **Human Resources Information System (HRIS)**.

II. Background

Cambria County Transit Authority (CamTran) is the primary public transportation provider for the Cambria County, PA region with office locations in Ebensburg and Johnstown, PA. Currently, CamTran provides fixed route transit service within Johnstown, PA, Cambria County and Windber, PA, Somerset County, a service area that accounts for 1.1 million passenger rides yearly. In addition to traditional fixed-route service, CamTran provides American with Disabilities Act (ADA) paratransit service and shared ride (Reserve-A-Ride) services.

CamTran is a municipal authority and is governed by the Municipal Authorities Act of 1945. CamTran is governed by a nine-member Board of Directors. Members are appointed by the Board of Commissioners of Cambria County. CamTran operates a fleet of sixty-four revenue vehicles. CamTran is funded through a variety of programs at the Federal, State, and local level. CamTran follows all applicable third-party procurement policies in accordance with the Federal Transit Administration (FTA) Circular 4220.1F.

In addition to providing the public transportation described above, CamTran also operates the Historic Johnstown Inclined Plane. The Johnstown Inclined Plane is an 896.5-foot (273.3 m) funicular in Johnstown, Cambria County, Pennsylvania. The incline and its two stations connect the city of Johnstown, situated in a valley at the confluence of the Stonycreek and the Little Conemaugh Rivers, to the borough of Westmont on Yoder Hill.

Number of Employer Identification Numbers	2
Total Number of Employees	146
Number of employees for time and attendance capturing	146
Number of time clocks for time and attendance capturing	*4 *Desired as part of RFP*
Number of W2s Issued	146-200
Payroll Processing Frequency	Bi-weekly
Number of Current Locations	4 (Inclined Plane, Transit Center, Johnstown, Ebensburg)
Number of Local Jurisdictions	40-100 PSD codes; 3 reporting bureaus for LST, 1 for Local Employment Taxes
Est. Number of users of Payroll/HRIS	~10 Admin, 146 total
Number of users of Time and Attendance hardware and/or online timesheet	146

Additionally, CamTran has two unions and two separate payrolls.

III. Solicitation Key Dates and Timeline

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

RFP Activity	Dates
RFP Issue Date	April 1, 2024
Questions Due by Proposers	April 8, 2024
Responses to Questions Released	April 10, 2024
Proposal Due Date	April 19, 2024
Vendor Finalist Demos	April 29- May 8, 2024
Award Notice	May 17, 2024
Meeting with Successful Vendor to Begin	May 31, 2024

IV. Scope of Work

The scope of work for the HRIS project includes the following functionalities and modules: HR, Data Administration, Benefits, Payroll, Time and Attendance, Talent Acquisition (e.g., Recruiting, Onboarding), Talent Management (e.g., Performance, Training), Compliance and Coordination with Avail Technologies ETMS and any other functionality included herein. Other elements may be added to this scope dependent upon the application of industry best practices and agency needs. Target implementation date for payroll HRIS is September 2024.

V. 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 CamTran.

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. 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 Pennsylvania.
c. State whether the proposer will be conducting the services directly or if there are other contractors who will be part of the execution of the scope of work.

4. Qualifications
a. General qualifications and experience in providing services to public transportation organizations under a contract with transit authorities or other public agencies.
b. Describe recent experience with implementing an integrated HRIS solution for organizations of a comparable size and/or industry to CamTran.
c. Include three client references, preferably organizations similar in size and industry to CamTran. If possible, please indicate at least one reference based in Pennsylvania.

5. Personnel
Please include the names of professional, technical and management personnel who will be assigned to this project. Briefly discuss their areas of expertise and relevant background. Resumes may be included as an appendix to the proposal.

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:

- 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

b. The frequency and timing of the billing process.

c. The manner and timing in which contract pricing increases occur.

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. Required Certifications

The following certifications shall be submitted with the proposal on the forms provided by the CamTran:

a. Acknowledgement of Receipt of Addenda (Exhibit A)
b. Disadvantaged Business Enterprise (DBE) Certification (Exhibit B)
c. Affidavit of Non-Collusion (Exhibit C)
d. Debarment Certification (Exhibit D)
e. Certification Regarding Lobbying (Exhibit E)
f. Cost Proposal Form (Exhibit F)
g. Commonwealth Non-Discrimination Clause (Exhibit G)

Subcontractors - The Contractor must indicate any and all services to be provided under this project by subcontractors.

