Community Care Plan
The Health Plan with a Heart

REQUEST FOR INFORMATION –

Human Resources Information System

July 5, 2022

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954.622.3200 | www.ccpcares.org | 1643 Harrison Parkway (H-200), Sunrise, FL 33323

SECTION 1 – RFI OVERVIEW AND PROPOSAL PROCEDURES

This Request for Information ("RFI") is issued by South Florida Community Care Network, LLC d/b/a Community Care Plan ("CCP") to solicit information regarding the provision of Human Resources Information System ("HRIS") software and services.

This RFI should not be construed as a request or authorization to perform work at CCP's expense. Any work performed by a respondent in connection with its evaluation and response to this RFI, will be at the Respondent's own discretion and expense.

1.1 Introduction/Background

CCP is a provider service network ("PSN") owned and operated by the North Broward Hospital District d/b/a Broward Health and the South Broward Hospital District d/b/a Memorial Healthcare System ("Members"). CCP was incorporated as South Florida Community Care Network, LLC in 2014 as a Florida limited liability company, with its principal place of business located at 1643 Harrison Parkway, Suite H-200, Sunrise, Florida 33323.

As part of its operations, CCP has and continues to establish a network of providers to provide health care services to certain payor groups, including Medicaid, Florida Healthy Kids, Marketplace plans, employer groups, including self-insured employer groups, and uncompensated care programs, among others. CCP provides services to its enrollees in Region 10 (Broward County) for the Statewide Medicaid Managed Care ("SMMC") Program and in Regions 9, 10 and 11 (Indian River, Martin, Okeechobee, Palm Beach, St. Lucie, Broward, Miami-Dade, and Monroe Counties) for the Florida Healthy Kids Program.

1.2 Objective and Purpose

CCP is seeking information from entities with direct experience in HRIS software and services.

1.3 RFI Calendar

The projected timeline for this RFI is provided below. CCP reserves the right to amend the timeline. If CCP finds it necessary to change any of the activities/dates/times listed below, all persons will be notified by addenda to the original RFI.

DATE/TIME	DESCRIPTION
July 5, 2022	CCP will publish notice of the release of the RFI in the *Florida Administrative Register* and it will be available at https://www.ccpcares.org/Newsroom
July 15, 2022 @ 5:00 p.m.	Interested respondents should submit Attachment 1 via email to procurements@ccpcares.org
August 5, 2022 @ 5:00 p.m.	Interested respondents should submit written questions utilizing substantially the same form as shown on Attachment 2 via email to procurements@ccpcares.org

DATE/TIME	DESCRIPTION
August 26, 2022	CCP will submit its Answers to Written Questions to interested respondents via email from procurements@ccpcares.org to each respondent's designated email contact
September 30, 2022 @ 2:00 p.m.	RFI Responses should be emailed to procurements@ccpcares.org

After CCP has received the RFI Responses, CCP, in its sole discretion, shall determine if a meeting with respondents is necessary to clarify the information received. In the event that CCP decides to hold a meeting, the Respondent(s) will be notified via email.

1.4 Restrictions on Communications

Respondents submitting a response to this RFI or persons acting on their behalf are prohibited from contacting any member of the staff or representative of CCP, Memorial Healthcare System or Broward Health about any aspect of the services related to this RFI beginning on the date on which the RFI is first advertised by CCP and continuing until a recommendation is made to the CCP Members. Any information that amends or supplements any portion of this RFI, which is received by any method other than an Addendum to the RFI should not be considered and is not binding on CCP. Violation of this section, may, at CCP's sole discretion, result in disqualification of the offending respondent from the RFI, as well as suspension or debarment from participating in any future CCP procurements or competitive solicitations. This restriction on communications shall not apply to:

(a) Communications with CCP staff by an existing vendor regarding the vendor's existing contract or other matter clearly outside the scope of this RFI;

(b) Communications to or with the designated point of contact identified in the RFI; or

(c) Presentations before the Selection/Evaluation Committee meetings.

