

**REQUEST FOR PROPOSALS (RFP)**

**SANDOVAL COUNTY HUMAN RESOURCES**

**HUMAN RESOURCES INFORMATION SYSTEM**



**RFP# FY21-HR-01  
NIGP 20851, 20863**

Release Date: February 28, 2021

Due Date: April 5, 2021

## **I. INTRODUCTION**

### **A. PURPOSE OF THIS REQUEST FOR PROPOSALS**

Sandoval County Board of County Commissioners is requesting sealed proposals for a “*Human Resources Information System software program*” (NIGP Commodity Code # 20851 and 20964) on behalf of the Sandoval County Human Resources Department from software companies who are capable of performing all tasks outline in this RFP. Responses will be accepted in the Finance Department, Attn: Joyce Roybal, Sandoval County Administrative Bldg., 1500 Idalia Road, Bldg. D 2<sup>nd</sup> floor, P.O. Box 40, Bernalillo, New Mexico up to 3:00 p.m. (Mountain Standard Time) on April 5, 2021. The Sandoval County Board of Commissioners reserves the right to reject any and all responses.

### **B. SCOPE OF PROCUREMENT**

The County’s intent of the Request of Proposal is to provide Sandoval County with an integrated human resources management system with related implementation services to replace the current software solutions that are in place.

### **C. TERM OF CONTRACT**

This Request for Proposal is to contract for installation, training and future maintenance service contract for the required software that will fit the needs as outlined in this RFP.

The resulting contract will be a single award.

### **D. PROCUREMENT MANAGER**

1. Sandoval County has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Joyce Roybal, Senior Procurement Specialist  
Address: Sandoval County  
1500 Idalia Road Bldg. D 2<sup>nd</sup> Floor  
PO Box 40  
Bernalillo, NM 87004

Telephone: (505) 867-7631  
Fax: (505) 867-7605  
Email: [jroybal@sandovalcountynm.gov](mailto:jroybal@sandovalcountynm.gov)

- All deliveries of responses via express carrier must be addressed as follows

Name: Joyce Roybal, Senior Procurement Specialist  
 Reference RFP Name: HUMAN RESOURCES INFORMATION SYSTEM  
 RFP# FY21-HR-01  
 Address: Sandoval County  
 1500 Idalia Road Bldg. D  
 PO Box 40  
 Bernalillo, NM 87004

- Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may **ONLY** contact the Procurement Manager regarding this procurement. Other county employees or Evaluation Committee members do not have the authority to respond on behalf of the County. **Protests of the solicitation or award must be delivered by mail to the Protest Manager.** A Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, **ONLY** protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. Emailed protests will not be considered as properly submitted nor will protests delivered to the Procurement Manager be considered properly submitted.

## II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule, description and conditions governing the procurement.

### A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFP	Sandoval County	February 28, 2021
2. Pre-Proposal Conference	Sandoval County	NONE
3. Return of Acknowledgement of Receipt Form	Potential Offerors	March 8, 2021
4. Deadline to submit Questions	Potential Offerors	March 12, 2021 @ 1:00 p.m.
5. Response to Written Questions	Procurement Manager	March 17, 2021
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>April 5, 2021 @ 3:00 p.m.</b>
7. Proposal Evaluation	Evaluation Committee	TBD
8. Selection of Finalists	Evaluation Committee	TBD
9. Contract Awards	Sandoval County	TBD

10. Protest Deadline	+15 DAYS
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**B. EXPLANATION OF EVENTS**

The following paragraphs describe the activities listed in the sequence of events shown in Section II. A., above.

**1. Issuance of RFP**

This RFP is being issued on behalf of the Sandoval County Human Resources Department.

**2. Acknowledgement of Receipt**

Potential Offerors may e-mail, hand deliver, return by facsimile or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A, to have the offeror placed on the procurement distribution list. The form should be signed by an authorized representative of the offeror, dated and returned to the Procurement Manager by 5:00 pm MST or MDT on **March 8, 2021**.

The procurement distribution list will be used for the distribution of written responses to questions.

**3. Deadline to Submit Written Questions**

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until **March 12, 2021 at 1:00 pm** Mountain Standard Time/Daylight Time as indicated in the sequence of events. All written questions must be addressed to the Procurement Manager as declared in Section I, Paragraph D. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

**4. Response to Written Questions**

Written responses to written questions will be distributed as indicated in the sequence of events to all potential Offerors whose name appears on the procurement distribution list. An e-mail copy will be sent to all Offeror's that provide Acknowledgement of Receipt Forms.

## **5. Submission of Proposals**

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN **3:00 PM** MOUNTAIN STANDARD TIME /DAYLIGHT TIME ON **April 5, 2021**. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section I, Paragraph D2. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to HUMAN RESOURCES INFORMATION SYSTEM and RFP# FY21-HR-01. Proposals submitted by facsimile, or other electronic means will not be accepted.

A public log will be kept of the names of all Offerors that submitted proposals. Pursuant to NMSA 1978, § 13-1-116, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals.

## **6. Proposal Evaluation**

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

## **8. Selection of Finalist**

Any Contractual agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s) as per schedule Section II. A., Sequence of Events or as soon thereafter as possible. This date is subject to change at the discretion of the Sandoval County. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, the County reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.

## **9. Contract Awards**

The contract shall be awarded to the Offeror (or Offerors) whose proposals are most advantageous to Sandoval County and Sandoval County Human Resources Department, taking into consideration the evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points. The award is subject to appropriate Sandoval County Commission approval.

## **10. Protest Deadline**

Any protest by an Offeror must be timely and in conformance with NMSA 1978, § 13-1-172 and applicable procurement regulations. As a Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. The 15 calendar day protest period shall begin on the day following the award of contracts and will end at 5:00 pm Mountain Standard Time/Daylight Time on the 15<sup>th</sup> day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be delivered to:

Joyce Roybal, Senior Procurement Specialist  
Sandoval County  
1500 Idalia Road Bldg. D 2<sup>nd</sup> Floor  
PO Box 40  
Bernalillo, NM 87004

Protests received after the deadline will not be accepted.

