

GENESEE COUNTY ROAD COMMISSION



REQUEST FOR PROPOSAL

ITEM # 117 - HRMS SOLUTION

Issue Date: December 5, 2024

Pre-Bid Question Deadline: Monday, December 16, 2024, 10:00 a.m., Local Time

Bid Deadline: Thursday, December 19, 2024, at 1:00 p.m., Local Time

Purchasing Contact: Stephanie Jaeger, Purchasing Administrator
(810) 767-4920 ext. 271
sjaeger@gcrc.org

Sealed proposals for **HRMS SOLUTION** will be received by the Genesee County Road Commission until **1:00 p.m. on December 19, 2024**, at which time they will be publicly opened and read at the Genesee County Road Commission Administration Building – 1st Floor Boardroom located at 211 West Oakley Street, Flint, Michigan 48503.

All proposals must be submitted in a sealed envelope marked **“RFP ITEM #-117 – HRMS SOLUTION”**.

RETURN BID TO:

Genesee County Road Commission
Purchasing Department
Attn: Stephanie Jaeger
211 W. Oakley Street
Flint, MI 48503

The Genesee County Road Commission officially distributes bid documents from the Purchasing Division or through the BidNet. Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Purchasing Division or BidNet are guaranteed access to receive addendum information, if such information is issued. The first step to do business with the Road Commission is to become a registered vendor by visiting the BidNet website.

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Late proposals will not be accepted. It is the responsibility of the vendor to ensure that delivery takes place in compliance with the date and time specified. Any proposal received after the date and time specified may be rejected.

The proposal should adhere to the following format:

Section	Title	Contents
Section 1	Executive Summary	Include company name, address and phone number to call for information regarding the proposal. Provide a brief description of the proposed solution and any relevant conditions or restrictions.
Section 2	Technical Requirements	A summary of implementation methodology and a detailed implementation plan. Specify how many staff hours of training you anticipate providing as a part of your proposal by module. Include all hardware / system requirements for your solution.
Section 3	Functional Requirements	Completed requirements documents. Vendors should provide a description of how each requirement is supported with the software.
Section 4	Support	Description of strategy to provide on-going training and support of the system after initial implementation as well as support services available.
Section 5	Other Information	<ul style="list-style-type: none"> a) Provide the information required by the Management Summary Section of the RFP. b) Provide the information required by the Vendor References and Experience Section of the RFP. c) Provide a sample vendor contract to be used for software, services and maintenance. d) Any other information that may provide value to the proposal.
Section 6	Cost Proposal	Pricing should be provided assuming a cloud-based system. All anticipated costs shall be identified and itemized. Pricing should include one-time costs such as software, maintenance, hardware including time clocks (lease) and implementation services, which includes installation, configuration, training and data conversion. Pricing should specify the annual maintenance cost of each module and any other annual maintenance costs. Please include a list of the last two (2) service updates or upgrades and the cost of each if there was a cost associated with the upgrade.

Proposals should be prepared simply, providing a straightforward description of the product's capabilities and how it satisfies the RFP's requirements. If elaborate promotional materials are included, they should be packaged separately from the RFP response.

Bidders must submit five (5) copies of all proposals to ease the speed and evaluation process.

All features the vendor describes must be present in a General Release of the software. The vendor will clearly state whenever any feature does not meet this requirement, is currently in development, is planned to be developed, or has no plans for development.

Any questions regarding this RFQ should be emailed to sjaeger@gcrc.org by 10:00 a.m. on December 16, 2024. Questions received after the date and time above will not be considered. Vendors are specifically directed not to contact other Road Commission staff; unauthorized contact with any Road Commission Department employee may result in the rejection of the bid submittal. A final response of all questions will be posted on our website, www.gcrc.org as well as on BidNet at www.bidnetdirect.com.

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Background

The Genesee County Road Commission serves the residents of Genesee County by providing safe, reliable roadways. GCRC has up to 150 employees working throughout Genesee County in seven (7) different locations. This project aims to identify a new HRMS software solution to address the GCRC current and future Human Resources. The Road Commission prefers a web-based hosted solution.

Essential Functions

The solution should provide the following essential modules/capabilities: elimination of all manual reporting (Personnel Action Notice, Leave Authorization, etc.), integration with payroll, advanced employee data capture and reporting, queries, organizational structure mapping, employee data self-service, benefits administration, online benefits enrollment, compensation management, recruiting and applicant tracking, onboarding and training tracking, employee scheduling, leave of absence, no-pay & attendance management and tracking, employee reviews and recognition, scheduling, employee self-service, document storage, performance appraisals, pay estimate capabilities, budgeting, benefits administration, health and welfare carrier connections, biometric and badge scan clock system, ability to provide essential learning content, ability to produce all reports required by laws and regulations, custom report writing, accurate reporting, applicant tracking system, centralized employee database, controlled access, benefits provision, management & administration, a social news feed, goal setting & tracking, custom, real-time report generation, employee profiles, payroll reporting, 3rd party integrations, and employee feedback Surveys, CDL/DOT notification, testing and re-certification management and tracking.

The vendor responding through this process shall provide the functional application software, installation, data migration, and training. The vendor shall also provide ongoing software support and maintenance.

Management Summary

Please provide the following information about your company:

1. The Company History
2. Current number of people employed by your company with the distribution by research & technical developers, sales, technical support, training, and administrative.
3. Explanation of settlements or judgments involving vendor in last five years.

Vendor References & Experience

1. Please provide three (3) references meeting the following criteria:

Installed systems that include, at a minimum, the following essential modules/capabilities: payroll processing, time and attendance, PTO, scheduling, employee self-service, recruiting/onboarding, document storage, performance appraisals, pay estimate capabilities, budgeting, benefits administration, ability to produce all reports required by laws and regulations, custom report writing. System should be identical version to what is being proposed for GCRC. Include the following information:

- Account name and address
 - Project Manager’s e-mail address and phone number
 - HR Manager’s e-mail address and phone number
 - Payroll Manger’s e-mail and phone number
 - Description modules installed
2. Please provide the level of experience with the proposed system of the person that you would plan to be the Project Manager for your company.