1.5 Written Questions; Additional Information; Addenda

(a) Any questions concerning any portion of this RFI must be submitted, in writing, to CCP via email to Procurements@ccpcares.org no later than 5:00 p.m. on August 5, 2022, as specified in Section 1.3, RFI Timeline, in a format substantially the same as Attachment 2, Question/Answer Template.

(b) Any questions which require a response which amends the RFI in any manner will be answered via Addendum by CCP and provided to all respondents.

(c) It is the sole discretion of CCP to consider questions received after the Written Questions submission deadline.

1.6 Florida Sunshine Act and Public Records Law

Respondent understands that CCP is subject to chapter 119, Florida Statutes, commonly known as Florida's Public Records Law. If any party requests access to or copies of information submitted by a respondent in connection with this RFI, the following terms will apply:

(a) CCP will notify Respondent of any instance in which the disclosure or copies of Respondent's confidential information is requested by any party to be disclosed under chapter 119. If Respondent submitted a redacted copy of its RFI Response with the statutory basis for said redactions, CCP will respond to the public records request with a copy of the redacted response.

(b) If the party requesting the disclosure contests the legal basis for withholding any of the documents Respondent contends should be held as confidential, then Respondent will, at its sole cost, defend its position that the requested documents should not be released. To the extent CCP incurs liability for costs or attorneys' fees (including, without limitation, those awarded to the party requesting the disclosure) in connection with such challenge or appeal, Respondent agrees to indemnify and hold harmless CCP for those costs and fees.

SECTION 2 – INFORMATION TO BE INCLUDED IN THE RFI RESPONSE

2.1 Format of RFI Responses

Each RFI Response shall be written in sufficient detail to permit CCP to conduct a meaningful evaluation of each response. The RFI Responses must include the following information:

(a) **Title Page:** The title page should include the RFI title/subject, Respondent's name, address, telephone number, email address, and the date of submission.

(b) **Table of Contents:** The Table of Contents should outline in sequential order the major areas of the RFI Response. All pages of the RFI Response, including the attachments, must be clearly and consecutively numbered and correspond to the Table of Contents.

(c) **Letter of Transmittal:** The transmittal letter should include Respondent's name, business address, contact person's email address, and federal employer identification number ("FEIN"). The transmittal letter should also include the name of any person authorized to make representations for Respondent, their title, address, telephone number, and email address.

(d) **Instructions:** Respondent should carefully follow the instructions outlined in this RFI, including but not limited to this section 2.1 and its subsections; the attachments to this RFI; the Minimum Eligibility Criteria in Section 2.2; and the Evaluation Criteria in Section 2.3 and its subsections, which will form the substance of Respondent's submission. Respondent must submit a response addressing each of the points in the same order as presented herein. Failure to do so could eliminate Respondent from consideration. Proposals that do not include the required documents may be deemed non-responsive and may not be considered.

(e) **Exemptions:** If a respondent is asserting any exemption(s) under chapter 119, Florida Statutes, Respondent must submit a redacted copy of its response with the statutory basis for the redactions with the Respondent's name clearly printed on the transmittal letter of the redacted RFI Response.

2.2 Minimum Eligibility Criteria

In order to be considered for contracting with CCP and to be further evaluated, Respondent must meet or exceed the following criteria as of the date of the RFI. Failure to accept the terms below and/or to provide the information requested below may result in disqualification of Respondent for consideration.

(a) Respondent must be licensed (where applicable) and in good standing to do business in the state of Florida.

(b) Respondent must describe and demonstrate its expertise and experience with similarly situated clients with ± 500 employees.

(c) Respondent must state under what other or former name(s) Respondent is currently or has previously operated under.

2.3 Evaluation Criteria – (Respondent Qualifications, Scope of Services, and Cost of Services):

This section represents the information that will be utilized in the evaluation of responses received. Respondents are cautioned to read this section carefully and respond with full complete information that will assist the Evaluation Committee in evaluating the RFI Responses submitted. Respondents are requested to respond in the format and organizational structure stated and to refrain from including promotional or advertisement materials in their RFI Responses. Failure to respond or incomplete responses to any evaluation criteria below may result in disqualification of an entire RFI Response.

