



COUNTY OF HUMBOLDT

For the meeting of: 2/25/2020

File #: 20-183

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Request for Proposal Regarding Time and Attendance/Payroll Services

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Human Resources Department to advertise and distribute the attached Request for Proposal (“RFP”) for Time and Attendance/Payroll services.

SOURCE OF FUNDING:

N/A

DISCUSSION:

Due to Payroll staffing and workload issues, internal process incongruencies, and a current backlog of tasks related to payroll, the Human Resources Department with the support of the County Administrative Office is proposing issuance of an RFP inviting proposals from qualified firms to provide and implement a Payroll, Time and Attendance/Human Capital Management system. The RFP seeks a qualified firm with the experience, expertise, and qualifications to provide a fully integrated, proven, and state-of-the-art solution.

The purpose of the proposed RFP is to obtain detailed proposals from qualified vendors and select a Payroll, Time and Attendance/Human Capital Management services firm to provide the professional and technical services listed in the paragraph below. Services will be for a period of 5 years. The information obtained will be utilized by Humboldt County to evaluate each interested firm by utilizing the criteria outlined in the Request for Proposal.

Primary services requested under the RFP are: Payroll/Time and Attendance software or managed service. In addition to recommended solutions which address these primary needs, the county would also consider solutions more comprehensive in scope, which may be bundled with the primary services, are consistent with current organizational needs, and are supportive of the Board’s Strategic

Framework. Examples of additional solutions that may be included in an RFP proposal are: Personnel Actions, Employee Master File, Pay Administration, Reporting and Analysis, Employee Self-Service, Workflow, Position Control, and Leave Administration, Business Process alignment, and general Human Capital Management.

FINANCIAL IMPACT:

There is minimal financial impact to approving the issuance of an RFP. The cost of implementing a new payroll system is currently unknown. Upon evaluation of the RFP responses, staff will return to your Board with recommendations on vendor selection. If the costs of implementation exceeds the county's financial capabilities, staff will seek further direction from your Board.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by fostering transparent, accessible, welcoming and user friendly services and investing in county employees.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve issuance of the attached RFP and alternatively provide direction to staff to engage/explore a cooperative purchasing agreement pursuant to the procedures of the purchasing policy. The Board may also choose to direct that the process not move forward through either an RFP or cooperative purchasing process, however this is not recommended due to the pressing challenges discussed.

ATTACHMENTS:

Request for Proposal (RFP) regarding Payroll, Time and Attendance Services.

Attachment A - Core Solutions Requirements.

Attachment B - Additional Solutions Requirements.

Attachment C - Pricing Matrix.

Attachment D - RFP Signature Affidavit.

Attachment E - Software Agreement.