Disadvantaged Business Enterprise - If not addressed under subcontractors, please identify any participation in the project by disadvantaged business enterprise.

VI. Submission

To be considered, proposals must be received at the offices of the Cambria County Transit Authority by 4:00pm (EST) on April 19, 2024. At that time proposals will be distributed to the Evaluation Committee. Failure of the U.S. Postal Service, or other delivery service to deliver proposal packages on time shall not be considered. The proposal must be clearly marked on the outside bearing the name and address of the proposer and clearly marked **Human Resources Information System Proposal**.

The proposer shall submit an electronic copy and four (4) hard copies of their proposal. Any attachments or backup material will only require a single copy.

Proposals should be submitted electronically to the Procurement Specialist at aweir@camtranbus.com. Electronic copies received after this date and time may be returned or not considered.

Hard copies must be postmarked no later than the due date and mailed to:

Cambria County Transit Authority
Attn: Adam Weir
502 Maple Avenue
Johnstown, PA 15901

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 CamTran.
- Will comply with all requirements set forth in this RFP, and in the ensuing contract, if any.

VII. Questions

Prospective proposers are encouraged to submit substantive questions, comments and concerns related to this Request in writing via email. Verbal questions will NOT be accepted. Responses thereto will not be binding on the CamTran unless they are in writing. Written questions received no later than 12:00PM (EST) on April 8, 2024, will be answered in writing and distributed to all Proposers on the RFP distribution list. Questions should be addressed to Adam Weir at the above email address. Written responses to all submitted questions will be issued to all prospective Proposers by April 10, 2024.

VIII. RFP Response

Objectives

The objective of this RFP is to solicit competitive proposals from qualified firms or individuals who meet the conditions set forth herein to provide the services of a qualified Human Resource Information Systems provider with extensive experience in providing the following HRIS services.

1. Recruiting and Applicant Tracking.
2. Onboarding.
3. Online Self-Service Enrollment and Reporting.
4. Manager Self-Service to view and change data with security levels.
5. Reporting Capabilities.
6. Employee Database with the ability to report and manipulate the data.

7. Attendance and Time Collection with the ability to use online timesheets, interface of tablets with our drivers, and physical time clocks to integrate with payroll software.
8. Training Management to track training completed, certifications, and alerts to expiration time periods.
9. Email Alerts.
10. Benefit tracking and open enrollment.
11. Position Control.
12. Performance Review Management and Compensation.
13. E Forms.
14. Government Compliance to track and report for reports that are customizable for Department of Transportation requirements.
15. Customization ability and expansion capabilities for future needs.

Responses will address the following technical needs.

IX. Technology/Architecture

- Provide a brief overview of your products with a summary of the functionality. Indicate if the product was developed by your company or purchased.
- What is the core product of your business?
- What separates your product from your competition?
- Provide an overview of your system architecture.
- Describe your workflow services.
- Describe your customization and extensibility capabilities.
- Describe your system's ability to have customers "configure" the system vs. having you "customize" the system to meet their needs.
- Describe your security architecture, including any significant failures, breaches or issues encountered in the last five years.
- Define your system architecture, as well as hardware, and "other" software requirements.
- Who are your technical partners?
- 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?
- Detail the application response times, benchmarks for processes such as payroll processing, screen navigation, report generation, etc.
- Describe how your system complies with applicable federal, state and local laws, regulations or ordinances.
- Please provide the methods supported for disaster recovery and data achieving.

X. Product Functionality

Please use the following matrix as a key for responding to the functionality 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	Requirements cannot be met.

Requirements	Code	Comments
The system has ability to attach files (PDF, Word, and Excel) to modules.		
The system has data archiving/historical databases.		
The system has import/export capability. (interface with benefit carriers, timekeeping data, customer complaints, incident management)		
The system processes automatic alerts and escalations (i.e. email notifications).		
E-mail alerts can be generated based on system or user defined events and can be customized.		
The system has a digital and online web-interface (i.e. Manager and Employee self-service portals).		
The system provides searching, sorting, reporting, and analysis capabilities. Custom report building capabilities		
The system allows for assignments of different levels of security and access, including terminated employees.		
The system allows for mass changes to database - data uploads.		
The system supports multiple divisions and locations.		
The system allows multiple, concurrent user access.		
The system provides online forms or capacity to add.		