(a) **Respondent's Qualifications:**

(i) Executive Summary**:** Submit a brief abstract, of approximately three (3) pages, stating Respondent's understanding of the nature and scope of HRIS software and services.

(ii) Litigation: Provide a statement of any litigation or regulatory action that has been filed by or is pending against Respondent in the last three (3) years. If an action has been filed, state and describe the litigation or regulatory action, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against Respondent, provide a statement to that effect. For joint venture or team respondents, submit the requested information for each member of the joint venture or team.

(iii) Background: Provide a brief description of Respondent, its services, and its overall qualifications. Information provided in this section should include, but not be limited to: number of years providing similar services, number of employees, and approximate number of past and current clients.

(iv) Qualifications and Relevant Experience: Describe Respondent's experience and qualifications, and any other relevant information that may be relevant to CCP.

(v) Differentiating Factors: Describe Respondent's unique experience or qualifications that will set it apart from other respondents.

(vi) References: Provide at least three (3) client references currently or recently receiving services similar to those being requested herein from Respondent. For each reference, provide a contact person, address, email address and telephone number.

(b) **Scope of Services to be Provided:**

Respondent must provide a proposed scope of work including service level agreements and milestones tied to a financial arrangement where possible, ensuring timely submission of all deliverables to CCP. Respondent must also complete the worksheet titled Service Requirements in Attachment 3. Respondent must clearly indicate whether Respondent will be able to comply with each requirement. If such a response does not apply to a certain question/requirement include "N/A" in the Response/Comments section. If a Response/Comment is provided, keep such response to one hundred fifty (150) words or less; backup material may be attached to Respondent's final response to the RFI.

(c) **Cost of Services:**

Respondents should submit the worksheet titled Pricing Schedule in Attachment 4 for the HRIS software and services sought in this RFI. Evaluation of this section will be based on the Respondent's ability to substantiate the proposed pricing levels using similarly sized clients it services, as well as providing estimates for non-recurring or one-time charges, maintenance and support services fees, cost of implementation, training, and other services. Additional consideration will be given to any RFI Responses which include an option for flat fees, maximum/capped fees, or alternative fee arrangements, including putting a portion of the fee at risk in the event of inferior performance, as opposed to uncapped rates.

SECTION 3 – EVALUATION OF RFI

3.1 Evaluation Committee

The Evaluation Committee ("Committee") shall evaluate all RFI Responses received, which meet or exceed Section 2.2, Minimum Eligibility Requirements, and which respond to each criterion outlined in Section 2.3.

The Committee may recommend the rejection of any response containing material deviations from the RFI. The Committee may recommend waiving any irregularities and technicalities.

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3.2 Evaluation Process

The Committee reserves the right to ask questions of a clarifying nature to some or all respondents once the RFI Responses are received, require presentations from select respondents, or make their recommendations based solely on the information contained in the RFI Responses submitted. Presentations, if required, will be part of the evaluation process.

3.3 RFI Postponement/Cancellation

CCP reserves the right, in its sole and absolute discretion, to withdraw, postpone or cancel all or part of this RFI at any time. CCP further reserves the right to re-advertise this RFI, which may also be modified to meet the current needs of CCP.

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ATTACHMENT 1 – ACKNOWLEDGMENT FORM

This form acknowledges receipt of CCP's Request for Information and indicates whether Respondent intends to submit a response.

RFI Responses must be received prior to 2:00 p.m. on September 30, 2022.

Return this form via email no later than 5:00 p.m. on July 15, 2022, to Procurements@ccpcares.org.

Company Name:	______________________________
	______________________________
Contact Name:	______________________________
Street Address	______________________________
City, State, Zip	______________________________
Office Number:	______________________________
Cell Number:	______________________________
Email:	______________________________
Authorized Signature:	______________________________
Print Name	______________________________
Title:	______________________________
Date:	______________________________
Will Respondent be submitting a RFI Response?	☐ Yes ☐ No
Please indicate the reason(s) for not submitting a response.	______________________________ ______________________________ ______________________________ ______________________________

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ATTACHMENT 2 – QUESTION/ANSWER TEMPLATE

Question #	Respondent	Section Reference	Subsection Reference	Attachment Reference	Page #	Question	Response

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ATTACHMENT 3 – SERVICE REQUIREMENTS

Instructions for Respondents: Please complete the worksheet and indicate whether Respondent is able to comply with the requirement. If such a response does not apply to a certain requirement, include "N/A" in the Response/Comments section. Keep your responses to 150 words or less; backup material may be attached to your final response. All responses must be entered in this form or embedded in this form to be considered.

