Opportunities
for Williamson & Burnet Counties

Request for Proposals

HRIS

Issue Date: October 28, 2024
Submission Deadline: November 11, 2024

Introduction

Opportunities for Williamson and Burnet Counties (OWBC)is seeking proposals from qualified vendors to provide a comprehensive Human Resource Information System (HRIS) that will enhance our HR management capabilities. This system should streamline our HR processes, improve data accuracy, and support our strategic HR objectives.

Background

OPPORTUNITIES FOR WILLIAMSON & BURNET COUNTIES

Opportunities for Williamson & Burnet Counties (OWBC) is a 501(c)3 organization as classified by the Internal Revenue Services and was established in 1965 as the official Community Action Agency of Williamson & Burnet Counties (Texas). We are a private, non-profit corporation governed by a fifteen-member Board of Directors (the Board) comprised of elected officials, community leaders, and target area representatives. Throughout our history, we have administered a wide range of social service and economic opportunity programs benefiting children, families, and seniors. OWBC provides services in Willamson and Burnet Counties.

These counties have a combined population of over 710,000 residents and an area footprint of over 2100 square miles. Our agency has twelve (12) stand-alone Head Start sites, six (6) Senior Nutrition centers, and one (1) Central Office in this area.

OWBC has an annual operating budget of over $14 million and a staff of more than 200.

Project Overview

OWBC is seeking to implement a comprehensive Human Resource Information System (HRIS) to streamline and enhance the management of its human resources processes. The goal is to deploy a solution that integrates all HR operations into a single platform, offering efficiency, data accuracy, and scalability as the company grows.

Our current HR systems consist of manual processes and disparate software tools, which have led to inefficiencies, data silos, and difficulty in generating accurate reporting. By transitioning to an integrated HRIS, we aim to automate routine HR tasks, reduce administrative overhead, and provide real-time employee information and analytics access.

Objectives of the Project

➢ To implement a robust HRIS that integrates seamlessly with our current systems.

➢ To automate HR processes such as payroll, benefits administration, and
    employee records management.

➢ To enhance reporting and analytics capabilities.

➢ To improve employee self-service options and user experience.

Scope of Work

OWBC is seeking a vendor that can best accommodate the needs of the organization, and the selected HRIS should provide the following functionalities:

CORE HR MANAGEMENT: Employee records, organizational structure, job profiles, and compliance management.

PAYROLL MANAGEMENT: Automated payroll processing, overtime calculations, pre-populated holidays, tax calculations, and compliance with federal and state regulations.

TIME MANAGEMENT: clocking in and out, scheduling/approving pto, accrual tracking

BENEFITS ADMINISTRATION: Open and New Enrollment, tracking, management of employee benefits and vendor feeds

RECRUITMENT AND ONBOARDING: Job postings, applicant tracking, interview scheduling, and new hire onboarding.

PERFORMANCE MANAGEMENT: Goal setting, performance reviews, and feedback mechanisms.

LEARNING AND DEVELOPMENT: Training management, course tracking, skill development, and robust LMS for professional and personal growth

EMPLOYEE SELF-SERVICE: Access to personal information, benefits enrollment, and leave requests.

REPORTING AND ANALYTICS: Customizable reports, data analysis, and dashboards.

COMPLIANCE MANAGEMENT:

INTEGRATION CAPABILITIES: Integrating with existing systems (e.g., MIP accounting software, time tracking systems).

Misc Information

a. The solution should be scalable to accommodate our future growth, customizable to meet specific organizational needs, and compliant with relevant regulatory requirements (such as HIPAA and federal employment laws).
b. Data migration from existing systems
c. Integration with other business software (e.g., MIP accounting, timekeeping systems)
d. Training for HR staff and employees
e. Ongoing support and maintenance with our internal HR and IT teams to ensure a smooth implementation that minimizes disruption to our daily operations.

Proposal Requirements

Proposals should include the following information:

- **COMPANY BACKGROUND:** Overview of the vendor's company, including history, size, and relevant experience.

    - Provide company brochure/literature/whitepapers if available

- **SYSTEM FEATURES:** Detailed description of the HRIS features and capabilities.

- **IMPLEMENTATION PLAN:** Proposed timeline, implementation phases, training plans, and regularly scheduled touchpoints.

- **COST:** Detailed pricing information, including licensing, implementation, and ongoing maintenance costs.

- **SUPPORT AND MAINTENANCE:** Description of support services, including availability, response times, and escalation procedures.

- **CLIENT REFERENCES:** Contact information for at least three current or past clients with similar requirements.

- **CLIENT RETENTION RATE**

- **SECURITY AND COMPLIANCE:** Information on data security measures and compliance with relevant regulations (e.g., HIPAA).

    - Is data encrypted at rest? Is it protected in transit? What data access do vendors have?

    - Hardware and operating system requirements

    - Description of your company's disaster recovery options and scheduled backup frequency

- Describe the integration between benefits and payroll.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **FUNCTIONALITY:** How well the HRIS meets the specified requirements.

- **COST:** Total cost of ownership, including initial and ongoing expenses.

- **VENDOR EXPERIENCE:** Relevant experience and client references.

- **IMPLEMENTATION PLAN:** Feasibility and timeline of the proposed implementation plan.

- **SUPPORT AND MAINTENANCE:** Quality and availability of support services.

- **SECURITY AND COMPLIANCE:** Adequacy of security measures and compliance with regulations.

Preferred Timeline

The overall time frame depends on the availability of stakeholders. The timeline may be adjusted during each phase based on specific stakeholder needs.

October 28, 2024	RFP Issued
October 28-31, 2024	**Vendor Questions and Clarifications
October 28 – November 11, 2024	Deadline Proposal Submission
November 11, 2024	Proposal Submission Deadline
November 11-15, 2024	Review of Vendor Proposals
November 18-22, 2024	Interviews and presentations/demonstrations
December 2, 2024	Negotiation with top vendors & Selection
December 3, 2024	Final decision made and contract awarded

How to Submit a Proposal

Interested parties should submit the following, no later than 2:00 p.m. Central Time on **November 11, 2024.**

**Vendor Questions and Clarifications can be emailed to recruiter@owbc-tx.org