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Vendor Contact

Provide the name, phone number and email address of a point of contact for this request.

Terms and Conditions

Vendors submitting proposal to the Genesee County Road Commission are agreeing to all terms and conditions in this section.

1. The Genesee County Road Commission reserves the right to accept or reject any or all proposal received as a result of this RFP.
2. The Genesee County Road Commission has no obligation to accept the lowest cost proposal. The Genesee County Road Commission reserves the right to reject any and all bids, and to waive any defect or irregularity in bids. The Genesee County Road Commission reserves the right to accept any separate item in the bid; and to accept the bid that, in the opinion of Genesee County Road Commission, is to the best advantage and interest of the public we serve.
3. The Genesee County Road Commission intends will not be bound or obligated in any way until both parties have executed a contract.
4. All proposals will remain firm for a period of six months after the date specified for receipt of proposals.
5. The Genesee County Road Commission will not be bound by any verbal statement that is contrary to the written specification in the RFP.
6. Vendors will not be compensated or reimbursed for their expenses in preparing a response this RFP, for attending any meetings with GCRC personnel or for any documentation or other materials supplied to the Genesee County Road Commission for the purpose of their proposal.
7. At the vendor's expense, the contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in our connection with the performance of the work performed by the contractor. The minimum scope of such insurance is as follows:
 - Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Coverage shall include product liability and completed operations.
 - Automobile Insurance: Coverage to include all Contractor's owned, non-owned, and hired vehicles, with minimum limits of \$1,000,000 for bodily injury and property damage each occurrence.
 - Workers Compensation and Employers Liability: Contractor agrees to comply with applicable federal and state workers compensation statutes.
 - The Genesee County Road Commission must be shown as an additional insured on all policies, except workers compensation coverage.
 - Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to Genesee County Road Commission.

The vendor shall furnish Genesee County Road Commission with certificates of insurance detailing coverage requirements by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on the insurer's behalf. The certificates are to be received and approved by GCRC and shall be furnished with the proposal. The requirements naming the MLS as an additional insured will only be required after the contract is awarded. Genesee County Road Commission reserves the right to require complete, certified copies of all required insurance policies, at any time.

The vendor agrees to hold the Genesee County Road Commission and its officers, official, employees, Boards, and Commissions harmless from any claims, demands, or other liabilities resulting from the successful bidder's or any of its agents' or employees' negligent act or omission to act in the performance of any contract or agreement resulting from this bid.

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8. Ineligibility of Iran Linked Business -Under 2012 PA517, an Iran linked business, as defined therein, is not eligible to contract with Genesee County Road and shall not submit a proposal.
9. Interlocal Participation - It is hereby made a precondition of any bid for a Contract for products or services and a part of these specifications that the submission of any bid in response to this request constitutes a bid made under the same conditions, for the same price, and for the same effective period as this bid, to any other governmental entity. It is further understood, that any other governmental entity that elects to use a Genesee County Road Commission award will issue its own Contracts or purchase orders and will require separate billing.
10. Contracts for work under this proposal will obligate the firm or firms to not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment on a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight or marital status pursuant to the Elliot Larsen Civil Rights Act, 1976, P.A. 453. The contractor and the Genesee County Road Commission shall also comply with the provisions of the Michigan Handicappers Civil Rights Act, 1976, P.A. 220 and the Federal Rehabilitation Act of 1973, P.A. 93 112, 87 Stat. 394, which require that no employee or client or otherwise qualified firm participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal Assistance. No person shall, on the grounds of race, creed, color, sex, age, national origin, height, weight, handicap or marital status be excluded from participation in, be denied the proceeds of or be subject to discrimination in the performance of this contract. The contractor shall comply with all applicable regulations promulgated pursuant to the Civil Rights Act of 1964, as amended.
11. Include an executed non-collusion affidavit in your response.

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Please review each requirement in the following section and comment on your solutions capability to satisfy each requirement. Each vendor is expected to comment on the capabilities of their software as it relates to the requirement. Use the following rating scale and comment as necessary:

- **SRE** Satisfies requirement with an Essential Module
- **SRO** Satisfies requirement with an Optional Module
- **NA** Functionality is not available

1. Organization Requirements

No.	Requirement	Vendor Capability	Vendor Comments
1.1	Ability to process future dated transactions for all types of HR transactions.		
1.2	Ability to create reports, roll-ups, or organization charts for all of the various supervisory relationship codes.		
1.3	Automated notification of status changes, new hires, or terminations to other departments such as Payroll and Information Technology.		
1.4	The ability to automate workflow and track a transaction through its life cycle from inception to execution, including approvals, routing and historical tracking.		
1.5	HRMS providing an easy to use ad hoc reporting tool for retrieving information, without requiring any particular technical expertise or assistance.		
1.6	The ability to integrate information from payroll and finance to provide consolidated reporting.		
1.7	Comprehensive security that restricts users to appropriate screens, fields and records.		
1.8	Support automated interfaces to internal and external systems.		
1.9	Reporting <ul style="list-style-type: none"> • Regular recurring reports • Ad hoc reports at the PC level • Parameter driven "canned" reports • Modeling <ul style="list-style-type: none"> ○ Obtain summary data, add assumptions, run comparisons interactively ○ Reporting by department/cost center based on current workforce or with assumptions • Workforce Analysis <ul style="list-style-type: none"> ○ Age distribution of employee groups ○ Salary statistics for various groupings ○ Length of service studies ○ Analysis of overtime utilization ○ Turnover analysis ○ Positions filled vs. open ○ Basic headcount reporting by classification and location • Produce form letters, mailing lists, labels, phone lists (home and work) 		