## **C. GENERAL REQUIREMENTS**

### **1. Acceptance of Conditions Governing the Procurement**

Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors.

### **2. Incurring Cost**

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

### **3. Prime Contractor Responsibility**

Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement which may derive from this RFP.

#### 4. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The County personnel will not merge, collate, or assemble proposal materials.

#### 5. Offeror's Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Manager and signed by the Offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

#### 6. Proposal Offer Firm

Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

#### 7. Disclosure of Proposal Contents

- A. Proposals will be kept confidential until negotiations and the award are completed by the County. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:
- B. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- C. Confidential data is restricted to:
  - 1. confidential financial information concerning the Offeror's organization;
  - 2. and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978 § 57-3A-1 to 57-3A-7.
  - 3. PLEASE NOTE: The price of products offered or the cost of services proposed **shall not be designated** as proprietary or confidential information.

#### 8. No Obligation

This RFP in no manner obligates Sandoval County to the use of any Offeror's services until a valid written contract is awarded and approved by appropriate authorities.

## **9. Termination**

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the agency determines such action to be in the best interest of Sandoval County.

## **10. Sufficient Appropriation**

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be effected by sending written notice to the contractor. The County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

## **11. Legal Review**

The County requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror's concerns must be promptly submitted in writing to the attention of the Procurement Manager.

## **12. Governing Law**

This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

## **13. Basis for Proposal**

Only information supplied, in writing, by Sandoval County through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

## **14. Offeror Qualifications**

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Offeror who is not a Responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, § 13-1-83 and 13-1-85.

## **15. Right to Waive Minor Irregularities**

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.



## **16. Notice of Penalties**

The Procurement Code, NMSA 1978, § 13-1-28 through 13-1-199, imposes civil, misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

## **17. Right to Publish**

Throughout the duration of this procurement process and contract term, Offerors and contractors must secure from the County written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or County contracts deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the contract.

## **18. Ownership of Proposals**

All documents submitted in response to the RFP shall become property of the Sandoval County.

## **19. Confidentiality**

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the County.

The Contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring County's written permission.

## **20. Use of Electronic Versions of this RFP**

This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the agency, the Offeror acknowledges that the version maintained by the County shall govern.

## **21. Campaign Contribution Disclosure Form**

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form as a part of their proposal. Failure to complete and return the signed unaltered form will result in disqualification.

## **22. Letter of Transmittal**

Offeror's proposal must be accompanied by the Letter of Transmittal Form which must be completed and signed by an individual person authorized to obligate the company. The letter of transmittal MUST:

1. Identify the submitting business entity.
2. Identify the name, title, telephone, and e-mail address of the person authorized by the Offeror organization to contractually obligate the business entity providing the Offer.
3. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization (if different than (2) above).
4. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content.
5. Sub-contractor will not be authorized for this procurement.
6. Identify the following with a check mark and signature where required:
  - a. **Explicitly** indicate acceptance of the Conditions Governing the Procurement **Explicitly** indicate acceptance of Section VII of this RFP; and
  - b. Acknowledge receipt of any and all amendments to this RFP.
7. Be signed by the person identified in para 2 above.

### **23. Disclosure Regarding Responsibility**

- A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company:
  1. is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body;
  2. has within a three-year period preceding this offer, been convicted in a criminal matter or had a civil judgment rendered against them for:
    - a. the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract;
    - b. violation of Federal or state antitrust statutes related to the submission of offers; or
    - c. the commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property;
  3. is presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with the commission of any of the offenses enumerated in paragraph A of this disclosure;
  4. Has, preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied. Taxes are considered delinquent if the following criteria apply.

- a. The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
  - b. The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
  - c. Have within a three year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.)
- B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.
- C. The Contractor shall provide immediate written notice to the State Purchasing Agent or other party to this Agreement if, at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.
- D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Agreement. Failure of the Contractor to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.
- E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.
- F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the State Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent or Central Purchasing Officer may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent or Central Purchasing Officer.

## 24. New Mexico Preferences

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors must include a copy of their preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue:

<http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

### A. New Mexico Business Preference

**OR**

### B. New Mexico Resident Veterans Business Preference

In addition to a copy of the certification, the Offeror should sign and complete the Resident Veterans Preference Certificate form, as provided in this RFP.

**An agency shall not award a business a resident business preference and a resident veteran business preference.**

**The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.**

## 25. Use by Other Government Agencies

By submitting a bid, the Bidder indicates that they understand and agree that other local public bodies and state agencies with the State of New Mexico, if allowed by their governing directives, may contact for the goods and services included in this procurement document with the awarded Contractor(s). Contractual engagements accomplished under this provision shall be solely between the awarded Contractor and the contracting government entity with no obligation or liability by Sandoval County.

## 26. Liability

The Offeror must carry liability and professional services insurance at all times during the term of the contract in the amount of not less than \$1,000,000 per incident and \$2,000,000 aggregate policy. The Bidder must also carry all required Worker's Compensation insurance for its employees. Proof shall be by submission of copies of current policies or current Certificates of Insurance, including the effective dates of coverage. Sandoval County requires the following provisions awarded by the vendor:

- Sandoval County to be named as a named insured on all required policies.
- Sandoval County shall be provided with an unconditional thirty (30) days advance written notice of cancellation or material change (i.e. no limit on the notice of cancellation) on all policies.

- Prior to the execution of the resulting contract, the Sandoval County Purchasing Office shall be supplied with an original certificate of insurance evidencing the stated requirements. This insurance shall be effective for the contract duration and renewal certificates shall also be supplied upon expiration.

The Offeror, upon successful award of the contract, shall be considered as an independent contractor in the performance of services listed, and are not employees of the County and must state that the County is not his/her sole source of income. The Offeror must agree that they will not be entitled to any benefits from Sandoval County, under the provisions of the benefits granted to employees of the County, under the merit system ordinance as now enacted or hereafter amended.

