REQUEST FOR PROPOSALS

FOR

Human Resources Information System (HRIS) Solution

ISSUED BY:

WISCONSIN ECONOMIC DEVELOPMENT CORPORATION

ON: **September 5, 2023**

All questions regarding this RFP must be submitted in writing to Hayley Hellenbrand at hayley.hellenbrand@wedc.org by September 18, 2023, at 4 p.m. Central Daylight Time.

PROPOSALS MUST BE SUBMITTED BY:
October 6, 2023, 4 p.m. Central Daylight Time

To:
Hayley L. Hellenbrand
Wisconsin Economic Development Corporation
201 West Washington Avenue, 6th Floor
Madison, WI 53703
hayley.hellenbrand@wedc.org

I. Scope

The Wisconsin Economic Development Corporation (WEDC) is soliciting proposals from qualified vendors to provide a human resources information system (HRIS). The scope of functionality for the proposed HRIS solution is to include the following modules: HR, Benefits, Payroll, Time and Attendance, Talent Acquisition (e.g., Recruiting, Onboarding), Talent Management (e.g., Performance, Training), and any other functionality included in Attachment A.

II. Project Timeline (if applicable)

Proposers responding to this RFP must be prepared to conform to the following timeline. If this timeline is prohibitively restrictive, please indicate this and propose an alternate timeline.

RFP Activity	Dates
RFP issued	9/5/2023
Deadline to submit questions	9/18/2023
Answers to submitted questions	9/22/2023
Proposals due to WEDC	10/6/2023
Committee review of proposals	10/9/2023
Demos of selected solutions	10/23/2023 - 11/3/2023
Final selections/approval	Week of 11/13/2023
Contracting and engagement	11/27/2023
Project implementation starts	4^{th} Quarter 2023 or $1^{st}/2^{nd}$ Quarter 2024
Project completion	7/1/2024

III. Wisconsin Economic Development Corporation

WEDC is a public body corporate and politic governed by Chapter 238 of the Wisconsin Statutes. WEDC was created under 2011 Wisconsin Act 7 and 2011 Wisconsin Act 32 to replace the economic and community development operations of the former Wisconsin Department of Commerce and to serve as the State of Wisconsin's lead economic development organization. WEDC is governed by a Board of Directors and WEDC's chief executive officer, who is appointed by the Wisconsin governor.

WEDC provides financial and technical assistance and services to businesses and organizations in Wisconsin for the purpose of strengthening economic development and creating and retaining jobs.

As of June 30, 2022, WEDC had approximately 127 employees and operating expenditures for FY22 totaled approximately $109 million, including $64 million of federal funds as part of the American Rescue Plan Act (ARPA). Revenues to finance its operating budget are derived primarily from state appropriation, loan repayments, and other income.

WEDC operates three economic and community development divisions and eight finance and administrative departments primarily in the Madison location. WEDC provides grants, loans, tax credits, and other financial and technical assistance to its customers.

IV. Proposal Requirements

Proposers responding to this RFP must provide sufficient responses to all of the requests below for information. Failure to respond to any of the requests may result in disqualification of the proposal.

1) Mandatory Requirements

a) Proposers must provide a statement indicating the approach and timeline to system design, implementation, and training.
b) Proposers must provide answers to all questions in Attachment A. If a proposer does not offer functionality applicable to the question, it must be so noted.
c) Proposers must have relevant experience working with similar organizations.

2) Organizational and Staff Capabilities

a. Provide a brief description of the proposer's history and organization. The proposer must describe its organization in terms of the following:

- Size
- Structure
- Areas of practice
- Office location(s)

b. Describe the proposer's experience providing similar services. Please highlight your experience providing such services to government agencies.

c. Provide a list of at least three relevant engagements held by the proposer, which indicates relevant experience.

d. Provide a list of all staff persons who will be involved in carrying out the tasks covered by this RFP, describing each in terms of their involvement in specific tasks and qualifications.

e. Provide a list of any subcontractors (individual or organizational) that the proposer intends to use when providing services under this RFP (Note: The proposer is not required to use subcontractor(s). However, no subcontractor may be used without WEDC's written approval.)

f. Provide a brief description of how the proposer is working to promote diversity and inclusion within the organization.

g. Indicate whether the proposer is a minority-owned, women-owned, disabled-owned, or veteran-owned business.