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2. IT/Security Requirements

No.	Requirement	Vendor Capability	Vendor Comments
2.1	Ability to restrict access to location/department employees		
2.2	Ability to invalidate credential upon employee termination, demotion or transfer. Ability to revalidate for transfers or demotions		
2.3	Ability to generate audit logs showing who made a change, old data, new data, and time and date of the change		
2.4	Ability to work through a secure VPN connection or, in case of a web hosted solution, over HTTPS		
2.5	Ability to assign group security. For example, some system users can see field employees but not system employees.		
2.6	Each system user shall have a unique login		
2.7	A mechanism to restrict access to system data and functionality per user must exist.		
Other system wide IT requirements			
2.8	Download capability for subsets of information to other internal systems including, but not limited to: <ul style="list-style-type: none"> • General Ledger • Employee demographics • Labor distribution • Payroll expenses • Benefit accruals • Accounts Payable • Tuition reimbursement • Bi-directional to time & attendance system • Integration with financial system(s) • Access other database software 		
2.9	Ability to integrate or easily prepare and upload payroll data to financial software.		
2.10	Electronically transfer information to: <ul style="list-style-type: none"> • Banking and savings institutions • Payments to insurance carriers • Third-party administrators for benefit plans 		
2.11	Support for Android and iOS apps for employee self service		
2.12	Ability to create parameter driven reports		
2.13	Ability to create reports which integrate data extracted from outside the HRMS/Payroll System.		
2.14	Ability to integrate HR and payroll data to report on accumulators and YTD earnings.		
2.15	Ability to extract any data from the system, aggregate, sort, and report.		
2.16	End user actions shall not interrupt core system functions e.g. payroll.		

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2. IT/Security Requirements (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
2.17	Ability to use the system during all processes (except when manually locked out)		
2.18	Ability to transmit files for positive pay for payroll checks		
2.19	Support for browser operation and not require a client software installation for self-service functions		
2.20	Upgrades will not affect/change our specific system settings, pre-defined rules/business rules or parameters.		
2.21	Discuss/describe downtime for regularly scheduled maintenance and upgrades		
2.22	Vendor must provide technical support. 24/7 support is preferable but lesser options may be agreeable.		
Cloud Security			
2.23	HTTPS hosted services must be secured with a valid SSL certificate and a key length of at least 2048 bits		
2.24	Provide GCRC a copy of any existing physical or cyber security policies		
2.25	Provide GCRC a copy of any existing data breach policies		
2.26	Provide GCRC a copy of any existing policy and produce auditing schedules		
2.27	Provide GCRC a copy of any existing backup or disaster recovery policies		
2.28	Provide GCRC a copy of any existing data retention schedules		

3. Core HR – Your systems ability to automate the following processes:

No.	Requirement	Vendor Capability	Vendor Comments
3.1	Track I-9 Compliance		
3.2	New Hire Processing		
3.3	Termination Processing		
3.4	Job Status/History		
3.5	Salary Tracking/History		
3.6	Salary Grades & Comp Rates		
3.7	Stores Prior Year W-2 Earnings		
3.8	Tracks Job Descriptions		
3.9	Track Shifts		
3.10	Track Skills		
3.11	Tracks Grievances		
3.12	Accident Tracking		
3.13	Ability to add notes to Employee		
3.14	Ability to attach documents to Employee and attached documents are available to print		
3.15	Configurable Workflow		
3.16	Custom Fields		
3.17	Records and tracks items that have been assigned to the employee (keys, pagers, cell, phones etc.)		

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4. Employee & Manager Self Service – Your systems ability to automate the following processes:

No.	Requirement	Vendor Capability	Vendor Comments
4.1	Ability to provide electronic workflow and paperless processes for all HR/Payroll transactions processing. Workflow should include electronic routing, approvals, and electronic notification of events. Ability to view the status of a transaction and any time		
4.2	Ability to provide employee self-service for selected transactions, and to control how and when these transactions are rolled out to employees. Potential processes include updating personal data, dependents and beneficiaries; access to information about attendance, policies and procedures, benefits, and jobs; inquiry of the employee's own benefits and pay information. Ability to view status of a transaction at any time.		
4.3	The system enforces eligibility rules for all self-service transactions		
4.4	Ability to produce transaction verifications that the employee can save or print		
4.5	Ability for managers to access employee information for which they have security access		
4.6	Employees and managers have electronic access to policy manual		
4.7	Self service offers real-time integration with the HR/Payroll system		
4.8	Ability to obtain forms on-line		
4.9	View personal records (emergency contact, etc)		
4.10	Update personal records (address, etc.)		
4.11	Online open enrollment		
4.12	Online New Hire Enrollment		
4.13	Online Life Events (address change, etc.)		
4.14	View current benefits		
4.15	Print confirmation statement		
4.16	View and print benefit statement		
4.17	Access forms		
4.18	Request time off		
4.19	View time off history and balances		
4.20	View paystub		
4.21	View 7 years of W-2 information		
4.22	Allow or restrict changes to W-4 data		
4.25	View employee information		
4.26	Approve time off		
4.27	View attendance (time in/out)		
4.28	Hire new employee		
4.29	Terminate employee		
4.30	Complete performance review		
4.31	Post it notes on employee		
4.32	Run specific reports on employee		