The vendor will provide ongoing training and compliance updates in regard to products and modules, particularly when there is a new product release.		
The vendor will provide responsive customer service and support from vendor staff.		
The system is compatible/capable of interfacing with other software.		
The system is compatible/capable of interfacing with AVAIL ETMS.		
The system tracks applicants and can handle both internal and external applicants.		
The system communicates automatically with job boards.		
The system has the ability to transfer employment applications into employee records.		
The system has the ability to track notes, job status, interview dates, hire, decline, and no report.		
Sends automatic responses, notifications, or emails to applicants/candidates.		
Allows administrators to customize verbiage on the e-mail messages (including confirmation acknowledgement and job filled) to external and internal applicants/candidates		
Allows administrators to customize job specific questions for applicants to answer during application process.		
Establish new organization entities (e.g., divisions, cost centers, and other variables) with no IT or programming required.		
Add/change organizational entities and easily/effectively transfer employees within and/or across them.		
The system has the ability to track and manage all of the onboarding processes.		
The system has the ability to track and manage all of the termination/offboarding processes.		
The system maintains employee information (i.e. demographic data, job related details, I-9 related data, historical data).		
The system calculates turnover by divisions and company-wide on monthly and yearly basis.		
The system provides standard compliance reports (i.e. EEO-1, EEO-4, OSHA 300 and OSHA 301, Vets-100).		
The system handles COBRA administration.		
The system tracks ADA accommodations. with narrative history		
The system tracks Civil Rights complaints with narrative history.		

The system tracks harassment complaints with narrative history.		
The system has automatic notifications and alerts via e-mail for performance appraisals.		
The system tracks performance management including goals, status, and dates.		
The system contains training tracking and succession management features.		
The system creates and retains employee compensation history.		
The system establishes and maintains salary structure and ranges by grade, location and other factors.		
The system has salary and forecasting tools.		
The system has a tool or feature for Total Compensation reporting.		
The system tracks and reports disciplinary actions including a description of the incident and type of action taken (verbal, written, suspension, termination)		
The system tracks grievances with narrative history.		
The system tracks arbitration with narrative history		
The system tracks employee training and certifications.		
The system contains web based training programs.		
The system alerts for DOT renewals, license renewals, training, and retraining.		
The system allows for a customizable workers' compensation data collection form.		
The system tracks workers' compensation claims.		
The system maintains/generates OSHA logs.		
The system tracks details of individual employee incident/accident.		
The system tracks modified duty for workers' compensation with narrative history.		
The system allows for reporting on training, discipline, incidents, hiring, termination, promotions, etc. and allows for EEO data to be included as part of a custom report.		
The system provides total integration between benefits and payroll including other payroll vendors.		
The system integrates or is compatible with Employee Navigator.		
The system handles benefit administration for different groups of employees including multiple divisions and multiple policies.		

The system handles Open Enrollment/Qualifying/Life Event Changes.		
The system handles HSA/FSA Administration.		
The system tracks various leaves in system (FMLA including intermittent leave, Personal Leave, and Workers' Comp) in hourly, daily and weekly increments.		
The system provides leave accounting and reporting (vacation, sick, holiday, FMLA, etc.) in hours as well as dollars.		
The system provides integrated time and attendance.		
The system tracks time by multiple reportable codes, paid or unpaid and accruals.		
Allow for absence tracking with year at a glance scoring and analysis.		
The system assigns different paid time off packages to different groups of employees.		
The system provides online requests and authorizations for leave, or time off.		
The system will track/report by day and pay week both hours and corresponding dollars for all employees including salaried employees.		
Provides flexibility for defining selection criteria, data ranges, sorting and grouping options, and report output enabling users to tailor information to their specific needs.		
The system has capability for multiple dates (hire date, seniority)		
Allows system to be set-up to receive and manage company initiatives such as United Way.		
Provides online help in application for end-users.		
Provides "wizards" to walk users through completing tasks.		
Provides a "test" system for customers to test new features and potential changes.		
Provides a "test" system for customers to use for internal training. Testing for initial implementation/product feature additions		
Payroll		
Pays various earnings types (e.g., severance or bonus) after an employee is terminated on system.		
Provides automatic gross up calculation for earnings.		
Allocates earnings by different organizational levels.		
Delivers all federal, PA state and local earnings tax categories.		