3) Technical Requirements/Approach to the Project

a. Please provide answers to the list of questions in Attachment A

b. Describe the backup plan for completing the work according to the timeline should something happen to the staff assigned to this project.

c. Describe the WEDC staff resources required for supporting the work under this RFP.

d. Please indicate in your proposal if the work under this RFP will be performed remotely, in person, or on a hybrid basis.

4) Draft Contract Documents: Proposers shall submit draft contract documents from which negotiations may begin should the proposer be selected for the ultimate contract award.

a. Provide a copy of the proposer's W-9

5) Please describe items not included in the scope of work under this RFP that the proposer recommends be completed. Include the price for any such extra items in the Cost Proposal as additional costs.

6) Proposers must complete and submit the attached Supplier Demographic Attestation Form.

V. Cost Proposal

Proposers should provide a fixed cost proposal for the scope of work to be provided under this RFP, including anticipated out-of-pocket costs. The cost proposal should include the estimated number of hours and billing rate. The actual cost shall not exceed the total cost of the services provided under this RFP. Please break out costs between the design, implementation, and training for each module. Costs for any additional services will be agreed upon when, and if, the services are needed.

VI. Terms and Conditions

The following terms and conditions affect responses to this RFP and any resulting contract. These terms shall be adhered to by any interested proposer and are non-negotiable.

a. Contract Term
The contract will cover a 10-year term and will not be considered evergreen or auto-renewed without mutual agreement.

b. Confidentiality
Proposer acknowledges that all information, data, records, and documents disclosed by WEDC to proposer, or which come to proposer's attention during the course of its response to this RFP or performance under any resulting contract, constitute valuable and proprietary assets of WEDC (Confidential Information). Proposer agrees not to disclose the Confidential Information, either directly or indirectly, to any person, entity, or affiliate unless required to do so by legal process of law without prior authorization by WEDC. If required to disclose Confidential Information by legal process, the proposer shall provide WEDC with prompt notice so WEDC may seek an appropriate protective order. Except as required to respond to this RFP or during the course of its performance under the terms of any resulting agreement, proposer shall not use any Confidential Information for its own purposes.

c. Conflict of Interest
Proposers' response to this RFP must include, in writing, the disclosure of any potential conflict of interest that may arise from proposer's performing these services for WEDC. Any resulting contract will require that if a vendor fails to disclose a potential conflict of interest, and if WEDC determines such failure to disclose involves a material conflict of interest, the vendor's contract may be declared to be void by WEDC and any amounts paid under the contract may be recovered by WEDC. Vendors shall advise WEDC of any changes in potential conflicts of interest.

d. Nondiscrimination
Pursuant to Wisconsin law, any contract resulting from this RFP will include the following language regarding nondiscrimination:

In connection with the performance of work under this contract, Licensor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in §51.01(5), sexual orientation, or national origin. This provision shall include, but not be 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, including apprenticeship. Except with respect to sexual orientation, Licensor further agrees to take affirmative action to ensure equal employment opportunities. Licensor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the recipient officer setting forth the provisions of the nondiscrimination clause.

e. Public Records
Responses to this RFP, any communication with WEDC, and any resulting contract and work product are subject to the public records laws of the State of Wisconsin, §19.31 et seq. Proposers shall mark documents "confidential" where appropriate for financial and other sensitive materials that should, to the extent possible, be kept in

confidence. WEDC will notify the proposer if it receives a public records request for materials marked confidential.

f. Insurance
If awarded the contract, the proposer shall maintain Worker's Compensation, Comprehensive General Liability (including Contractual Liability), and Automobile Liability insurance for any claims that may arise from operations under the contract.

VII. RFP Process

a. Reasonable Accommodations
WEDC will provide reasonable accommodation, including the provision of informational material in an alternative format, for individuals with disabilities upon request.

b. Communication with WEDC and Submitting Questions
All communications regarding this RFP shall be directed to WEDC Vice President of Human Resources Hayley Hellenbrand at hayley.hellenbrand@wedc.org. Information regarding this RFP obtained from other sources is unofficial and nonbinding. Communications with other sources may be cause for rejection of a proposal. All questions regarding this RFP must be submitted in writing via email to WEDC Vice President of Human Resources Hayley Hellenbrand at hayley.hellenbrand@wedc.org, by September 18, 2023, at 4 p.m. Central Daylight Time.