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5. Recruitment & Staffing

No.	Requirement	Vendor Capability	Vendor Comments
5.1	The ability for HR to create requisitions on-line		
5.2	Ability to automate workflow of the requisition through the approval process. Must accommodate multiple approval processes as the approval process may vary based on location or other factors.		
5.3	Ability to define rules for requisition approval based on compensation, job position, job grade, or other criteria.		
5.4	Ability to create division and department specific approval routings.		
5.5	Ability to integrate with email system to alert managers when they have requisitions for review and approval.		
5.6	Ability to store and track the following open position information: <ul style="list-style-type: none"> • Category: regular, part-time, seasonal, and interns • Job applied for • Jobs filled • Job description/Job title • Department • Supervisor name • Special certifications/ licenses required by the position • Job Family • Skills required and preferred • Target salary 		
5.7	Allows open positions or job announcements to be posted to the Intranet or Internet		
Sourcing, searching and screening			
5.8	Ability for candidate to complete an on-line application and submit his/her credentials electronically.		
5.9	Ability for Candidate to see the status of their on-line application. Such as under review, interview, or any other information status district wishes to have.		
5.10	Ability to create and maintain a database of candidates that can be searched and mined.		
5.11	Ability for the recruiter to perform a search of the candidate database and have the results ordered based on the quality of the match to the specifications of the position.		
5.12	Ability for the system to notify candidates of new job postings for positions he/she has expressed an interest in for which the candidate has not previously been screened out.		
5.13	Ability to accept candidate information from job boards		
5.14	Ability to automatically identify source of resume and measure source efficacy and cost.		

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5. Recruitment & Staffing (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
5.15	Ability to interface with existing employee information to identify internal candidates.		
5.16	Ability to search by degrees and majors		
5.17	Allow searches on specific resume submission dates or ranges.		
5.18	Ability to search and mine candidate profiles using keyword searches.		
5.19	Ability to send email notifications (email campaign) of open positions based on the candidates qualifications.		
5.20	Ability to generate common reports statistics for EEO and management analysis.		
5.21	An automated system to notify an applicant that the company has received his/her credentials (email, letter, postcard).		
5.22	Ability to maintain and send multiple formats of receipt acknowledgement to the candidate.		
5.23	Ability to send automated communications (e-mail, letter, postcard) to individuals and groups.		
5.24	Administer Requisition Fulfillment		
5.25	Track Requisition Cost, Source		
5.26	Track Job Applied for, Date, Cost		
5.27	Add Candidate Notes & Ability to Search Notes		
5.28	Track Applicant Flow		
5.29	Track External and Internal Job Applicants		
5.30	Resume Attachment		
5.31	School records/proof of degree is what we require for many positions		
5.32	Stores multiple test results in applicant file		
5.33	Resume Importing		
5.34	Integration with Job Boards		
5.35	Job Descriptions		
5.36	Key Word Search		
5.37	Interview/Contacts Tracking		
5.38	Add Pre-screen Questions		
5.39	Interview Scheduling		
5.40	Screening Scores		
5.41	Customizable Communications		
5.42	Multiple Workflows - Salaried, Hourly, Contingent		
5.43	Ability to Set up Automated Communications for Selected Workflow Steps		
5.44	Manager Access & Role Capabilities		
5.45	Portal Development for Posting Jobs on Company Site. Can you brand the site?		
5.46	Candidate Log In to see Status		
5.47	Alerts Tied to Process Steps		
5.48	Inactivates applications after a user defined period of time.		

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5. Recruitment & Staffing (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
5.49	Provides orientation process checklist that can be customized by and for each department and job title		
5.50	Ability to verify and track completion of online orientation and training		
5.51	Allows applicant information to move to employee/onboarding if hired		
5.52	Ensures only budgeted positions can be filled		
5.53	Integration with Outlook		
5.54	Multi Language Capabilities		
5.55	EEO Self-assessment & Reporting Capabilities		
5.56	Archiving		
5.57	Ad hoc recruitment reporting		
5.58	Immediate or timed rejection based on qualifications		
5.59	Ability to process new hires/promotions/transfers using an effective date rather than payroll date.		
5.60	Ability to terminate employees with an effective date irrespective of payroll date.		

6. Performance Management

No.	Requirement	Vendor Capability	Vendor Comments
6.1	Ability to store the following job information <ul style="list-style-type: none"> • Job classification (unique identifying number) • Job title • Salary range • Fair Labor Standards Act (FLSA) status (exempt or non-exempt including FLSA-specific exemption (administrative, executive, professional, computing, etc.))for determining eligibility for overtime pay by position and person • Frequency of performance review (if this varies within the organization) • Job history • Status history • EEO codes 		
6.2	Seamless interface to third party spreadsheet and graphics package, including Microsoft’s office suite of products.		
6.3	Mass change ability at the employee and the job level.		
6.4	Maintain unlimited salary and job history.		
6.5	Interface to other internal systems, including payroll, and financial applications.		
6.6	Ability to automate the merit review process using manager self-service		

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6. Performance Management (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
6.7	Accommodate maintenance of varying performance and salary review programs. <ul style="list-style-type: none"> • Flexibility to accommodate multiple salary and/or performance review cycles. • System should calculate next review date based on employee life cycle events (promotions, demotions, last review, etc.) • Focal point reviews • Anniversary date reviews • Multiple salary increases • General increases • Performance based merit programs that include focal point reviews and are composed of both long term and short term rewards • The ability to process increases at varying time intervals (6 mo., 13 mo., 18 mo., etc.) • Prorated increases based on hire date 		
6.8	Accommodates performance evaluation forms to include the skills and competencies that the position requires		
6.9	Ability to make job qualifications and minimum qualifications accessible to employees		
6.10	Ability to record and store competency and skills data by person		
6.11	Ability to record and store competency and skills data by position		
6.12	Ability to construct a performance improvement plan		
6.13	Ability to integrate with multiple concurrent training and development systems and aggregate the results of the training/courses a person has completed into their performance review		
6.14	Ability to trigger notices to HR as each manager completes the merit review process and submits it for the next level of approval.		
6.15	Tracks evaluation comments throughout the evaluation period (not just at due date)		
6.16	Ability to “lock-out” managers once they have completed the merit process for his/her direct reports but still allow edits through subsequent levels of approval.		
6.17	Store external market salary survey data (multiple surveys) and produce wage and market analysis and benchmark reports. Ability to add ad-hoc survey data collected for specific positions. Weight a specific survey at the job code level for purposes of comparison		