#	SERVICE REQUIREMENTS	Check one of the following		Response/Comments
1	**Implementation**			
1.1	Example of an implementation schedule reflecting the activities necessary to assure proper roll out of a sourcing agreement	Yes ☐	No ☐	
1.2	Data conversion - transfer of historical data from existing vendor	Yes ☐	No ☐	
1.3	Verification and certification of data conversion	Yes ☐	No ☐	
1.4	User training for implementation and beyond	Yes ☐	No ☐	
1.5	Configuration validation, e.g. Tax information, organization details, location, pay groups, banks, earnings, benefits, deductions, etc.	Yes ☐	No ☐	
1.6	CCP logo in HRIS software	Yes ☐	No ☐	
1.7	Rules created based on CCP policies, practices, and procedures	Yes ☐	No ☐	
1.8	Post-implementation assigned account representative	Yes ☐	No ☐	
1.9	Customer support included	Yes ☐	No ☐	

2	**Infrastructure and Security**			
2.1	Have a documented and tested disaster recovery plan? If yes, please explain and provide a copy.	Yes ☐	No ☐	
2.2	Meet industry standards, such as SOC2 Type II reports, compliance with FERPA and HIPAA statutes.	Yes ☐	No ☐	
2.3	Backup schedule	Yes ☐	No ☐	
2.4	Security levels to protect data	Yes ☐	No ☐	
2.5	Audits on data to point out potential issues	Yes ☐	No ☐	

3	**Employee Benefits and Administration**			
3.1	Support clients with ± 500 employees	Yes ☐	No ☐	
3.2	Support a wide range of employee benefits? If yes, please explain.	Yes ☐	No ☐	

#	SERVICE REQUIREMENTS	Check one of the following		Response/Comments
3.3	Flexible, user definable plan eligibility, coverage, premium payments? If yes, please explain.	Yes ☐	No ☐	
3.4	Support optional plan enhancements with additional premiums (from employee or employer)	Yes ☐	No ☐	
3.5	Support multiple employee (and retiree) benefit plans including: - medical plans/insurance; - dental plans; - vision care plans; - accident insurance; - disability plans: short term/long term disability plans; and - health savings accounts.	Yes ☐	No ☐	
3.6	Support automated employee benefits management and administration	Yes ☐	No ☐	
3.7	Support an unlimited number of employee benefits plans, from simple to complex	Yes ☐	No ☐	
3.8	Manage comprehensive benefits systems, tailored to company or employee needs	Yes ☐	No ☐	
3.9	Manage approved vendors, rates, beneficiaries, spouses, dependents	Yes ☐	No ☐	
3.10	Maintain multiple benefits details including: plan details, description, annual or monthly value, taxable value, whether taxable or non-taxable benefit, provider details and rates, beneficiary, and dependents details	Yes ☐	No ☐	
3.11	Determine benefit eligibility based on user defined criteria e.g. specific employee groups, or grades/positions, configurable tests	Yes ☐	No ☐	
3.12	Automated employee enrollment	Yes ☐	No ☐	
3.13	Enroll new employees in default benefits plans, until they have made their choices	Yes ☐	No ☐	
3.14	Single sign-on	Yes ☐	No ☐	
3.15	Record keeping/demographics, e.g. maintain employee data history (status, job, recruiting, etc.) stored for a minimum of seven (7) years	Yes ☐	No ☐	
3.16	Terminations	Yes ☐	No ☐	
3.17	Management of temporary employees and/or contract employees	Yes ☐	No ☐	
3.18	Interface with time management module (data to feed from one module to the other)	Yes ☐	No ☐	
3.19	IRS limits (FSA, HSA, 401k, etc.	Yes ☐	No ☐	