c. Incurring Costs
WEDC is not liable for any cost incurred by a vendor for responding to this RFP.

d. News Releases
News releases pertaining to the RFP or the acceptance, rejection, or evaluation of proposals shall not be made without the prior written approval of WEDC.

e. Submitting the Proposal
Proposers shall submit an electronic PDF version of their proposal to WEDC Vice President of Human Resources Hayley Hellenbrand at hayley.hellenbrand@wedc.org no later than Friday, **October 6, 2023, at 4 p.m. Central Daylight Time. Hard copies will not be accepted.** Proposal responses should follow the sequence and outline presented in this RFP.

VIII. Evaluation of RFP

a) Proposal Review, Verification, and Acceptance
WEDC shall review each proposal to verify that it meets all specified requirements in the RFP. Proposals that do not comply with instructions contained in the RFP may be rejected by WEDC. WEDC reserves the right to waive a particular specification if no proposer meets that specification. WEDC may request reports on the proposer's financial stability. WEDC may reject a proposal if the proposer is determined to have inadequate financial means to provide the required service. WEDC retains the right to accept or reject any or all proposals, or to accept or reject any part of a proposal, if determined to be in the best interest of WEDC. WEDC shall be the sole judge as to compliance with the instructions contained in this RFP. Proposals shall be firm for acceptance for ninety (90) days from the date of proposal opening unless otherwise noted. A proposer may not modify its proposal after submission except to correct minor omissions or miscalculations as directed in writing by WEDC.

b) Evaluation Criteria
Proposals will be reviewed by an evaluation committee and/or WEDC's Contracts Committee. The committee(s) may review references, require oral interviews/presentations, and use the results in their review. RFP requirements must be met in order for a proposal to be

considered for award. Evaluation of the proposals will be based on the proposer's relevant experience providing similar services, the quality and functionality of the proposed system, the proposer's approach to the project and project timeline, and proposed fees.

c) Commitment to Wisconsin and Diversity

It is WEDC's intent to have its procurement process reflect its commitment to diversity, equity, and inclusion; therefore, proposals from Diverse Businesses will receive a five percent (5%) preference during the proposal scoring process. (See Supplier Demographic Attestation attached.)

In addition, because WEDC values maximizing opportunities for Wisconsin businesses, a five percent (5%) bid preference will be given to proposals from proposers that are located in Wisconsin.

d) Right to Reject Proposals and Negotiate with Proposers

WEDC reserves the right to reject any and all proposals. WEDC may enter into negotiations with multiple vendors regarding the terms of the contract and the cost proposal before determining the highest scoring proposer. WEDC shall not, under any circumstances, reveal a proposer's cost proposal to any other proposer prior to contracting for services.

e) Award Decision

WEDC will make the award to the proposer(s) deemed to provide the services described in this RFP at the best value to WEDC, taking into consideration the proposers' overall quality of work, experience, expertise, and cost proposals.

f) Notice of Intent to Award

All proposers who respond to this RFP will be notified in writing of WEDC's intent to award the contract as a result of this RFP.

Attachment A

Project-Specific Technical Questionnaire

1. Please specify the name and version of the HRIS solution considered in this RFP.

   Solution Name: ____

2. Provide a brief overview of your product offerings (standard modules, a la carte modules, etc.). Is it a unified platform (i.e., does it offer a single employee record shared across all applications)?
3. How easily can the solution integrate with other solutions (e.g., LMS, IT service desk, Active Directory)?
   a. Do you have preferred vendors you work with to integrate solutions into your base platform?
4. When was this product developed? Was this application developed in-house or purchased?
5. How do you differentiate yourself from your competition?
6. Who are your product partners?
7. What enhancements/upgrades are planned for your product over the next three years? How are those rolled out? How do you stay current with changes in human resources?
8. Describe how the solution will enhance the employee experience and support data-driven HR decisions.
9. Describe how customizable the solution is. What cannot be customized vs. what can?
10. Describe your disaster recovery process for client data in the event of your own disaster. Is there a back-up location in another region of the U.S. where our data is stored/accessible in the event of a disaster at your main location?
11. Describe the implementation process and expectations of the employer (HR staff, IT staff). How much time is allotted to the implementation process? Do you assign a dedicated project manager or managers?
12. Describe your approach to customer success: implementation, end-user training, support, customer communities, feedback for new system options.
13. Do you currently have clients similar to WEDC (i.e., nonprofit, quasi-governmental or governmental agencies)? If so, please share.
14. Return on investment: Can you project a return in the first year? How quickly does the solution pay for itself? How much return in hard dollars (reduced costs) might the employer expect?
15. What resources do you provide to help HR reduce compliance risk?