Calculates and initiates off-cycle/special payments (e.g., signing bonus, annual bonus).		
Differentiates which earnings to include/exclude from other calculations (e.g., shift, deferred compensation).		
Tracks YTD amounts, by earnings type, for unlimited number of years in check detail history.		
Tracks YTD hours worked, by hours type, for unlimited number of years in check detail history.		
Supports the calculation of taxable fringe benefits.		
Supports the calculation of imputed income.		
Provides ability to enter non-taxable reimbursements.		
Handles employees with multiple rates of pay.		
Calculates various shift or position premiums.		
Accurately pays premiums for employees who work multiple shifts.		
Overtime calculations include: 1.5x, 2x, OT with Holiday or PTO pay		
Distinguishes between regular and premium wages for workers' compensation.		
Employees can view YTD payroll information through employee self -service.		
Define hours per week by employee or job level.		
Is file ID# unique i.e., no instances where a new number needs to be reassigned a new number regardless of entity?		
Provides an unlimited number of deduction codes.		
Stores other relevant garnishment data at the deduction level (e.g., case number, payee).		
Allows multiple garnishments.		
Sends child support and/or other payroll deduction information to either third party vendor through ACH or accounts payable for separate check processing.		
Accommodates one-time deductions.		
Allows for deductions to be scheduled in the payroll calendar.		
Allows custom-defined prioritizing of deductions.		
Supports start and stop dates for deductions.		
Automatically cancels specified employee deductions upon termination based on company business rules.		

Supports effective dating with deductions.		
Includes a rate table at the company level for benefit deduction amounts, so they are not manually entered on each employee.		
Deduction cost can be entered for the new year, while continuing processing for the current year		
Allocates deductions by multiple organizational levels.		
Maintains unlimited history of all deduction changes.		
Accumulates Deductions by Fiscal-year-to-date		
Year-to-date		
Quarter-to-date		
Month-to-date		
Last payroll		
Ability to temporarily override deduction amounts		
Temporarily inactivate deductions at both the employee and company level one-time or on an on-going basis		
Supports associates with multiple rates of pay and department/cost center assignments.		
Tracks associates with multiple pay rates and departments/cost center assignments.		
Supports automatic retroactive pay calculations and payments.		
Enables date-driven salary changes (allowing past and future changes).		
Allocates by different organizational levels and/or projects.		
Automatic calculations:		
Performs gross to net calculations per employee per check and are immediately viewable.		
Guaranteed overtime (e.g., paid overtime for working Saturday even if normal work week does not exceed 40 hours)		
Customer can override a paycheck by entering or changing:		
Tax frequency		
Method of payment (check vs. direct deposit/Pay Card)		
Rate of pay		
Shift codes – How many are allowed? (Shift differentials)		
Hours		

Earnings		
Deductions		
Deduction arrears		
Taxes (State, Federal, and Local)		
Allocation Fields (Dept, Project, Location, etc.)		
Supports multi-tier wage allocations across multiple cost centers		
System provides wage allocations by:		
Companies		
Departments		
Divisions		
Locations		
Cost centers		
Projects		
Pay groups		
Identifies associates who have pension dollars required to be paid out at termination.		
Provides standard wage allocation reports		
Reports can be created with actual cost allocations including:		
Rate of pay		
Hours		
Earnings		
Deductions		
Deduction arrears		
Taxes (State, Federal, and Local)		
Supports state and local reciprocal agreements.		
Provides all relevant end of year payroll processing reports, including W-2, 941, 1099s, 1094/1095, State, SUI, and worksite reporting.		
Supports the outsourcing of payroll tax deposits and filings.		
Vendor can provide a print service for W-2s.		
Supports client with preparing tax deposits and filings internally.		
Produces tax documents, magnetic media, and signature ready reports to file.		
Allows a customer to create/print their own W-2s.		