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6. Performance Management (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
6.18	The system should produce a warning message when a merit increase is processed for employee who has received a “warning” or is on a performance improvement plan.		
6.19	Ability to track and maintain incentive programs for productivity, referral, spot bonuses, signing bonuses, and discretionary bonuses.		
6.20	Ability to produce organizational diagrams and charts, including position and job information.		
6.21	Ability to establish and track performance goals and objectives for the year. Track these goals and objectives historically.		
6.22	Track when Reviews are due		
6.23	Track manager responsibility		
6.24	Upload Performance Review document		
6.25	Create own Configurable Evaluation Forms		

7. Compensation

No.	Requirement	Vendor Capability	Vendor Comments
7.1	Ability to maintain various salary and tiered, discretionary, and percent-of-pay bonus structures at the same time, such as step within range method or ranges within a broad-banding structure.		
7.2	Ability to identify and associate different pay programs and practices with different employee populations based on category, status, employee type or job code.		
7.3	Ability to easily forecast and model potential salary changes. <ul style="list-style-type: none"> • Model against budget pool • What-if analysis by individual or grouping. 		
7.4	Ability to provide a projection model that is able to project increases by using a specified amount, percentage, or both, and then implement the model if desired.		
7.5	HR to enter salary rate and step that is tied to a salary schedule which is updated annually. Pay rate must then flow from HR to payroll side.		

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8. Employee Relations

No.	Requirement	Vendor Capability	Vendor Comments
8.1	Ability to access and report on the following employee information that has been provided by other Human Resources functional areas or line management <ul style="list-style-type: none"> • Job history • Skills and experience • Performance review data (rating, date due, date reviewed) • Disciplinary actions history • Compensation history • Attendance records 		
8.2	Ability to track and administer a progressive disciplinary program		
8.3	Can create user defined number of discipline steps/levels		
8.4	Tracks all activities associated with the management of the issue		
8.5	Accommodates completion, submission and tracking grievance filing and responses using online forms		
8.6	Identify temporary employees and employees on temporary assignment. <ul style="list-style-type: none"> • Agency name • Department and supervisor working for • Assignment begin and end date 		
8.7	The ability to track re-hire eligibility.		
8.8	Ability to track multiple dates including original hire date, re-hire date, bridged service date, and termination date.		
8.9	Ability to produce system generated reminders to managers for the employee’s performance evaluation & to send alerts to HR of outstanding performance evaluations.		
8.10	Ability for employees to view demographic, payroll, benefits, and compensation data online.		
8.11	Ability to generate letters for employees on Leave of Absence, providing details regarding benefits payments. <ul style="list-style-type: none"> • Letters should be customized based on employee type, benefits plans (voluntary and employer provided) 		

9. Government Compliance

No.	Requirement	Vendor Capability	Vendor Comments
9.1	Ability to store the following information for each job <ul style="list-style-type: none"> • EEO occupational category • Standard Occupational Code 		

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9. Government Compliance (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
9.2	Ability to access and report on the following employee and applicant information <ul style="list-style-type: none"> • Applicant records (job classifications, salary, department, interviewers, hiring decisions, reasons for decision) • Gender • Ethnicity/race, handicap, and veterans status • Job history (hire date, positions held, supervisors, departments, salary changes, time in current position, transfers, promotions, demotions, terminations, leaves, and effective dates) 		
9.3	Compliance reporting: ability to produce any current Federal or State report including, but not limited to W-2's, EEO-4, ACA mandated reports 1095-C and 1094.		
9.4	Ability to produce "sign & send" government compliance reports.		
9.4a	Solution includes ability to manage ACA employee information; annual count and offer summary; ACA checklist for 1095-C; ACA Dashboard		
9.5	Track requests for reasonable accommodations and what provisions were made to accommodate the request. <ul style="list-style-type: none"> • The cost of the accommodation should also be tracked. • The ability to automate workflow for requests to the various departments involved in arranging for the accommodation. 		
9.6	Ability to keep and track unlimited amounts of historical data.		
9.7	Ability to track complaints against managers, including the nature of the complaint, what remedial action was taken, what was the disposition.		
9.8	Ability to create & maintain applicant logs.		
9.9	Ability to produce Federal, State, and Local tax reports on appropriate forms. (Includes 941/940, etc.)		
9.10	Produce electronic W-2's, 1099's, 1042's, 1094-C& 1095-C.		
9.11	Ability to monitor compliance with Federal and State regulations, such as FMLA, FLSA, ADA, EEOC, etc.		
9.12	Ability to record and report the various requirements of HIPAA Privacy Rules.		

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9. Government Compliance (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
9.13	Ability to store the following data in each employee record for each incident <ul style="list-style-type: none"> • Date of injury or date illness was diagnosed • Time of injury • Location of injury or exposure • Type of injury or illness • Active agent for injury or illness (such as hand tools, vehicle, or ladder) • Nature of injury or part of body that sustained damage • License or certificate number • Weather conditions (coded) • Time of day • Day of week • Location code • Date of report • Person preparing report • Indicate corrective action needed • Note follow-up by supervisor 		
9.14	MI 300 <ul style="list-style-type: none"> • Easily maintain MIOSHA required logs and produce compliance reports (MI Form 300, 301A, and 301) • Easily maintain and report information as legally required • Maintain safety certification information • The ability to “sign & send” MI State reports (MI Form 300, 301A, and 301) 		
9.15	Reporting <ul style="list-style-type: none"> • Ability to run payout reports by year, by claim, by department etc. • Automated notification of a return to work. When an employee returns from a workers’ compensation leave, notification needs to go to HR, Facilities and Payroll 		