Additional Information: ____

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HRIS Solution Functionality

1. Describe your solution's core HRIS functionality.
2. Does your solution provide employee and manager self-service? Explain the delivered capabilities for a system administrator to manage self-service? If yes, please see the "Employee and Manager Self-Service" section below.
3. Describe the types of historical information your solution maintains (including number of years maintained and any additional costs outlined in the Cost Proposal section).
   a. How do HR Administrators access this information? Can they archive and unarchive data quickly?
4. Does the solution allow for the following (please provide detail for understanding):
   a. Reports on actual from check/pay statement history
   b. Provides for client defined organizational levels and customization
   c. Provides Web portal communication to all people in the organization
   d. Provides a dashboard or place for the posting of company specifics, such as policies and forms
   e. Provides employee searches by:
      i. Employee Number/Social Security Number
      ii. Last Name and First Name
      iii. Organizational Level
      iv. Location
      v. Status
      vi. Job
      vii. Pay Group
      viii. Department
      ix. Manager
   f. Establishes new organization entities (e.g., cost centers, etc.) without vendor professional services
   g. Solution is integrated with the payroll system
   h. Changes in one area flow throughout the solution and into other areas and modules of the product in real time
   i. Supports electronic signatures (If so, how?)
   j. Allows for electronic files/scanned documents to be stored in records (Who has access – can access be selective?)
      i. Can this also be done by an employee or supervisor/manager if allowed and tied to workflow (HR commits to record)?
      ii. What limitations, if any, exist?
   k. Simultaneous changes can be made to large employee groups (new hires/salary changes/transfers) via upload/import
   l. Solution allows future dating of pending transactions, future date increases, future termination dates, etc., and maintains transaction history
   m. Solution allows for electronic process flows (payroll status change, job change, new hire forms)
   n. Ability to create/customize workflows/wizards for new hire, termination, and promotion processes; solution does not force standard wizards
   o. Ability to route job/salary changes electronically for approval based on user-defined workflows and approvals

5. Explain how a “rehire” is identified and how previous history and years of service are retained and/or applied.
6. Can you have multiple system administrators?
7. Does the solution include a company communication posting feature that enables you to make company information available 24/7 to users via the web and track that employees have read communications?

Additional Information: ____

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Security and IT Requirements

1. Is the HRIS solution cloud-(SaaS)?
2. Does the solution use SSO with MS AZURE?
3. Does the solution have PII compliance reports?
4. Does the solution integrate with Active Directory?
5. Describe the technological requirements the employer must have/consider for implementation of your solution.
6. Does the solution allow for multiple and customizable (data accessed) security profiles? If so, is there a limit?
7. Can users have more than one security profile? For example, can an employee have manager access plus general ledger access by assigning them to two profiles?
8. Describe the solution’s security. How will the solution keep data secure and accurate? What is your roadmap for infrastructure and security?

Payroll

1. Describe your solution’s payroll functionality. Is payroll a separate module that integrates seamlessly?
2. Describe the types of historical information maintained (including number of years maintained and any additional costs outlined in the Cost Proposal section).
3. Does the solution allow for the following (please provide detail for understanding):
    a. Provides an unlimited number of earnings codes that are customizable
    b. Specific earnings can be scheduled for a specific payroll cycle (i.e. future-dating); allows for earnings to be scheduled in the payroll calendar
    c. Pays various earnings types (e.g., severance or bonus) after an employee is terminated from the solution
    d. Provides automatic gross up calculation for earnings
    e. Allows for project code assignments
    f. Delivers all federal, state, local, and miscellaneous earnings tax categories
    g. Identifies/recommends potential tax jurisdictions to add
    h. Provides ability to void checks by number, with reversals are immediately fed to the general ledger
    i. Provides ability to enter multiple check voids by range

j. Handles direct deposit to multiple financial institutions in various federal reserve districts

k. Allows for an unlimited number of checks issued to an employee per payroll processing

l. Calculates and initiates off-cycle/special payments

m. Describe how an off-cycle check is calculated and processed

    i. Are there additional costs to running off-cycle payrolls? Please provide an estimate.