### **III. RESPONSE FORMAT AND ORGANIZATION**

This section describes the format and organization of the Offeror's responses. Failure to conform to these guidelines may result in the disqualification of the proposal.

#### **A. NUMBER OF RESPONSES**

Offerors shall submit only one proposal in response to this RFP.

#### **B. NUMBER OF COPIES**

##### **1. Hard Copy Responses**

Offeror's proposal must be clearly **labeled** and **numbered** and **indexed** as outlined in **Section III.C. Proposal Format**. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Envelopes, packages or boxes containing the original and the copies must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:

Offerors should deliver:

- 1. Technical Proposals** – One (1) ORIGINAL and three (3) HARD COPIES.
- 2. Cost Proposals** – One (1) ORIGINAL and three (3) HARD COPIES. The cost proposal **must** be in a separate sealed envelope. **Do not include any portion of the Cost Proposal in the Technical Proposal.**
- 3. Please include an electronic copy (Flash drive) of the Technical and Cost Proposal combined.**

The original, hard copy information **must** be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

Any proposal that does not adhere to the requirements of this Section and **Section III.C.1 Response Format and Organization**, may be deemed non-responsive and rejected on that basis.

## C. PROPOSAL FORMAT

All proposals must be submitted as follows:

Hard copies must be typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with **tabs delineating each section.**

Organization of folders/envelopes for hard copy proposals:

### 1. TECHNICAL PROPOSAL – Binder 1 - Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated. Promotional material should be minimal.

- A. Signed Letter of Transmittal (Appendix C)
- B. Table of Contents
- C. Proposal Summary (Optional)
- D. Response to Contract Terms and Conditions
- E. Offeror's Additional Terms and Conditions
  - 1. Response to Specifications
  - 2. Organizational Experience
  - 3. Organizational References
  - 4. Mandatory Specification
  - 5. Signed Campaign Contribution Form (Appendix B)
  - 6. Conflict of Interest Affidavit (Appendix E)
  - 7. New Mexico Preferences (if applicable)
- G. Other Supporting Material
  - 1. Financial Stability Documentation
  - 2. Proof of Liability Insurance

### 2. COST PROPOSAL

**Please provide all costs that the County will incur for the software installation, training, and any annual maintenance contracts. The County is seeking the hourly billing rate for all services to be provided and any travel and/or accommodation cost when applicable. Please submit the Cost Proposal in a separate sealed envelope.**

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal.

The proposal summary may be included by potential Offerors to provide the Evaluation Committee with an overview of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

#### **IV. SPECIFICATIONS**

Offerors **should** respond in the form of a thorough narrative to each specification described in the Detailed Scope of Work, unless otherwise instructed. The narratives, including required supporting materials will be evaluated and awarded points accordingly.

#### **V. DETAILED SCOPE OF WORK**

Sandoval County is soliciting proposals from software companies for an integrated human resource management system along with related implementation services to replace the current software solutions that are in place at the district administrative offices. The objective of this project is to select and implement a new HRIS/HRMS software to address the County's current and future Human Resource needs.

As a result of the county's focus on employee development, an integrated service is needed to support future initiatives. The County's enterprise processes (i.e., position management, compensation, employee development, on and off-boarding, etc.) must operate in an integrated solution, create operational efficiencies for the users, be simple, consistent and cost effective, be easily improved, and yield high quality, accurate data to conduct predictive analysis in support the county's success.

The new system is intended to be a solution that leverages technology and includes features and functionality that will improve the county's operation, self service capabilities, and management reporting. This system will replace the County's Human Resource functionality that currently resides in Tyler Technologies. Tyler Technologies is currently used for all finance functions with the county. To that end, the new system must be able to "talk" to Tyler Technologies. The selected solution should support the business processes of the county's Human Resources division.

Respondents must respond to the price component of this RFP for the following:

- Software/subscription acquisition and installation
- Implementation services
- Interface costs and support
- Projected ongoing costs for upgrades and maintenance

The Human Resource Management Software solution along with related implementation services for the county includes, but not limited to:

- Human Resources Management
  - Employee Records
  - Benefits Administration
  - Recruitment /Onboarding
  - Compensation Administration
  - Performance Management (Employee Development)
  - Learning Management
  - HR Analytics
  
- Management & Employee Self Service
  - Personnel Changes
  - Benefit Elections
  - Standard Reports
  - Business Analytics
  - Dashboards
  
- Technology
  - Ability to create/manage bi-directional interfaces with Tyler Technologies
  - Ability to create inbound /outbound automated interfaces
  - Production and testing environments
  - Conversion of historical data
  - Audit trail capabilities
  - Mobile and Web-enabled
  - Interfaces

## **Deliverables and Specifications**

The Project will include, at a minimum, the following deliverables:

- **Project Plan**

The vendor will assign a Project Manager and a detailed project plan that includes all implementation tasks, deadlines, milestones, deliverables, etc. and will provide a scorecard or dashboard mechanism for reporting progress. The vendor Project Manager will meet with the county's project team on a regularly scheduled basis.
  
- **System Design Documentation**

The purpose of this document is to describe the following in detail:

  - Provide standard out-of-the-box (OOTB) features and functionalities,



- Technical description of the hardware, software, infrastructure, interfaces, database schemas, and any required third party software dependencies,
- Business process flows, job aids, procedures, and training materials to assist in transition from current processes,
- Will comply with all federal, state, and local HR regulatory requirements

- **Data Conversion**

Current human resource data will need to be converted for historical purposes, and to populate master data records in the new system.

- **Test Plan**

Based on experience with other customers and knowledge of the county's processes, vendor will provide detailed test plan suggestions to be reviewed with Human Resource and other county staff. Once reviewed and refined together, test plans will be added to the project plan to track completion.

- **Cutover Plan**

The overall project plan will include a detailed Cutover Plan, which will contain a complete sequence of events required at the time of cutover. This should include systematic procedures for both systems and business processes to transition from our current system.