10. Absence Management

No.	Requirement	Vendor Capability	Vendor Comments
10.1	Stores and enforces eligibility requirements for each type of leave (e.g. employed six months prior to vacation)		
10.2	Ensures that leave is not used before it is earned with override capability		

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10. Absence Management (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
10.3	Accommodate various cumulative (rollover) and non-cumulative (use-it or lose-it) leave accruals based on date of hire and length of service		
10.4	Accommodates pro-rated leave hours for part-time employees according to user-specified criteria		
10.5	Ability for employees to account for intermittent time taken against FMLA time.		
10.6	Initiate the actions required by the HR policies, such as notification to supervisor that violation of attendance policy requires the creation of a disciplinary action.		
10.7	Enforce the work rule that the employee must actually work the scheduled day before and scheduled day after a holiday to be paid for the holiday for select employee populations.		
10.8	Initiate a report to HR that identifies employees who have been absent for three or more days.		
10.9	Provide workflow and alert supervisors when action is required. Route the alerts to the appropriate supervisors, managers and HR representatives.		
10.10	Provide the ability to store historical information regarding absenteeism, perfect attendance and tardiness.		
10.11	Ability to help the supervisor or HR representative identify incidents that are affected by the FMLA law.		
10.12	Ability to designate if an employee worked through his/her lunch. Managers must approve this on an exception basis.		
10.13	Provide feedback loop to ensure corrective action was administered.		
10.14	Ability to notify HR, Payroll, Managers and Supervisors of part-time maximum numbers of hours worked		

11. Benefits

No.	Requirement	Vendor Capability	Vendor Comments
11.1	Full audit and compliance reporting for all benefits programs.		
11.2	Ability to record and retain history of employee’s selection of benefit, retirement and deduction options over time		
11.3	Ability to record standard benefit rates for all benefit options such as health plans, life insurance, etc		
11.4	Ability to establish the providers for each benefit plan		
11.5	Ability to establish the eligibility requirements for each benefit provider plan		

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11. Benefits (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
11.6	Ability to store the following benefits data in each employee record for each benefit <ul style="list-style-type: none"> • Benefit identification • Eligibility (yes/no/conditional) • Eligibility date (the date that the employee became or will become eligible) • Enrollment status (not eligible, enrolled, withdrawn, pending, not elected, refused, conditional, etc.) • Enrollment option (for benefits with multiple plans) • Coverage (employee only, spouse, dependents) • Automatically calculate benefit level (for benefits with variable or calculated benefit values, e.g., face value of life insurance, retirement benefit, or maximum health insurance coverage) based on pre-defined criteria. 		
11.7	Ability to store the following benefits information (in table form) <ul style="list-style-type: none"> • Benefit identification (unique identifying name or number) • Eligibility criteria (e.g., minimum job grade, length of service, age, etc.) • Eligibility date (e.g., 90 days after hire date) • Eligibility hours (minimum hours; also, rules for crediting time-based benefits such as vacation, sick leaves, and furloughs) • Eligibility earnings (base salary, benefits salary, YTD earnings, premium pay, etc.) • Calculation frequency (first of month or quarter, or on payroll cycle, etc.) • Calculation formula 		
11.8	Ability to establish the eligibility rules for each benefit provider plan		
11.9	Ability to define benefits/deductions within benefit grouping required for each employee		
11.10	Ability to define an unlimited number of benefits, such as cafeteria-style benefit accounts		
11.11	Ability to define mandatory and optional information required to establish a benefit for the employee		
11.12	Ability to maintain the retirement program associated with the individual over time		
11.13	Ability to handle eligibility rules based on either actual or average hours worked per user defined period		
11.14	Retain a history of employee deductions and employer contributions		

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11. Benefits (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
11.15	Comply with HIPAA privacy regulations with regard to Protected Health Information		
11.16	Comply with HIPAA data transmission requirements		
11.18	Provide employee self-service support for online enrollment in benefits program		
11.20	Benefit election changes update payroll deductions		
11.21	<p>Health and Dental</p> <ul style="list-style-type: none"> • Automate monthly reporting process. Easily create and automate production of monthly premium reports for indemnity, PPO, and HMO plans • Ability to electronically transfer eligibility and claim payment information to carriers and TPA's • Ability for system to electronically send appropriate communications to employees with benefit status changes • Maintain and easily report on the following information: <ul style="list-style-type: none"> • Census (demographics) • Monthly premiums - employer versus employee. Ability to provide Finance an annual report of employer paid premiums • Payroll deduction changes • Track Section 125 pre-tax medical and dependent care contributions 		
11.22	<p>Life and LTD</p> <ul style="list-style-type: none"> • Monthly consolidated statements • Census • Ability to pay STD through payroll system. • Payroll deduction changes • Calculate taxable imputed life insurance • Store beneficiary data • Identify employees with waiver of premium status • Provide carrier with information, including hours worked and pay earned, in electronic format 		
11.23	<p>Family Medical Leave</p> <ul style="list-style-type: none"> • Ability to track leaves including partial leaves that qualify under the Family Medical Leave Act • Support calendar or 12 month rolling year calendar methods • System should automatically suspend or terminate benefits at appropriate time • Coordinate FMLA with disability and other leave types 		