n. Specifies start and stop dates for earnings

o. Differentiates which earnings to include/exclude from other calculations (e.g., shift, deferred compensation, retirement savings (pre- and post-tax))

p. Earnings codes can be specific to different types or groups of employees (e.g., part-time or executive)

q. Tracks YTD amounts, by earnings type, for unlimited number of years in check detail history

r. Tracks YTD hours worked, by hours type, for unlimited number of years in check detail history

s. Supports the calculation of taxable fringe benefits

t. Supports the calculation of imputed income

u. Provides ability to enter non-taxable reimbursements (e.g., tuition reimbursements, taxable and non-taxable codes)

v. Automatically accumulates hours and earnings by:
    i. Fiscal year-to-date
    ii. Year-to-date
    iii. Quarter-to-date
    iv. Month-to-date
    v. Last payroll
    vi. Other?

w. Defines hours per week by employee or job level

x. File ID# is unique

4. Describe how a time and attendance solution would be integrated into the calculation of pay.
5. Describe how time without pay and partial pay are calculated by your solution. Include exempt and non-exempt.
6. Describe how pay is calculated for new hires and terminations when pay schedule is bi-weekly.
7. Describe how adjustments to exempt salaries are calculated, particularly partial pay.
8. Provides an unlimited number of deduction codes
9. Calculates garnishments based on the state and federal calculation rulings

    a. Stores other relevant garnishment data at the deduction level (e.g., case number, payee)

    b. Delivered logic to properly calculate multiple garnishments

    c. HRIS vendor sends garnishment, child support, etc. checks directly to organization requesting it on employer's behalf

10. Delivers all federal, state, and local deduction/benefit tax categories
11. Accommodates one-time deductions
12. Solution automatically calculates shift differentials and job premiums
13. Solution allows employee's hours to be charged to multiple divisions/departments

14. Employee hours can be tracked to various/multiple project codes (e.g., specific work on grants, awards, etc.)—describe how
15. Solution tracks employees with multiple pay rates

Compensation Offerings

1. Describe your solution’s compensation offerings. Is it a separate module?
2. Does the solution allow for the following total compensation views/reports to employees (i.e., total compensation statements)?
3. Other compensation capabilities (planning, etc.)

Additional payroll information: ______________________________

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General Ledger

1. Describe your solution’s general ledger functionality and process.
2. Identify general ledger and financial solutions that interface with your software.
3. Is there a limitation to length or character segments of general ledger number?
4. Can you use descriptions in the general ledger?
5. Reporting:
    a. What reporting tools are available to query general ledger transactions generated from payroll?
    b. Do they allow ad hoc queries? Any limitations?
    c. General ledger distribution report or file can be created for a user-defined period
    d. Can data be exported to Excel or as CSV for editing capabilities?
6. Is general ledger historical data accessible to users?

Additional information: ______________________________

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Taxes

1. Describe your solution’s tax functionality. Is it a separate module?
2. Describe the types of historical information maintained (including number of years maintained and any additional costs outlined in the Cost Proposal section).
3. Does the solution allow for the following? Please provide detail for understanding:
    a. Provides for all federal, state, and local taxing jurisdictions within the United States and its territories
        i. Does it recommend additional jurisdictions to add based on address of employee?
    b. Supports tax calculations of lived-in versus worked-in state and local payroll taxes
        i. Does it alert employer if lived-in state is different than worked-in state?
    c. Supports state and local reciprocal agreements
    d. Provides all relevant end-of-year payroll processing reports, including W-2, 941, 1099, State, SUI, and worksite reporting.

e. HRIS vendor provides tax department assistance and consultation – submits taxes, liability payments, etc., on employer's behalf (where POA is available).

f. HRIS vendor performs quarterly taxation audits to ensure current application of taxes

g. Allows employees to update their tax elections (federal, state, local, etc.) online, within solution, in a workflow where HR commits to record

h. Provides employee with access to current and previous W2s

    i. Allows election to "go green" and not have W2 mailed each year.