- **Ongoing Maintenance and Support**

The vendor will provide ongoing support and maintenance of the product. The proposal should include a description of the support packages offered and their associated pricing structures.

The proposals should reflect an understanding of the dynamic business environment required to support the county and should deliver a user-friendly set of tools that allows the county to focus on its core business.

## **Technical Requirements**

The county is looking for a fully integrated solution. The software solution must be able to handle all the functionality required by the county in the various functional areas of HR. All out-of-the-box functionalities should be provided by the respondents. If the proposal contains third party software, the vendor should have experience integrating with the proposed software on another project.

The county requires that the vendor and its subcontractor provide both the software and the implementation services for this project. Implementation should follow the best practices for an integrated implementation. It is the vendor's responsibility in their proposal to outline which modules/processes are implemented in what order and the logic for that sequence. The proposal should provide implementation timeline options for core functionality.

The county expects the vendor to utilize a discovery phase to work with the functional teams to review processes and document future processes, based on best practice systems, not recreating current processes. The proposal should describe at a high level the approach they will follow that reduces risk, ensures a high-quality implementation, moves at a rapid pace, and is strategically planned to make transitions as seamless as possible.

The county requires that the respondent describe the software lifecycle of their product including version control and any planned future releases and functionality. The county is looking for a long-term, sustainable solution that will meet the growing demands and changes of the county. Therefore, the solution provided must not be limited in its ability to grow and change over time. The county wants to engage with a vendor that uses standard software development and implementation practices.

#### **Data and System Functionality**

As stated previously, the county currently functions with multiple systems and manual processes that require multiple points of re-entering data and do not allow for a comprehensive view of the county's data. The county is seeking to integrate HRMS and Tyler Technologies Payroll and Timekeeping systems to dramatically shift the work process and flow of data.

The respondent should describe how their solution functions and addresses the integration with Tyler Technologies payroll and time and attendance. The county wants to ensure that duplicate keying will not be required in multiple systems.

The county requires that history of changes (e.g. salary, position) be maintained, accessible, and reportable in the system. The vendor should describe what data history is maintained, how it is accessible, and who can access it.

#### **Configuration/Customization**

While the county would like most of the software and functionality to be "out of the box" and included in the base product, the county also understands that there may be a need to configure the system. The respondent should describe their process and approach to configuration - including how configuration requirements are gathered and confirmed, how and when configurations are implemented in the system, who has the ability and responsibility to make configuration changes, and how configuration changes are confirmed.

The respondent should describe the process and approach for how configuration changes are made prior to system implementation and how these changes are made post-implementation.

### **Flexibility and Scalability**

The county is asking the respondent for standard functionality for the majority of HRMS. However, while the county wants to have a standard, best practice based designed solution, it is critical that there is some flexibility and scalability to the solution. The respondent should describe how the solution can scale to accommodate the county's requirements and users. Respondents should also discuss the level of customization that can be implemented and what limits there are to customizations.

### **Security**

A high level of system and data security is a critical attribute of all county systems. Respondents should describe their security policies and protocols to ensure that county data would be protected. This should include: how you protect your systems from viruses, backup procedures, access logs, data store and transfer processes, and accessibility of audit trails.

### **Data Ownership**

The county will maintain ownership of all its data. No county data should be made available or accessible to any third-party organization or data source other than those that have been authorized through this contract to work with the county and the selected vendor. In any case that a contract between the county and vendor is discontinued, the vendor must provide the county all its data within 30 days of the termination of the contract. Respondents should discuss in detail the protocol they will use to provide data to the county should the county and the vendor discontinue a contract.

### **Disaster Recovery**

The respondent should describe disaster recovery plans and policies to ensure that any system the county purchases will be secure and available. The disaster recovery plans should include detail on all the off-site or redundant facilities, processes, and services the respondent has in place to ensure the county system and data are secure.

## **Performance**

The new system will be critical to the county's operations and must be available to carry out processes such as human resource benefits enrollment and end-of-year processes to include ACA submission. Therefore, the county needs to understand service level agreements (SLA) that the vendor will commit to and performance the respondent has for clients, including system availability and performance monitoring processes. In addition, respondents should provide detail about system maintenance windows and how these are planned and communicated to clients.

## **Change Management Training/Documentation Requirements**

The integrated HRMS solution project will have impact across the county, every division and employee. The new system will replace systems and processes that have been in the county for a long period. The county recognizes that a significant change management effort is necessary for the project to be successful.

Therefore, the county would like the vendor to provide change management and training services to support the system implementation.

## **Historical Data Import Requirements**

The county has a need to move data from historical systems to the new HRMS for the purposes of reporting and inquiries. The vendor will work with the county to review applicable data sets and develop a detailed plan for importing historical data based on how the county needs to access and use this data.

The vendor will work with the county to cleanse and prepare data for import. The respondent shall include historical data import in the project plan and testing plan. The respondent should specify costs for historical data import in pricing.

## **Detailed Product Functionality**

### **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 does your company stay current with technology?
- 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.

**Hosting:**

- Do you offer your products as Licensed, Hosted, SaaS or all three?
- If you offer a Hosted and/or a SaaS model, what is your target market?
- If you offer a Hosted and/or a SaaS model, why should we select it?
- If you offer a Hosted and/or a SaaS solution, what is the data center and network infrastructure?
- If you host the application, what types of technical resources are required?
- Provide a brief description of the security measures you provide in your hosting and/or SaaS environment.
- If data centers are physically secured, explain the method/technology used.
- Does your hosting solution include a guaranteed level of system performance, such as sub-second response time?
- Describe your customer support process for application hosting or SaaS customers.
- If Hosted and/or SaaS, what control would we have with making application modifications - screens, tables and fields?

**Product Overview:**

- Provide a brief overview of your product offerings.
- How do you differentiate yourself from your competition?
- Who are your product partners?
- How do you stay current with changes in human resources and payroll?
- What enhancements are planned for your product over the next three years?
- Please specify the name and version of the HRMS considered in this RFP.