Allows an employee to view/print their own W-2.		
Supports federal, state and local supplemental wage taxation.		
Allows for earnings to be taxed at different tax rates (e.g., regular and supplemental) on the same check.		
Maintains a history of tax tables by change date.		
Employees can change W-4 information via ESS.		
Tax documents (e.g., signed W-4, I-9) can be attached to an employee's record.		
Employees can perform paycheck modeling.		
Provides a payroll tax reconciliation tool.		
Tracks YTD taxes, by tax, type for an unlimited number of years in check detail history.		
Tracks YTD taxable wages, by tax type, for an unlimited number of years in check detail history.		
Accommodates separate tax-exempt controls for federal, state, and local taxes.		
Provides additional withholding fields for federal, state, and local taxes.		
Supports one-time additional tax amounts in payroll processing.		
Allows for payroll adjustments to correct taxes to be posted to current quarter.		
Allows for payroll adjustments to correct taxes to be posted to a prior quarter.		
Allows for a payroll administration user to generate an employee W-2C.		
Allows customization of the pay sheet so that only data for a specific payroll appears on the pay sheet.		
Views employee and group totals as payroll data is entered.		
Run supplemental payrolls at any time.		
Provides for pay data entry by:		
Employee online		
Batch uploads		
Exception-based/autopay (e.g., salaried or fixed hourly employees).		
Performs gross-to-net calculations per employee per check, which are immediately viewable.		

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.		
Provides pre-check registers and audit reports prior to processing payroll.		
Voids payroll checks by selecting the appropriate check; changes should be applied to applicable quarter's totals.		
Provides capability to re-run selected steps of the payroll process.		
Provides for check reconciliation.		
Provides online pay statements to employees without creating paper statements.		
Allows for paid time off information (e.g., vacation) to be on pay statement.		
Supports paying employees from different bank accounts.		
System will prenote direct deposit adds/changes.		
Create an "ACH" file for direct deposit.		
Can rerun "ACH" file to include adjustments.		
Allows employees to have multiple direct deposit accounts.		
Supports partial direct deposits in either a flat dollar amount or a percentage of an employee's pay.		
Supports Positive Pay.		
Process a refund (negative deduction) with no earnings, pretax and after-tax deductions (taxes adjusted with refund).		
Allows for Paid Time Off and Accrued Absent Time (AAT) information to be on pay statement.		
Supports paying associates from different bank accounts.		
Provides ability to void checks by number and reversals are immediately fed to the general ledger.		
Provides ability to enter multiple check voids by range.		
Tracks an unlimited number of labor distributions in history.		
Allows at least four client definable organizational levels.		
Supports a multi-tier labor allocation (e.g., allocation on different fields, dept, job, location).		
Supports the creation of labor allocation files with user defined timeframes (e.g., 1 payroll period or 7 payroll periods).		

Allows actual labor allocations to be fed into General Ledger.		
Creates labor allocation reports.		
Allows for end of month accrual processing		
Maps GL account numbers within your payroll system.		
Accommodates multiple GL segments and can be printed separately or all together on reports.		
GL setup tables are accessible by users to change at any time.		
GL distribution report or file can be created for a user defined period.		
An exception to the GL mapping is accommodated down to the employee level.		
Creates GL accruals.		
GL account numbers can be changed by the user and the GL can be rerun for specified pay period(s)		
Immediate availability of GL data when the payroll is posted to history.		
GL historical data is accessible to user.		
Adjustments (e.g., manual and void checks) are automatically posted to GL.		
GL feature includes tools to export data in a user specified format.		
Provides an ad hoc query tool for reporting on GL data.		
Provides an OLAP tool for reporting on GL data		
Employee self service		

SECURITY

- 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?
- Are your security features role based, or user based?
- How are the users and security roles administered?
- What is the application authentication process? What methods are used to authorize users?
- 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 validation for forgotten passwords processed when an employee locks out or has forgotten log-on information?
- Does the system allow for Administrators to assist with login resets for users?

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.
- How are customizations preserved during product updates?
- What is the effect of future upgrades on our customizations?