Additional information: ____

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401(K)

1. Explain how your solution handles maximum IRS allowable annual contributions. How is this maximum changed as IRS maximums change?
2. Describe how your solution calculates IRS maximum allowable contributions when the participant chooses to contribute in both pre-tax and after-tax plans.
3. Describe how calculations for employer portions are established and managed in the solution.
4. How are catch-up contributions handled in your solution?
5. Does the solution allow for electronic interface with 401(k) companies in order to eliminate manual processing?

Additional information: ____

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Affordable Care Act (ACA) Reporting

1. Provide a brief overview of your ACA solution and how it integrates with your HR and payroll solution.
2. Does the solution allow for the following? Please provide detail for understanding:
    a. Solution monitors Applicable Large Employer (ALE) status
    b. Solution effectively measures FT status
    c. Solution calculates affordability
    d. Solution reports IRS forms 6055/6056
    e. Solution generates individual form 1095-C (including number of years maintained and any additional costs outlined in the Cost Proposal section)
    f. Solution generates transmittal form 1094-C (including number of years maintained and any additional costs outlined in the Cost Proposal section)
    g. Forms mailed out to employees by vendor based on employer approval

Additional information: ____

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Archiving Historical Records

1. Explain the kinds of historical information your solution maintains.
2. What are the costs associated with archived records?
3. Does archiving records reduce cost? Can you retrieve archived records temporarily and re-archive them?
4. Can HR administrators archive/unarchive records?
5. For archived records, what is the retrieval time?
6. How is solution performance affected by the growth of the historical records?

Additional information: ______________________________

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Benefits

1. Describe your solution's benefits functionality. Is it a separate module?
2. Describe the types of historical information maintained (including number of years maintained and any additional costs outlined in the Cost Proposal section).
3. Does the solution allow for the following? Please provide detail for understanding:
    a. Solution allows for EDI/carrier file feed connections. Describe the process for setting up EDI file feeds. What is your audit process to ensure accurate and timely feeds?
    b. Is there an additional cost in creating EDI file feeds connections?
    c. Solution offers open enrollment workflow (creation, implementation, employee ease of use)
    d. Elected benefits' deductions flow to payroll automatically or can be imported (no manual entry)
    e. Solution provides benefits statements for employees
4. Describe the established vendor connections solution vendor already has or has partnered with.

Additional information: ______________________________

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Employee and Manager Self-Service

1. Describe your solution's employee and manager self-service options. Are they separate modules?
2. Does the solution allow for administrators to "view as an employee/manager" to "see what they see," either for troubleshooting or for how published information will look?
3. Does the solution allow for the following? Please provide detail for understanding:

    Employee Access

    a. A single landing page for employees and managers to access information
    b. Supports life events initiated and processed through the employee self-serve function of the solution
    c. Allows online enrollment form for employees to use when making life-event benefit changes

d. Automatically prompts "eligible" changes to benefit elections when life event change is initiated

e. Allows update to dependent information for life events (HR to commit to record)

f. Allows removing a dependent (HR to commit to record)

g. Alerts student status end date to employee and employer

h. Allows update to address, phone number (HR to commit to record)

i. Allows change in marital status and prompts employee/HR for further steps necessary

j. Allows employees to update tax, dependent, direct deposit, and other items (HR to commit to record)

k. Employees can view YTD earnings through self-service

l. Allows the company to customize the look on landing page with company information, to include attaching documents and links to company shared documents (SharePoint)

Manager Access

a. Provides workflows for managers to initial promotions or pay adjustment requests

b. Describe to what level manager access to information can be controlled (e.g., screen, field, etc.).

c. What employee data is a manager NOT able to access and does client control?

d. Are managers able to run reports from self-service? How is this performed?

e. Describe how managers can create and save their own reports. Can reports be downloaded in user-friendly format(s) (PDF, Excel, etc.)?

Additional information: ______________________________

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Employee Relations

1. Does your solution track disciplinary actions/Performance Improvement Plans, including a description of the incident?
2. Managers and HR can record the type of action taken (i.e., written warning, verbal warning, and termination).
3. Records required follow-up steps and the timeframe for completion
4. Schedules review of employee response to actions
5. Does your solution provide Stay Interview and Exit Interview and other opportunities to gather information from the employee? Please describe.