**Support:**

- How does your HRMS /PAYROLL SYSTEM support multiple companies?
- Describe employee transfers between and/or within divisions.
- Describe how a cost center [job number / activity number] is added and deleted in your system.

**Organization Structure:**

- Explain how/if your system creates organization charts.
- Describe how your system maintain associate “report to” data. Describe how your system handles/manages large reorganizations.

**Recruiting, Hiring and Applicant Management:**

- We currently use Neo-Gov as our recruiting and application management system.
- Describe how your system can interact/talk with Neo-Gov.
- Provide a brief description of your recruiting and application management system.
- Describe your candidate pre-screening or qualification process.
- What job boards are supported with your product? Describe how jobs are posted to Internet job.
- Does your system allow for an automatic e-mail response to applicants and candidates? If so, please describe the communication types included in the application. Can we customize the responses?
- How is an applicant transitioned to an employee in your system? If the systems are integrated, describe the file transfer process and the technology applied.
- How does an applicant apply for a job online?
- Describe your employer configurable new hire workflow.

**Termination:**

- Describe your employer configurable termination workflow and how it supports termination of employees and independent contractor assignments.
- How is your system used to notify appropriate areas of the organization (security, IT, Payroll) that an employee or independent contractor has been terminated?

**Onboarding:**

- Please provide a brief overview of your onboarding solution.
- What are examples of the forms your solution supports that are typically

- completed by the hiring manager and/or new hire?
- Please provide examples of how your solution assists in conducting employment verification.

**Human resources:**

- Describe your system's HR functionality.
- Can your system interact/talk with Tyler Technologies?
- Is this system integrated with the payroll system?
- When was this human resources product developed?
- Was this application developed in-house or purchased?
- Describe the types of historical information your system maintains (including number of years maintained).
- How do you support electronic signatures?
- Describe the HR process for transferring an employee between departments and/or divisions.
- Are there duplicate fields in both HR and Payroll that can be updated and modified? What is the timing? Describe how it works.
- Explain how a "re-hire" is identified and how previous history and years of service are recognized.
- Can electronic files and scanned documents be stored by associate on your system? What limitations, if any, exist? Describe the process to terminate an associate on the system.
- Describe how your system can trigger events beyond pay for terminated employees (e.g., remove system access, revoke access cards, remove PIN numbers for wire transfers, etc.).
- Describe how a terminate action can be reversed on the system.

**Compliance:**

- As human resource regulations change, how do you ensure your clients stay in compliance?
- Explain how your system maintains OSHA-like logs.
- Explain how your system maintains ACA data.
- Describe how the software facilitates the maintenance of employee data and creation of employee history.

**Performance Management:**

- Please describe your performance management feature.

- Describe how the system can provide real time monitoring of performance management.
- Can performance or other performance related documents be attached to an employee record?

### **Talent Management:**

- Please provide a brief overview of your talent and succession management functionality.
- Please describe how talent management functionality is integrated with performance management and development offerings.
- Please explain how succession plans are created.
- How much historical information is available?
- What types of reporting and metrics are available on the succession data?

### **Compensation:**

- Provide an overview of the key compensation features of your system.
- How is the compensation features integrated with the HRMS/PAYROLL SYSTEM functions?
- Explain how your system creates and retains salary history.
- What types of reports are available for compensation?
- Describe how your system manages bonus pay.
- Describe how your system manages incentive pay.
- Describe how your system manages separation pay and other discretionary pay.
- Explain how pay changes are entered in the system. Describe how a mid-period salary change is processed.
- Explain how the system allows managers to plan salary increases online, process approvals via workflow, and automatically implement increases on the effective date.
- Explain how annual merit increases are processed in your system.
- Does your system validate minimum and maximum salary (of band pay ranges) when pay is changed, and provide warning messages as needed?
- How is compensation modeling handled in your system?
- Describe how salary ranges/grades are established in the system, how grades are assigned to positions/jobs, and how positions/jobs are assigned to employees.
- Describe how salary range/grade changes are made in the system, those



changes are reflected in positions, and to employees assigned to those positions.

- Explain how job information is established and maintained in your system (e.g., grade, exemption status, EEO code, etc.).
- Explain how your system calculates, displays, and reports compa-ratio and/or quartile information.

**Budget:**

- Please describe how your budget administration tool will assist our organization with effective decisions regarding future compensation.
- What are the steps involved in creating a budget worksheet for your managers?

**Employee Relations:**

- Please describe how disciplinary actions are accommodated.
- Please describe your capabilities to track grievances.

**Employee Development:**

- Please describe how employee development and succession planning are accommodated in your system.
- Describe how the employee development feature is used by employees.

**Organization Charts:**

- Explain how your system creates organizational charts.
- Describe how your system maintains employee "report to" data. Describe how your system handles/manages large reorganizations.

**Benefits:**

- Describe the integration between benefits and payroll.
- How does your system handle benefits administration?
- Explain how your system facilitates reporting to third party vendors such as benefit providers. Does the benefit data automatically populate in payroll? Is it real-time or a batch process?
- Does your system have a module to maintain Worker's Compensation Claims, Costs, tracking lost time, restrictions, legal reporting requirements, regular reporting, etc.?
- Does your system have a module to maintain ACA data and facilitate annual submission to the Internal Revenue Service?

- Does the system allow for tracking of all notes, conversations, etc.?
- How do you support electronic signatures?

**Open Enrollment:**

- Describe the system capabilities for online benefits enrollment (e.g., eligibility rules, plan dates).
- Describe how your self-service solution can be used to guide employees through benefits enrollment.
- What tools do you have available for benefit administrators to monitor and provide a smooth enrollment process for the company and its employees?
- Is workflow associated with benefit enrollment and life event changes?

**Life Events:**

- Please describe the life events that come standard without configuration.
- Describe how the available life event options are established and maintained in your system.

**Flexible Spending Account (FSA):**

- Does your system support FSA and HSA accounts?
- How does your system notify third party FSA vendors when an employee terminates?