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11. Benefits (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
11.24	Time Off <ul style="list-style-type: none"> • Flexibility to accommodate entity specific benefits including variations in vacation, sick, and holiday time for employee classes, locations, etc. • Ability to build seamless interfaces to time management, general ledger and other systems • Pass demographic and accrual balance data • Track time taken for Jury Duty, Military, or Bereavement Leave • Ability to pay employee for difference between Jury or Military pay and employee's regular pay 		
11.25	Easily produce government compliance reports.		
11.26	Ability for employees to maintain dependents and beneficiary information online, using employee self-service.		
11.27	Flexibility to maintain and administer multiple benefits programs and plans. Programs and plans may vary based on the employee's group or category.		
11.28	Ability to automate the enrollment process (including open enrollment) using employee self-service technology.		
11.29	Produce confirmation notices with the ability to forward to employees via e-mail.		
11.30	Ability to future date transactions and store complete benefits status history. Future dated transactions should pass to payroll at the appropriate time as part of the payroll interface.		
11.31	Ability to take a partial or retro benefit deduction based on the date of hire, and to pro-rate based on a daily cost.		
11.32	Calculate the cost of fringe benefits by employee group.		
11.33	Ability to track voluntary employee paid benefits deduction.		
11.34	Ability to track leave start and end dates. Trigger workflow to payroll and supervisor regarding status and dates.		
11.35	Track Benefit Plan Eligibility		
11.36	Track Plan History		
11.37	Calculate Employee Contribution Amounts		
11.38	Calculate Premium Payment Amounts		
11.39	Produce Total Compensation Statements		
11.40	Produce Benefit Confirmation Statements		
11.41	Mass Enrollment Capabilities		
11.42	Create Consolidated Billing Reports		
11.43	Cobra Tracking		
11.44	Integrate Electronically with Carriers		
11.45	Concurrent Enrollments (last year and new year)		
11.46	Option for vendor to provide Cobra Administration		

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12 – Time & Attendance

No.	Requirement	Vendor Capability	Vendor Comments
12.1	Ability to perform the following tasks: <ul style="list-style-type: none"> • Scheduling • Enforcing work week rules • Weekending start and stop times for shift cross-over • Rounding rules • Grace period rules • Meal period rules (paid processes and unpaid processes) • Differentials calculated through qualifiers and the workweek rule for each unique group of employees • Day Light savings time pay rules • Consecutive Day rules • Call-in rules • Separation of duties (roles and responsibilities) • Attendance enforcement rules • Exception hours to be entered and NOT paid processes • Temp-duty or out-of-grade • Supervisor notification of early and late punches 		
12.2	Ability to perform mass changes and updates.		
12.3	Ability to perform benefit accruals as well as accept balances from other systems.		
12.4	System security must be able to support a multi-level access. Security must be able to limit access based on department codes, pay codes, location code, exception processing permissions, and to limit edit capabilities.		
12.5	Ability to perform retroactive calculations for hour's additions and/or corrections.		
12.6	Utilize the process of Batch Totaling when interfacing into the installed payroll system.		
12.7	Utilize audit trails that cannot be altered and can be viewed and reported against. All fields should have a complete audit trail in place.		
12.8	Ability to import history from Excel and other sources; maintain history on-line and in the web view no less than 3 calendar years; ability to achieve and report from a total of 7 years prior; the historical detail reports on-line and available for self-services and web on-line will contain time card replication and attendance calendars.		

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12 – Time & Attendance (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
Time Tracking			
12.9	Master data from the HR system will be used in the Time and Attendance application for verification of employee: Employee ID, First and Last Name, Cost Center, Job Description for verification at the time clock.		
12.10	Ability to assign individual’s schedules that are appropriate based on job type and level. These schedules will be identified with certain job codes, department codes, pay codes and events.		
12.11	When an employee punches or swipes into the time clock, the data should update the database real time, update the employee’s timecard, the cost center summary information, and be available for the supervisor to view data immediately. A batch job should not be required to update the data for supervisor access.		
12.12	Ability to accommodate on-call hours (pay for hours “on-call” but not actually working hours.)		
12.13	Ability to punch in & out at lunch and other breaks.		
12.14	Provide timecard information all on one screens, including punch detail and total schedule hours versus actual hours.		
12.15	Describe the time clock methods supported (proximity card, biometric (finger), etc.).		
12.16	Is the hardware provided by your company or a third party.		
12.17	Apply pay rules to punches and calculate absentee, tardy and perfect attendance rates automatically. All pay rules should be calculated without the intervention of the manager or payroll administrator.		
12.18	Allow supervisors to enter sick and vacation time and process entries’ real time. Only allow sick or vacation time to be taken if the accrual balances are available.		
12.18a	Ability to restrict the type of hours/leave managers can enter		
12.19	Time is integrated with the Payroll system		
12.20	Allow time to be reported by exception so that supervisors are able to manage by exception for selected populations.		
12.21	Ability to pay correctly for daylight savings time.		
12.22	Allow pay rule- and work rule- effective dating so that rule can be implemented ahead of time.		
12.23	Allow daily approval of time by the supervisors.		
12.24	Ability for a department manager to see all shifts at one time on a single screen.		

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13 – Time & Attendance (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
12.2	Ability for managers to create custom views of work schedules.		
12.26	Ability to track time for scheduled sick days.		
12.27	Ability to show the department code and department description when an employee charges hours to a different department.		
12.28	Ability to track if a vacation request was denied and the employee calls in sick on the previously requested day.		
Supervisor Management			
12.29	Ability for a supervisor to manage cost center time at their desktop.		
12.30	Ability for a supervisor to enter in sick, personal, absent or other time into an employee's shift.		
12.31	Ability for a supervisor to visually see on an entry device or web screen all employees in their cost center based on the current punch data; identify who is in the building, who is late, who has called in sick and who has an excused absence.		
12.32	Ability to see accrued balances available to employees so that if an employee calls in sick or asks for vacation time, the supervisor has the information readily available to him when entering the data into the employee's schedule.		
12.33	Ability for a supervisor to manage the labor for special coverage arrangements.		
12.34	Ability to roll up data from employee, to cost center, to department, to division for reporting.		
12.35	Provide enhanced labor tracking by allowing supervisors to track employees by skill.		
12.36	Provide workflow capabilities to alert supervisors when an action is required. This will enable the supervisor to proactively deal with issues at the appropriate time.		
12.37	Ability for the manager to delegate authority for approval of time in case of a planned absence.		
12.38	Show hours and earnings by department/cost center (showing multiple jobs), rate of pay received, and YTD accumulation for all earnings on the pay stub.		
12.39	Show vacation, workers comp, sick time, etc. allowed, taken, and balance on the pay stub.		
12.40	Show expense reimbursement on the pay stub.		
12.41	Ability to summarize employee data on the stub; ability to show up to 40 lines of data.		
12.42	Print messages and alerts on the employee's pay advice.		