Additional information: ______________________________

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Leave Administration

1. Describe your solution's leave administration system. Is it a separate module?
2. Describe the types of historical information maintained (including number of years maintained and any additional costs outlined in the Cost Proposal section).
3. Does the solution allow for the following? Please provide detail for understanding:

   a. Supports various leave types (Personal Leave/FMLA/FMLA Vacation/FMLA STD) based on employer's year calculation selection (e.g., calendar year vs. rolling calendar year)
   b. Supports workflow approval processes for leave requests initiated by employees
   c. Supports maximum duration of leave types and combined leaves (e.g., FMLA to personal leave, etc.)
   d. Integrates with system's leave plans
   e. Tracks due dates of Certification of Healthcare Provider Form by associate and sends reminders to employees and HR administrators if needed
   f. Tracks the approved date when the employee's leave of absence is expected to start
   g. Tracks the approved date when the employee is expected to return from the leave
   h. Tracks and reports cumulative FMLA/personal leave time taken
   i. Maintains leave of absence history
   j. Calculates the planned duration based on expected end and expected start dates
   k. Displays warning message during pay processing if time entered exceeds the leave balance
   l. Employees can view time taken/remaining

4. Explain how your solution facilitates handling the provisions of the Family and Medical Leave Act (FMLA).
5. Explain how you coordinate and manage FMLA with STD management. Describe in detail how the communication and workflow would operate.
   a. Does the solution allow for connection (EDI) to disability vendor?
6. Describe how the solution maintains leave of absence history records and time/hours used, including multiple leaves in a 12-month period so time off does not exceed maximum time allowed.
7. Describe how your solution monitors workers' compensation and the related leave of absence. (See also "OSHA/Workers' Compensation/Accommodations" section below.)
8. Describe the benefit premium collection process when employees are on leave without pay. Does it allow for customized premium repayment plans to be scheduled once pay begins again?
9. How are employees on leave notified about open enrollment and their benefit elections processed?

Additional information: ____

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Mobile Applications

1. Describe your solution's mobile application.
2. Does the solution allow for the following? Please provide detail for understanding:
   a. Solution provides remote access through a mobile application
   b. Time information can be entered through mobile application if within a certain radius (geo-fencing)
   c. Personal information can be updated via mobile application
   d. Payroll information can be accessed and updated via mobile application
   e. Other opportunities and limitations of the app

Additional information: ____

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OSHA/Workers' Compensation/Accommodations

1. Describe your solution's interaction with OSHA, Workers' Compensation and Accommodations. Are they separate modules, fields, etc.?
2. Describe the types of historical information maintained (including number of years maintained and any additional costs outlined in the Cost Proposal section).
3. Does the solution allow for the following (please provide detail for understanding):

<u>OSHA</u>

a. Solution maintains OSHA logs at the employee level
b. Can view a summary page/window showing all incidents for an employee
c. Can view the detail of an individual employee incident
d. Describe the incident details that can be recorded
e. Case number may be auto-incremented
f. OSHA reports are included as standard reports (OSHA 300, and OSHA 301)
g. Managers can view and update OSHA information using Manager Self-Service
h. All incident history is maintained indefinitely
i. Incident information and history are accessible through reporting

<u>Workers' Compensation</u>

a. Solution maintains Workers' Compensation logs at the employee level
b. Can view a summary page/window showing all incidents for an employee
c. Can view the details of an individual employee incident
d. Case numbers can be added to incident (vendor's number)
e. All incident history is maintained indefinitely
f. Incident information and history are accessible through reporting

<u>Accommodations</u>

a. Solution allows for recording of interactive process completed with employee
b. Solution allows recording of accommodations made for an employee; maintains data historically
c. Can create reports on employees, whether as a whole or individually
d. All incident history is maintained indefinitely

Additional information: ____

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Performance Management

1. Describe your solution's performance management functionality. Is it a separate module?

2. Describe the types of historical information maintained (including number of years maintained and any additional costs outlined in the Cost Proposal section).
3. Does the solution allow for the following? Please provide detail for understanding:
    a. Performance reviews are part of the core product.
    b. The review process is fully customizable (advise what portions are not, if applicable).
    c. Performance review process is a workflow complete with approvals/signoffs and final commitment by HR; electronic signoffs can be performed by employees/managers and stored/accessed within the solution
    d. Goal and expectation setting is available and can be updated with progress viewable by employees, managers (including upline managers), and HR throughout the year
    e. Another performance management solution can be integrated with the HRIS (or performance module, if separate).
    f. Completed performance reviews become part of the employee's record.
    g. Performance data can be compiled into reports.
    h. Electronic reminders can be solution-generated to managers, employees, and HR Administrators.
    i. Professional development and training plans can be created for individual employees as part of goals and expectations.
4. Explain how annual merit/COLA increases are processed in your solution (e.g., mass import/upload).
5. Explain how the solution allows managers to propose/request salary increases online, process approvals via workflow, and automatically implement increases on the effective date.