#	SERVICE REQUIREMENTS	Check one of the following		Response/Comments
3.20	ACA services (Form 1095C, 1094C transmittal)	Yes ☐	No ☐	
3.21	Qualifying life events	Yes ☐	No ☐	
3.22	Benefits enrollment	Yes ☐	No ☐	
3.23	Benefits data warehousing	Yes ☐	No ☐	

4	**Payroll administration**			
4.1	Includes ability to model employee pay	Yes ☐	No ☐	
4.2	Direct deposit banking set up	Yes ☐	No ☐	
4.3	Calculations of GTL (imputed income)	Yes ☐	No ☐	
4.4	Separates out earnings groups and deductions groups	Yes ☐	No ☐	
4.5	Expertise in multi-state payroll (ability to provide HR guidance)	Yes ☐	No ☐	
4.6	Ability to print checks with CCP logo	Yes ☐	No ☐	
4.7	Scanned signatures on checks	Yes ☐	No ☐	
4.8	Wage adjustments (manual or automatic), i.e. retroactive pay, increases in the middle of the pay period	Yes ☐	No ☐	
4.9	Compliance updates - regulatory, taxes, etc.	Yes ☐	No ☐	
4.10	Tax filings (Forms 940 and 941	Yes ☐	No ☐	
4.11	File/data imports or upload capabilities	Yes ☐	No ☐	

5	**Self Service**			
Employee Self-Service ("ESS")				
5.1	Routine HR administration tasks such as changing home address, home or work telephone number, emergency contact details, dependents, next of kin, marriage, name, births, or adoptions	Yes ☐	No ☐	
5.2	Administration for other life events e.g. changes in circumstances affecting benefits eligibility	Yes ☐	No ☐	
5.3	Common information uploaded to existing databases, e.g. work telephone number to telephone directories or work location to organizational charts	Yes ☐	No ☐	
5.4	View employee's own employment history including salary and benefits details, promotions, dates, appraisals, training	Yes ☐	No ☐	

#	SERVICE REQUIREMENTS	Check one of the following		Response/Comments
5.5	Update company property located at employee's home address or linked to employee	Yes ☐	No ☐	
5.6	View HR information, e.g. conditions of employment; HR policies and procedures; employee information packs/handbooks; organizational charts; corporate policies on email, social media, blogging; management guidelines; guidance templates for changing personal information	Yes ☐	No ☐	
5.7	Manage time clocks (remote and physical)	Yes ☐	No ☐	
5.8	Manage time sheets, working times for activities or projects	Yes ☐	No ☐	
5.9	Manage leave, PTO (paid time off) and other absences from work	Yes ☐	No ☐	
5.10	Manage PTO accruals - calculations for different groups/tenures	Yes ☐	No ☐	
5.11	Time reporting - view and edit time sheets	Yes ☐	No ☐	
5.12	Manage business travel requests and arrangements	Yes ☐	No ☐	
5.13	Manage employee expenses requests, approvals, and payments	Yes ☐	No ☐	
5.14	Routine payroll administration tasks including: verify salary and employment details; view and print pay slips, pay history, year-end documents	Yes ☐	No ☐	
5.15	Employee feedback	Yes ☐	No ☐	
5.16	Employee surveys	Yes ☐	No ☐	
Manager Self-Service				
5.17	Access to ESS for whole of manager's department	Yes ☐	No ☐	
5.18	View / maintain, personal and department's information, anytime, anywhere, 24/7	Yes ☐	No ☐	
5.19	Configurable levels of authorization, e.g. for approval of employee requests	Yes ☐	No ☐	
5.20	Search for department employee by name or number	Yes ☐	No ☐	
5.21	Manage work tasks, work requests and delegation	Yes ☐	No ☐	
5.22	Set up or arrange team events, meetings	Yes ☐	No ☐	
5.23	Approve employee time sheets and expenses	Yes ☐	No ☐	
5.24	Absence analysis and control	Yes ☐	No ☐	
5.25	Approve employee holiday / leave / PTO and absence requests	Yes ☐	No ☐	
5.26	Travel approvals	Yes ☐	No ☐	