**Position/Job Management:**

- How are position/job statuses maintained in the system?
- What information associated with the employee is controlled by the position or job?
- Will the system enable us to track positions currently including those budgeted now, in the future, and in the past?

**Payroll:**

- Describe how HRMS will integrate with Tyler Technologies payroll.
- How frequently will the data flow to and from Tyler Technologies payroll system?

**Deductions/Benefits:**

- Describe the integration between benefits and payroll.
- When a change is made to an employee's benefit election (e.g., single to family coverage), how does the deduction amount get changed in payroll?

or other outside systems?

**Workforce Allocation:**

- Explain how the proposed system would allocate by different organizational levels and projects.
- Describe how the proposed system handles employees with multiple supervisor assignments.
- How would employees with multiple jobs or positions be handled?

**History:**

- Explain the kinds of historical information your system maintains.
- What accumulators are standard? Please give examples.
- For archived records, what is the retrieval time?
- How is system performance affected by the growth of the historical records?

**Conversion:**

- Describe how existing history is extracted and imported to your system at conversion.
- Are there fees associated with converting history?

**Post Conversion:**

- Define the historical information your system maintains and how long it is available to your customers.

**Employee Self-Service:**

- Describe your application's employee self-service functionality. What are the major features?
- How will this be integrated with Tyler Technologies payroll system to provide employees a one stop for all employee related information?
- When was this product developed?
- Was this application developed in house or purchased?
- How will your employee self-service feature assist in the communication between the county and employees?
- What types of information can be made available to our employees so they can be self-sufficient?
- Can pictures be embedded in an employee record? What are the filetypes?

**Manager Self-Service:**

- Provide an overview of the features available through the manager self-serve.
- Describe how a manager's access to employee information is controlled.
- Describe the integration between your manager self-service application and your HRMS.
- Describe to what level access to information can be controlled (e.g., screen, field, etc.).
- Does the application provide managers access to the entire employee self-service functionality? Please explain.
- What employee data is a manager NOT able to access and does client control?
- Are managers able to run reports from self-service? How is this performed?
- Describe how managers can create and save their own reports.

**System Administration:**

- Explain the delivered capabilities for a system administrator to manage self-service?
- Can you have multiple system administrators?
- What limitations would a system administrator have in managing self-service in a hosted environment?

**Workflow:**

- Describe the workflow capabilities delivered with employees self-service.
- Please describe the workflow setup including where custom programming is required.
- Do you supply any predefined workflow processes? If so, how many are delivered as standard? How much flexibility does client have in building workflows?
- Can you have multiple levels of approvals for your workflow?
- Ability to configure notifications upon hire/term via both email and APIs to enable automated business workflow orchestrations.
- What tools are available to enable workflow in your system?
- Can there be different workflow/approval paths based on reason or if/then else logic of a change (e.g. over threshold, level of person requesting the change)?

**Reporting:**

- Provide a brief overview of your reporting tools and how they are integrated with your HR and Tyler Technologies payroll system.

- Describe the ad-hoc report writer that is delivered with your software.
- Is this part of the software or a 3<sup>rd</sup> party addition?
- Describe the difference between Web and client reporting functionality.
- Describe your point-in-time reporting capabilities.
- Describe your ability to create workforce alerts (e.g. e-mail reminders, reports).
- Describe any limitations creating online web reports? (e.g. formatting, fields, tables)
- Can the system support links to other websites?
- Discuss how a non-technical user can obtain reports from the system without assistance.

**Database:**

- What databases does your application support?
- Describe the enterprise's responsibility in maintaining and managing the database(s).
- Does your system allow backups with no downtime? Does it allow for backups to be unattended? When are the back-ups completed? (i.e. time of day)
- Describe the ease and flexibility for extrapolating data, and maintaining and creating sub-files and macro-processes.
- Do you provide your clients with a data dictionary?
- How does your application handle multi-user contention or concurrency?

**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?
- Is your security 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)?
- What is the process for restoring access after an employee has lost or forgotten their password? Also, what is the process after an employee has

- been locked out of the system or forgotten their log-on information?
- Active Directory Authentication

**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.
- Can we customize the look and feel (e.g., logos and colors) in your application?
- How are customizations preserved during product updates?
- What is the effect of future upgrades on our customizations?
- Explain the ability to configure data entry screens and to create new inquiry screens.

**Implementation:**

- Please describe in detail an example of a typical project implementation including data migration and completion timelines.
- 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.
- How many employees from client are needed to support the project?
- What is your process for moving from implementation to customer maintenance?
- How long does implementation team stay with client before transferring to customer service?

**Knowledge Management:**

- Provide an overview of your training programs and delivery methods.
- Is there a test database utilizing real data available for future new employee training?

- Is there a cost associated with training during or after implementation?
- What ongoing training is available?
- What training materials do you provide?

**Customer Support:**

- Provide an overview of your customer support and maintenance services.
- What is the cost of your annual maintenance plan?
- Do you use your Web site as a mechanism to provide support to your clients? How is the Internet part of your support strategy? Please explain.
- What is the experience level of your service and support staff? What is the average length of service in your support area?
- How does your firm educate and train your service and support staff?
- What technologies do you take advantage of to run your support organization?
- What hours does your company provide service and support?
- How many support centers do you have and where are they located?
- Is there weekend or after hour support?
- Is there an after-hours emergency contact number if needed? Is there a charge for this service?
- How often do you release new versions of your software?
- Do you have any user groups (regional or national)?
- Do we get change information prior to release?
- What is the test process for new versions?
- How do you determine and prioritize changes in your system?
- What is the migration process in upgrading to new versions?

**VI. TECHNICAL SPECIFICATIONS**

**1. Organizational Experience**

- a) Provide a resume of firm’s experience and the experience of the management staff that will be provided to aid in the implementation of the software and to provide user training on the software.

**2. Organizational References**

Offerors must provide a minimum of three (3) references that substantiate your past work performance and experience in this type of work.