Additional information: ____

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Recruitment/Applicant Tracking System (ATS)

1. Describe your solution's recruitment and applicant tracking systems. Are they separate modules?
2. Describe the types of historical information maintained (including number of years maintained and any additional costs outlined in the Cost Proposal section).
3. Does the solution allow for the following? Please provide detail for understanding:
    a. Solution allows for automatic communication to be generated during the applicant process
    b. ATS has search capability for reviewing items stored (e.g., resumes, job requisitions, etc.)
    c. ATS tracks required voluntary self-identification, veteran, and disability status. Does it allow for customization, like non-binary, MENA (Middle Eastern North African)?
    d. ATS integrates into the existing company webpage with customization.
        i. Allows for customization of how job postings display on company page
    e. Allows for posting on job sites employer has subscriptions with
    f. Fields within ATS (e.g., referral source, employment sought, etc.) can be customized based on company needs and reported on.
    g. Solution allows for applicant to be hired and all information will flow (be imported) into HRIS to become an employee in the system

Additional information: ____

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Reporting

1. Provide a brief overview of your reporting tools and how they are integrated with your HR and payroll solution.
2. Describe the ad-hoc report writer that is delivered with your software. Can reports be created in various formats (e.g., Excel, PDF, etc.)?
3. Describe the types of standard reports provided after payroll processing.
4. Describe any limitations in creating online web reports (e.g., formatting, fields, tables).
5. Is there an organizational chart creation capability within the solution? Is it exportable in a user-friendly format (i.e., PDF)?
6. Does the solution allow for the following? Please provide detail for understanding:
    a. Both ad-hoc and standard reports be scheduled and emailed.
    b. Provides access to unlimited years of check and schedule history
    c. Provides point-in-time reporting capabilities for administrators or managers
    d. Provides historical reporting capabilities for administrators and managers
    e. Allows for incorporation of graphics such as logos
    f. Provides easy-to-use report catalog; user is not required to understand the database design
    g. Presents data in a way that makes it easy for users to navigate within a database and assemble reports to specific needs
    h. Provides managers with standard pre-formatted reporting functionality
    i. Managers can create custom reports. Can reports be created in various formats (i.e. Excel, PDF, etc.)?
    j. Data on reports is filtered by the manager's security (filtered security setup; only receives information on their own team)

Additional information: ____

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Time and Attendance

1. Describe your solution's Time and Attendance functionality. Is it a separate module?
2. Describe the types of historical information maintained (including number of years maintained and any additional costs outlined in the Cost Proposal section).
3. Does the solution allow for the following? Please provide detail for understanding:
    a. Electronic time tracking module is available
    b. Electronic time tracking module is part of the core product
    c. Time off plans (vacation, parental leave, PTO, etc.) tracking is available. Any limitations to the number of plans? Customizable to accommodate different plan types?

d. Employees can request time off in solution for supervisor approval; HR to commit and process
e. Employees can view PTO accruals within the solution; also provides "future" totals, to include calculating scheduled but not taking time off
f. Hours can be distributed to multiple cost centers and/or project codes for accurate tracking for possible billing.
g. Electronic time sheets are required for the use of the module.
h. Allows for "punching" of time or completion of a timesheet.

Additional information: ______________________________

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Training and Development Tracking

1. How much customization does your solution have?
2. Does your solution track employee licenses and certification and expiration dates?
3. Does your solution have the ability to:
    a. Identify classes?
    b. Tie training plans to specific job titles and employees?
    c. Track and report on what types of training and dates people have participated in?
    d. Notify managers/HR when training updates are required?
    e. See/create by employee/HR: class name, cost, instructor, provider name, etc.?
    f. Track cost of external classes, certifications, or tuition reimbursement?
    g. Track tuition reimbursements paid to employees other than through payroll?
4. Employee can view and record classes, sent for manager approval and HR commit to record

Additional information: ______________________________

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