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#	SERVICE REQUIREMENTS	Check one of the following		Response/Comments
5.27	View departmental calendar of planned absences	Yes ☐	No ☐	
5.28	Sickness absence and analysis	Yes ☐	No ☐	
5.29	Nominate and / or approve training requests	Yes ☐	No ☐	
5.30	Access department employee's pay and benefits details	Yes ☐	No ☐	
5.31	Request or perform salary reviews and pay increases, for individual or groups of employees, either in review periods or on an ad hoc basis	Yes ☐	No ☐	

6	**Reporting Functionality**			
6.1	Financial reports (GL, etc.)	Yes ☐	No ☐	
6.2	Recruiting reports	Yes ☐	No ☐	
6.3	Payroll reports	Yes ☐	No ☐	
6.4	Employee/HC analytics and turnover	Yes ☐	No ☐	
6.5	Custom reports	Yes ☐	No ☐	

7	**Learning Management System**			
7.1	Courses (transfer of existing courses)	Yes ☐	No ☐	
7.2	Enrollment	Yes ☐	No ☐	
7.3	Reporting	Yes ☐	No ☐	

8	**Recruiting**			
Sourcing Candidates				
8.1	Support multiple candidate sourcing channels	Yes ☐	No ☐	
8.2	Manage where vacancies are published	Yes ☐	No ☐	
8.3	Configurable controls to ensure a consistent message across all sourcing channels	Yes ☐	No ☐	
8.4	Configurable recruitment sourcing workflows - dependent on the channel of sourcing candidates, the desired process to fill a vacancy	Yes ☐	No ☐	
8.5	Publish recruitment process with vacancy details	Yes ☐	No ☐	
8.6	Vacancies advertised on corporate website, company careers pages, intranet job boards and careers websites	Yes ☐	No ☐	

#	SERVICE REQUIREMENTS	Check one of the following		Response/Comments
8.7	Support mobile optimized web pages	Yes ☐	No ☐	
8.8	Advertise vacancies on third party job boards and recruitment websites	Yes ☐	No ☐	
8.9	Links to major job boards, e.g. LinkedIn, CareerBuilder, Indeed	Yes ☐	No ☐	
8.10	Links to specialist jobs boards	Yes ☐	No ☐	
8.11	Automated posting to job boards	Yes ☐	No ☐	
8.12	Select job boards	Yes ☐	No ☐	
8.13	Syndicate vacancy to multiple job boards	Yes ☐	No ☐	
8.14	Easy change of job boards, job details, keywords, links	Yes ☐	No ☐	
8.15	Highlight "featured" or critical job vacancies	Yes ☐	No ☐	
8.16	HireRight connection/interface	Yes ☐	No ☐	
8.17	Dispositioning of candidates	Yes ☐	No ☐	
8.18	Recruiter notes	Yes ☐	No ☐	
Candidate Self-Service				
8.19	View open vacancy summaries and details	Yes ☐	No ☐	
8.20	View all or restricted vacancy details as a "guest"	Yes ☐	No ☐	
8.21	Register for online candidate account - for viewing full vacancy details, submitting applications, uploading documents, updating details, checking status of applications, receiving messages	Yes ☐	No ☐	
8.22	Secure account login	Yes ☐	No ☐	
8.23	Unique candidate account numbers and vacancy / application numbers	Yes ☐	No ☐	
8.24	Search vacancies	Yes ☐	No ☐	
8.25	Sort vacancies in different orders, e.g. by job titles, qualifications, skills, experience required, locations, closing dates	Yes ☐	No ☐	
8.26	Display all or only matching vacancies	Yes ☐	No ☐	
8.27	Configurable vacancy alerts for position(s) available	Yes ☐	No ☐	
8.28	"Tell a friend" - send vacancy details to a friend by email	Yes ☐	No ☐	

9	**On-Boarding**

#	SERVICE REQUIREMENTS	Check one of the following		Response/Comments
9.1	Automatic conversion of candidate details to employee details when employee commences work	Yes ☐	No ☐	
9.2	Configurable on-boarding processes	Yes ☐	No ☐	
9.3	Links to on-boarding web portal (for new employees)	Yes ☐	No ☐	
9.4	Links to online on-boarding videos, to assist with the induction process	Yes ☐	No ☐	
9.5	Online self-service completion of new employee paperwork (direct deposit, W-4, I-9, CCP forms, etc.)	Yes ☐	No ☐	