The Evaluation Committee may contact any or all references for validation of information submitted. If this step is taken, the Procurement Manager and the Evaluation Committee must all be together on a conference call with the submitted reference so that the Procurement Manager and all members of the Evaluation Committee receive the same information. Additionally, the Agency reserves the right to consider any and all information available to it.

Offerors shall submit the following Business Reference information as part of Offer:

- a) Client Name;
- b) Client's Address;
- c) Project Dates (starting and ending);
- d) Telephone number of contact; and
- e) Client project contact name, telephone number and e-mail address.

### **3. Mandatory Specifications – All items must be included:**

- a) Please provide a detailed explanation of the software's ability to provide Human Resources Management to include employee records, benefits administration, recruitment/onboarding, compensation administration, performance management, learning management, and HR analytics.
- b) Please provide a detailed explanation of the software's ability to provide Management & Employee Self Service to include personnel changes, benefit elections, standard reports business analytics, and dashboards.
- c) Please provide a detailed explanation of the software's ability to provide Technology to Include the ability to create/manage bi-directional interfaces with Tyler Technologies, ability to create inbound/outbound automated interfaces, production and testing environments, conversion of historical data, audit trail capabilities, mobile and web-enabled, and interfaces.
- d) Please provide a detailed explanation of the software's ability to provide Reporting to include reporting tools and how they are integrated with the Tyler Technologies payroll system, the ad-hoc report writer that is delivered with your software, ACA reporting and submission, point in time reporting capabilities, ability to create workforce alerts (e.g. email reminders, reports), and how a non-technical user can obtain reports from the system.
- e) Please provide a detailed explanation of the software's ability to maintain historical information to include what accumulators are standard (please give examples), archived records, what is the retrieval time, and how is system performance affected by the growth of the historical records.



- f) Please provide a detailed explanation regarding the cost for software/subscription acquisition and installation, implementation services, interface costs and support, and projected ongoing cost for upgrades and maintenance.
- g) Any third party software licensing cost including Operating System/SQL or Database Licensing.

## **OTHER SUPPORTING MATERIALS**

### **Financial Stability**

Offerors must submit copies of the most recent years independently audited financial statements and the most current 10k, as well financial statements for the proceeding three years, if they exist. The submission must include the audit opinion, the balance sheet, statements of income, retained earnings, cash flows and the notes to the financial statements. If independently audited financial statements do not exist, Offeror must state the reason, and instead, submit sufficient information (e.g. D & B report) to enable the Evaluation Committee to assess the financial stability of the Offeror.

### **Insurance**

ALL RESPONDENTS MUST submit, with their proposal, proof of insurance for Professional Liability in an amount not less than \$1,000,000 per incident and \$2,000,000 aggregate policy. Proof shall be by submission of copies of current policies or current Certificates of Insurance, including the effective dates of coverage. Sandoval County requires the following provisions awarded by the vendor:

- Sandoval County to be named as a named insured on all required policies.
- Sandoval County shall be provided with an unconditional thirty (30) days advance written notice of cancellation or material change (i.e. no limit on the notice of cancellation) on all policies.
- Prior to the execution of the resulting contract, the Sandoval County Purchasing Office shall be supplied with an original certificate of insurance evidencing the stated requirements. This insurance shall be effective for the contract duration and renewal certificates shall also be supplied upon expiration.

## **APPENDICES**

### **1. Acknowledge of Receipt Form**

Potential offerors **should** hand deliver or return by facsimile, registered or certified mail or email the “Acknowledgement of Receipt Form” (see APPENDIX A) that accompanies this document to have their organization placed on the procurement distribution list. The form **should** be signed by an authorized representative of the organization and delivered to the

Procurement Manager no later than the date specified in the Sequence of Events. The procurement distribution list will be used for the distribution of important information regarding this procurement.

## **2. Campaign Contribution Disclosure Form**

The Offeror must complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror's proposal. This must be accomplished whether or not an applicable contribution has been made. (See APPENDIX B)

## **3. Letter of Transmittal Form**

The Offeror's proposal **must** be accompanied by the Letter of Transmittal Form located in APPENDIX C. The form **must** be completed and must be signed by the person authorized to obligate the company.

## **4. Resident Business or Resident Veterans Preference**

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors must include a copy of their preference certificate in this section. In addition, for resident Veterans Preference, the attached certification Form (APPENDIX D) must accompany any Offer and any business wishing to receive the preference must complete and sign the form.

## **5. Conflict of Interest Affidavit**

Offerors must include signed and completed Conflict of Interest Form (APPENDIX E) with RFP Documents. The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

# **VII. EVALUATION**

## **A. EVALUATION POINT SUMMARY**

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals by sub-category.

<b>Factors – correspond to section VI</b>	<b>Points Available</b>
Organizational Experience	20 points
Organizational References	20 points
Mandatory Specifications	40 points
Cost Proposal	20 points
Lowest Responsive offer Bid ----- X 20 Points This Offeror’s Bid	
<b>TOTAL POSSIBLE POINTS</b>	<b>100 POINTS</b>
Proof of Financial Stability	Pass/Fail
Proof of Insurance	Pass/Fail
Letter of Transmittal	Pass/Fail
Signed Campaign Contribution Disclosure Form	Pass/Fail
Conflict of Interest Affidavit	Pass/Fail
New Mexico Preference – Resident Business Points	
New Mexico Preference – Resident Veterans Point	

Table 1: Evaluation Point Summary

**EVALUATION FACTORS**

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

- a. Organizational Experience**
- b. Organizational References**
- c. Mandatory Specifications**

**d. Cost Proposal**

**e. Proof of Financial Stability**

- i. Pass/Fail only. No points assigned.

**f. Proof of Insurance**

- i. Pass/Fail only. No points assigned.

**g. Letter of Transmittal**

- i. Pass/Fail only. No points assigned.

**h. Signed Campaign Contribution Disclosure Form**

- i. Pass/Fail only. No points assigned.

**i. Conflict of Interest Affidavit**

- i. Pass/Fail only. No points assigned.