Requirement	Code	Comments
Offers role-based security (system access based on an individual’s role within the organization).		
Offers control over which values a user may select from when changing employee data (e.g., user is allowed to assign a certain number of job or department codes).		
Offers the ability to copy roles when creating them.		
Includes built-in workflow.		
Includes a company communication posting feature that enables you to make company information available 24 x 7 to users via the Web.		
Includes the ability to upload and securely share documents such as Microsoft Word documents, Excel spreadsheets, and PDF files.		
Offers a page linking tool that allows users to create hyperlinks from your portal to external Web sites, other products or other Web pages (e.g., link to your benefits network).		
Includes the ability to customize the color scheme for your Web pages.		
Includes the ability to re-brand the Web pages (i.e., use your own logo).		
Includes the ability to add your own menu items and Web pages, and still be contained within the system's security framework.		
Includes the ability to establish user-defined fields on Web pages.		
Designates different levels of ability to manage system administration activities, from a super user with all rights, to users with lesser degrees of system administration access.		
Generates data-driven usernames and passwords to increase the options for creating Web user login names and default passwords.		
Allows you to view user login activity.		
Adds non-employee users (e.g., IT support, auditors) as system users with customized restricted access.		
Activates new Web users automatically or manually.		

Requirement	Code	Comments
Terminates employees' Web access inactivated automatically or manually.		
Resets user passwords.		
Requires strong passwords (case sensitive and with special characters).		
Requires that passwords expire based upon a number of days designated by the system administrator.		
Requires that passwords for a given user are always different by maintaining password history.		
Stores and displays password hints to help remind users of their passwords.		
Uses a mass password reset to change the default password for one or all users.		
Ability to secure at a field level.		
Ability to audit who has viewed/changed items in the system.		
Can the system establish single log on for all components of system?		

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?
- Describe the typical implementation project team. Who is the primary point of contact during implementation?
- Describe your approach to identifying, managing, mitigating, and tracking of project risks. Provide a sample risk mitigation plan.
- Describe your issues management approach and plan. Provide a sample issues management plan and log.
- During the implementation process, do your consultants assist with process improvement and/or best practices? Provide examples.

OTHER

- Describe how a payroll implementation on a quarter rather than a calendar year will affect tax filings, W2 processing, etc.

NON-COLLUSION AFFIDAVIT

It is hereby certified that the undersigned is the only person(s) interested in this bid as principal, and that the bid is made without collusion with any person, firm, or corporation.

____

NAME OF INDIVIDUAL, PARTNERSHIP OR CORPORATION

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____

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ADDRESS

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AUTHORIZED PERSON

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SIGNATURE

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TITLE

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DATE

(FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR BID MAY RENDER THE BID NON-RESPONSIVE)

CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-recipient under an FTA project, potential third-party contractor, or potential subcontractor under a major third-party contract),

(Name of Firm)____certifies, by submission of this BID, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

(If the Lower Tier Participant (potential sub-recipient under an FTA project, potential third-party contractor, or potential subcontractor under a major third-party contract),

(Name of Firm)____ is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this BID.)

THE LOWER-TIER PARTICIPANT (potential sub-recipient under an FTA project, potential third-party contractor, or potential subcontractor under a major third-party contract),

(Name of Firm) ____

CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 USC SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

____

Signature and Title of Authorized Official

The undersigned chief legal counsel for the

(Name of Firm) ____

Hereby certifies that the

(Name of Firm) ____

Has authority under State and Local law to comply with the subject assurances and that the certification above has been legally made.

____

Signature of Applicant’s Attorney and Date

(FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR BID MAY RENDER THE BID NON-RESPONSIVE)

DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION

(1) Policy. It is the policy of the Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 26 apply to this agreement.

(2) DBE Obligation. The supplier or contractor agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard all recipients or contractors shall ensure that all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged and women business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, creed, color, national origin, age, sex, handicap or disability in the award and performance of DOT-assisted contracts.

Failure to carry out these requirements is a material breach of the contract which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

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NAME OF AUTHORIZED PERSON

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SIGNATURE OF AUTHORIZED PERSON

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TITLE AND DATE

(FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR BID MAY RENDER THE BID NON-RESPONSIVE)

COMMONWEALTH NON-DISCRIMINATION CLAUSE

1. Contractor shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex, handicap or disability.

Contractor shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex, handicap, or disability. Such affirmative action shall include, but is not limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.

Contractor shall post in conspicuous places, available to employees, agents, applicants for employment and other persons, a notice to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.