10	**Talent Management**			
10.1	Identify and track high-potential employees, leadership, and talent areas	Yes ☐	No ☐	
10.2	Identify and track gaps or at risk areas including employees approaching retirement, employees nearing the end of their contracts	Yes ☐	No ☐	
10.3	Identify possible replacements and / or who to develop and retain	Yes ☐	No ☐	
10.4	Collect succession planning data from appraisal, or at any time	Yes ☐	No ☐	
10.5	Hold succession planning data including potential promotions, employee career aspirations, potential timings, risk of leaving	Yes ☐	No ☐	
10.6	Track individual employee skills, qualifications, competencies, responsibilities held, career development	Yes ☐	No ☐	
10.7	Maintain talent pools of high-potential candidates	Yes ☐	No ☐	
10.8	Assign high-potential employees to talent pool(s)	Yes ☐	No ☐	
10.90	Talent pool evaluation including nine-box grid matrix	Yes ☐	No ☐	
10.11	Interactive organizational charts	Yes ☐	No ☐	
10.12	Identify individual employee development needs, training programmed, management development, career plans, goals, future change, and growth	Yes ☐	No ☐	
10.13	Create and manage individual development plans	Yes ☐	No ☐	
10.14	Talent pool / high-performance employee assessments	Yes ☐	No ☐	
10.15	Track individual development plan progress	Yes ☐	No ☐	
10.16	Customized management of high-potential employees	Yes ☐	No ☐	

#	SERVICE REQUIREMENTS	Check one of the following		Response/Comments
11	**Performance Appraisal**			
11.1	Support multiple types of appraisals and performance assessments, e.g. annual, six (6) months, self-appraisal, 180/360 degree, peer-to-peer, induction	Yes ☐	No ☐	
11.2	Support multiple appraisals of each employee, determined by appraiser or organizational needs	Yes ☐	No ☐	
11.3	Flexible next appraisal date, e.g. six (6) months, annual, project completion	Yes ☐	No ☐	
11.4	Set appraisals for individual employees or groups/departments	Yes ☐	No ☐	
11.5	Configurable templates for appraisals including self-assessment, competencies, development plans, 360 degree evaluations	Yes ☐	No ☐	
11.6	Configurable appraisal form language/terminology, evaluation formats	Yes ☐	No ☐	
11.7	Support different appraisal plans and assessments for different roles, responsibilities, groups of employees	Yes ☐	No ☐	
11.8	Configurable appraisal process workflows, appraisal scoring, approval steps	Yes ☐	No ☐	
11.9	Unlimited appraisal criteria, performance measures, objectives (qualitative and quantitative) and competencies	Yes ☐	No ☐	
11.10	Automatic generation of forms, schedules, and issue to recipients	Yes ☐	No ☐	

12	**System Operations**			
Reliability - the HR software should:				
12.1	Be totally reliable	Yes ☐	No ☐	
12.2	Consistently and predictably perform the required HR system functions	Yes ☐	No ☐	
12.3	Provide internal system controls to ensure accuracy, integrity, and completeness, e.g. validation, authorization, data processing - accuracy, completeness, and security checks	Yes ☐	No ☐	
User productivity assistance				
12.4	Consistent screen design across all applications	Yes ☐	No ☐	
12.5	Standard system commands, navigation, and system operations	Yes ☐	No ☐	