**1. New Mexico Preferences**

Percentages will be determined based upon the point based system outlined in NMSA 1978, § 13-1-21 (as amended).

**A. New Mexico Business Preference**

If the Offeror has provided their Preference Certificate the Preference Points for a New Mexico Business is 5%.

**OR**

**B. New Mexico Resident Veterans Business Preference**

If the Offeror has provided their Preference Certificate **and** the Resident Veterans Certification Form the Preference Point are one of the following:

- 10% for less than \$1M (prior year revenue)
- 8% for more than \$1M but less than \$5M (prior year revenue)
- 7% for more than \$5M(prior year revenue)

**2. Interview**

If an interview is held, the Purchasing Office will distribute questions and instructions to the finalists prior to the scheduled interview. A maximum of 100 points are possible in scoring each interview for this RFP. The Evaluation Committee may, at their discretion, request additional clarification as to the contents of the RFP submittal from any of the Offeror's.

**EVALUATION PROCESS**

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response.
3. The Evaluation Committee may use other sources to perform the evaluation.
4. Responsive proposals will be evaluated on the factors set forth in the RFP, which have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalist Offerors, based upon the proposals submitted. The responsible Offerors whose proposals are most advantageous to the County taking into consideration the evaluation factors will be recommended for award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

## **APPENDIX A**

### **ACKNOWLEDGEMENT OF RECEIPT FORM**

**APPENDIX A**

**REQUEST FOR PROPOSAL**

**HUMAN RESOURCES INFORMATION SYSTEM**

RFP# FY21-HR-01

**ACKNOWLEDGEMENT OF RECEIPT FORM**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that s/he has received a complete copy, beginning with the title page and ending with APPENDIX E.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than **March 8, 2021 by 5:00 pm** (Mountain Standard Time). Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (circle one) intend to respond to this Request for Proposal.

Joyce Roybal, Senior Procurement Specialist  
Sandoval County  
1500 Idalia Road Bldg. D, PO Box 40  
Bernalillo, NM 87004  
Fax: 505-867-7605  
E-mail: [jroybal@sandovalcountynm.gov](mailto:jroybal@sandovalcountynm.gov)

**APPENDIX B**

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**



## **Campaign Contribution Disclosure Form**

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds one hundred dollars (\$100) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER ONE HUNDRED DOLLARS (\$100) WERE MADE to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

## **APPENDIX C**

### **LETTER OF TRANSMITTAL FORM**

**APPENDIX C**  
**Letter of Transmittal Form**

**RFP#:** \_\_\_\_\_ **FED ID#** \_\_\_\_\_  
**Offeror Name:** \_\_\_\_\_  
Items #1 to #7 EACH MUST BE COMPLETED IN FULL

1. **Identity (Name) and Mailing Address** of the submitting organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. For the person authorized by the organization to contractually obligate on behalf of this Offer:

Name \_\_\_\_\_  
Title \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

3. For the person authorized by the organization to negotiate on behalf of this Offer:

Name \_\_\_\_\_  
Title \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

4. For the person authorized by the organization to clarify/respond to queries regarding this Offer:

Name \_\_\_\_\_  
Title \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

5. Use of Sub-Contractors (Select one)

No sub-contractors will be used in the performance of any resultant contract OR  
 The following sub-contractors will be used in the performance of any resultant contract:

\_\_\_\_\_  
(Attach extra sheets, as needed)

6. Please describe any relationship with any entity (other than Subcontractors listed in (5) above) which will be used in the performance of any resultant contract.

\_\_\_\_\_  
(Attach extra sheets, as needed)

7.  On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement  
 I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.  
 I acknowledge receipt of any and all amendments to this RFP.

\_\_\_\_\_, 2021  
Authorized Signature and Date (Must be signed by the person identified in item #2, above.)

**APPENDIX D**  
**RESIDENT VETERANS CERTIFICATION**

New Mexico Preference Resident Veterans Certification

**Reminder, a copy of Resident Veterans Preference Certificate from the New Mexico Taxation and Revenue MUST be submitted with the proposal in order to ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended).**

\_\_\_\_\_ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

**Please check one box only**

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under NMSA 1978, § 13-1-21 or 13-1-22, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative)\*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory for the Business. The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or termination of award of the procurement involved if the statements are proven to be incorrect.

**APPENDIX E**  
**CONFLICT OF INTEREST AFFIDAVIT**



**APPENDIX E**

***CONFLICT OF INTEREST AFFIDAVIT***

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF SANDOVAL )

I, \_\_\_\_\_ (name), being first duly sworn upon my oath, depose and state the following:

I am a former employee of \_\_\_\_\_ (name of Department/Agency), having separated/retired from state employment as of \_\_\_\_\_ (date).

I am a current employee of \_\_\_\_\_ (name of Department/Agency), or a legislator with the state, or the family member (spouse, parent, child, sibling by consanguinity or affinity) of a current employee or legislator with the state. Being a current employee or legislator or family member of a current employee or legislator of the state, I hereby certify that I obtained this Agreement pursuant to Sections 10-16-7 or 10-16-9 NMSA 1978, that is, in accordance with the Procurement Code except that this Agreement has NOT been awarded via the sole source or small purchase procurement methods.

The Department/Agency and I have entered into an agreement in the amount of \$\_\_\_\_\_.

Section 10-16-8.A(1) NMSA 1978 of the Governmental Conduct Act does not apply to this Agreement because I neither sought a contract with the Department/Agency, nor engaged in any official act which directly resulted in the formation of the Professional Services Agreement while an employee of the Department/Agency.

To the best of my knowledge, this Agreement was awarded in compliance with all relevant provisions of the New Mexico Procurement Code (13-1-28, et. seq., NMSA 1978).

FURTHER, AFFIANT SAYETH NOT.

\_\_\_\_\_  
NAME

Subscribed and sworn to before me by \_\_\_\_\_ (name of former employee) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_

Terms of the Conflict of Interest Affidavit are inapplicable.