2. Contractor shall in advertisements or requests for employment placed by it or on its behalf state all qualified applicants will receive consideration for employment without regard to race, color religious creed, ancestry, national origin, age, sex, handicap or disability.

3. Contractor shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this non-discrimination clause. Similar notice shall be sent to every other source of recruitment regularly utilized by Contractor.

4. It shall be no defense to a finding of noncompliance with the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission or this non-discrimination clause that Contractor has delegated some of its employment practices to any union, training program or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the Contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

5. Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that Contractor will be unable to meet its obligations under the Contractor Compliance Regulations issued by Pennsylvania Human Relations Commission, or this non-discrimination clause. Contractor shall then employ and fill vacancies through other non-discriminatory employment procedures.

6. Contractor shall comply with the Contract Compliance Regulations of the Pennsylvania Human Relations Commission, 16 PA Code Chapter 49 and with all laws prohibiting discrimination in hiring or employment opportunities. In the event of Contractor's non-compliance with the non-discrimination clause of this contract or with any such laws, this contract may, after

hearing and adjudication, be terminated or suspended, in whole or in part, and Contractor may be declared temporarily ineligible for further Commonwealth contracts, and such other sanctions may be imposed and remedies invoked as provided by the Contract Compliance Regulations.

7. Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records and accounts by, the contracting agency and the Human Relations Commission, for purposes of investigation to ascertain compliance with the provisions of the Contract Compliance Regulations, pursuant to PA Code Chapter 49.35 of these Regulations. If Contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting agency or the Commission.

8. Contractor shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.

9. Contractor shall include the provisions of this non-discrimination clause in every subcontract, so that such provisions will be binding upon each subcontractor.

10. The terms used in this non-discrimination clause shall have the same meaning as in the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission, 16 PA Code Chapter 49.

11. Contractor obligations under this clause are limited to the Contractor's facilities within Pennsylvania or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

Wherever herein above the word Contractor is used it shall also include the word Engineer, Consultant, Researcher, or other Contracting Party as may be appropriate.

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NAME OF AUTHORIZED PERSON

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SIGNATURE OF AUTHORIZED PERSON

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TITLE AND DATE

(FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR BID MAY RENDER THE BID NON-RESPONSIVE)

DEBARMENT CERTIFICATION

The bidder hereby certifies to the best of its knowledge and belief that its principals:

1) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by the Commonwealth of Pennsylvania, the Federal Government or other states.

2) Have not within the preceding three-year period been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal State or local) transaction or contract under a public transaction; violation of Federal or State antitrust or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

4) Have not within the preceding three-year period had one or more public transactions (Federal, State or local) terminated for cause or default.

THE BIDDER CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION.

____

NAME OF AUTHORIZED PERSON

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SIGNATURE OF AUTHORIZED PERSON

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TITLE AND DATE

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AMERICANS WITH DISABILITIES (ADA) ACT COMPLIANCE

The undersigned agrees to comply with, and assure that any third-party contractor under this Project complies with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 USC & 12101 et seq. and 49 USC & 322; Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC & 794; Section 16 of the Federal Transit Act, as amended, 49 USC app. & 1612; and the following regulations and any amendments thereto:

1) U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. Part 37.
2) U.S. DOT regulations, "Nondiscrimination on the basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 C.F.R. Part 27.
3) U.S. DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 49 C.F.R. Part 38.
4) Department of Justice (DOJ) regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 C.F.R. Part 35.
5) DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 C.F.R. Part 36.
6) General Services Administration regulations, "Construction and Alteration of Public Buildings," "Accommodations for the Physically Handicapped," 41 C.F.R. Part 101-19.
7) Equal Employment Opportunity Commission (EEOC) "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630.
8) Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled," 47 C.F.R. Part 64, Subpart F; and
9) FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 C.F.R. Part 609.

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NAME OF AUTHORIZED PERSON

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SIGNATURE OF AUTHORIZED PERSON

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TITLE AND DATE

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TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The undersigned agrees to comply with and assure the compliance by its third-party contractors and subcontractors under this project, with all requirements of Title VI of the Civil Rights Act of 1964, 42 USC & 2000d; U.S. DOT regulations, "nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act," 49 C.F.R. Part 21.

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NAME OF AUTHORIZED PERSON

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SIGNATURE OF AUTHORIZED PERSON

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TITLE AND DATE