#	SERVICE REQUIREMENTS	Check one of the following		Response/Comments
12.6	Configurable menus, screens, views, reports, fields, tabs, tables, scripts, lists	Yes ☐	No ☐	
12.7	Configurable field properties, e.g. name, length, position	Yes ☐	No ☐	
12.8	State required maximum field lengths required	Yes ☐	No ☐	
12.9	Easily amend or update customization, subject to security	Yes ☐	No ☐	
12.10	Full access to all system functions, subject to individual user security profile(s)	Yes ☐	No ☐	
12.11	Enable HR system users to have the information they need in their desired formats	Yes ☐	No ☐	
12.12	Tailor system design and functionality to mirror existing or enhanced processes	Yes ☐	No ☐	
12.13	View or hide leavers	Yes ☐	No ☐	
12.14	Configurable design using "drag and drop"/"copy and paste" windows functions	Yes ☐	No ☐	
12.15	Configurable automation of regular activities	Yes ☐	No ☐	
12.16	Fast, flexible and user friendly data entry/system navigation	Yes ☐	No ☐	
12.17	Mouse or keyboard operation	Yes ☐	No ☐	
12.18	Navigate within HR system via menu bars, drop down menus, pop-up menus, function key short cuts, desktop short cuts, icons, tool bars, fast paths, favorites, scroll backwards and forwards, hyperlinks	Yes ☐	No ☐	
Data processing and systems control				
12.19	System available 24/7 or,	Yes ☐	No ☐	
12.20	System available for a restricted time per working day, e.g. 7:00 a.m. to 11:00 p.m.	Yes ☐	No ☐	
12.21	Data and information available immediately, on demand, via internet / intranet	Yes ☐	No ☐	
12.22	Direct data input and tasks carried out over the internet	Yes ☐	No ☐	
12.23	Validation checks, e.g. code validation, input data type, limits	Yes ☐	No ☐	
12.24	Control features to ensure completeness and accuracy of data input, e.g. control totals, interface controls	Yes ☐	No ☐	
12.25	Real-time update, or batch update	Yes ☐	No ☐	
12.26	Finance and IT interaction with system	Yes ☐	No ☐	
System Interfaces with:				

#	SERVICE REQUIREMENTS	Check one of the following		Response/Comments
12.27	Transamerica	Yes ☐	No ☐	
12.28	Web Benefits Design	Yes ☐	No ☐	
12.29	WageWorks	Yes ☐	No ☐	
12.30	Sedgwick	Yes ☐	No ☐	
12.31	NetSuite	Yes ☐	No ☐	
12.32	Benefit systems	Yes ☐	No ☐	
12.33	PayScale	Yes ☐	No ☐	

ATTACHMENT 4 – PRICING SCHEDULE

Instructions to Respondents - Respondents should consider all of the elements below when estimating the cost of their HRIS software and services solution. Also consider any bundling or volume purchase pricing discounts, etc. Additional lines may be added.

Total cost of proposal:	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	

Monthly Recurring Charges. Quote applicable line items	**Unit of Measure**	**6-9 month Integration Period**	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Comments/Assumptions**
Total cost of all proposed above			**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	

Non-Recurring or One-Time Charges	**Unit of Measure**	**6-9 month Integration Period**	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Comments/Assumptions**
Professional Services								
Total cost of all proposed above		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	

Maintenance & Support Services Fees. Quote applicable line items.	Unit of Measure	6-9 month Integration Period	Year 1	Year 2	Year 3	Year 4	Year 5	Comments/Assumptions
Product Installation and License Support - Maintenance and support to be provided to CCP during initial installation and through the implementation phase of the project (e.g., before the product migrates to a production environment).								
24/7/365 Support Fees								
Dedicated Support Agent Fee								
Annual maintenance and support								
Travel expense (if not included in the initial license fee)								
Total cost of all proposed above		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	

Cost of Implementation. Quote applicable line items.	Unit of Measure	6-9 month Integration Period	Year 1	Year 2	Year 3	Year 4	Year 5	Comments/Assumptions
Implementation Fee								
Professional Services								
Travel and Expense Costs (if extra)								
Total cost of all proposed above		**$0.00**						

Cost of Training. Quote applicable line items.	Unit of Measure	6-9 month Integration Period	Year 1	Year 2	Year 3	Year 4	Year 5	Comments/Assumptions
Total cost of all proposed above		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	

Cost of Other Services. Quote any additional items in your proposal here:	Unit of Measure	6-9 month Integration Period	Year 1	Year 2	Year 3	Year 4	Year 5	Comments/Assumptions
Total cost of all proposed above		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	