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13 – Time & Attendance (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
Electronic Paystub Features			
12.43	The check stubs or deposit advices must be easily modified to accommodate additions or deletions and must comply with various State and Local requirements.		
12.44	Provide paychecks and advice notices that display W-4 filing status.		
12.45	Display all current and year-to-date totals for earnings and deductions.		
12.46	Ability to ensure no negative checks are printed.		
Reports - General			
12.47	User friendly reporting tool; support ad hoc reporting.		
12.48	Report writer honors on-line security to access all information including paycheck detail and earnings history		
12.49	Ability to run reports from an automated scheduler.		
12.50	The following reports are required: <ul style="list-style-type: none"> • Full Detail Master File • Check detail • Payroll Register • Payroll Activity by Department, Monthly Employee Earnings Status • Control Totals Report • Overtime by Employee • Full Labor Distribution • Deduction Register Report • Payroll by Wage Classification 		
12.51	Ability to report from all hours and earnings history.		
12.52	Provide comprehensive reporting capabilities that enable measurement and analytics.		
12.53	Provide a catalog of standard reports in the system. Each report should have print and export capability to programs such as MS-Excel and MS-Access.		
12.54	Ability to carry miscellaneous fields of data and to report on those fields.		
12.55	Manager metric reports: Online reports that would enable managers to view metrics such as absenteeism, tardiness or early punches. These reports may be run and rolled up at multiple levels such as cost center, department, facility or organization, or in aggregate for all organizations within the institution.		
12.56	Employee punch detail reports: The reports would contain detail regarding time taken: (regular, overtime and special time, such as vacation, sick, personal, etc.) and time available.		
12.57	Ability to report on attendance patterns such as calling in sick before/after scheduled days off or holidays.		

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13 – Time & Attendance (Continued)

No.	Requirement	Vendor Capability	Vendor Comments
Reports: Time & Attendance			
12.58	Ability to notify managers if sick time exceeds defined thresholds. Notification could be on-screen, by report or e-mail.		
12.59	Ability to report on employee time by month or pay period. Report should show employee by month, cost center, earnings code, hours worked.		
12.60	Ability to notify supervisors when PT employees are approaching annual maximum hours.		
Employee & Manager Self Service for Payroll			
12.61	On-line employee & manager changes must pass through an approval workflow and held, pending Payroll approval. Prevent self-service transactions from directly affecting the payroll database without payroll approval.		
12.62	On-line W-2's & pay stubs.		
12.63	Ability to e-mail an unlimited amount of employees. For example, all employees who have not completed time entry. E-mail all employees about early deadlines due to holidays. Ability to automate such emails based on parameters. Setup from the HR side.		
12.64	Ability to notify supervisors and back-ups of missing time or other payroll paperwork. Ability to automate such emails based on parameters. Setup from the HR side		

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Evaluation Criteria & Selection Procedure

Selection Criteria: Detailed evaluation of comparable proposals is based on your ability to convince the GCRC that your firm and the assigned staff can fulfill the engagement within cost, efficiently, and within the agreed-upon parameters. In evaluating your proposal, the information requested in this RFP will be used to determine the successful respondent. Your proposal will be reviewed by a committee comprised of the Managing Director, Deputy Managing Director, Finance Director, Human Resources Director & Purchasing Administrator.

Oral Presentation: Responders who submit proposals may be required to make oral presentations of their proposals to the GCRC and any designated review/evaluation committee. These presentations provide an opportunity for the submitter to clarify the proposal through mutual understanding. The chosen vendor may be required to be present at the Genesee County Road Commission Board meeting before approval of the contract:

Initial evaluation will utilize the following:

The following model will be used to evaluate all respondents and proposals submitted:

A. Mandatory Criteria

- | | Yes | No |
|--|--------------------------|--------------------------|
| • Proposal received by the proposal deadline | <input type="checkbox"/> | <input type="checkbox"/> |
| • Five (5) copies of each proposal submitted | <input type="checkbox"/> | <input type="checkbox"/> |

B. General Criteria

- | | Yes | No |
|--|--------------------------|--------------------------|
| • Experience with Public Agency /Road Commission | <input type="checkbox"/> | <input type="checkbox"/> |
| • Experience with Human Resources Management Systems (HRMS) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Experience with customizing HRMS applications | <input type="checkbox"/> | <input type="checkbox"/> |
| • Experience with Human Resources (HR) functions and practices | <input type="checkbox"/> | <input type="checkbox"/> |
| • Experience with Human Resources Laws & Regulations | <input type="checkbox"/> | <input type="checkbox"/> |
| • Experience working with diverse work groups | <input type="checkbox"/> | <input type="checkbox"/> |

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C. Technical Criteria

Those submitting a proposal, who have met each of the mandatory criteria in Section A above will be evaluated on the following criteria:

	Point Range
1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed as GCRC HRMS vendor.	
a. Comprehensiveness of work plan	10
b. Demonstration of ability to effectively provide quality HRMS services	10
2. HRMS experience:	
a. Prior services of the type and size under consideration	10
b. Effective approach to designing customized HRMS application	10
3. Qualifications of staff to be assigned to the task. Education, including continuing education courses taken during the past three years, position in the company and years and types of experience will be considered. This will be determined from the resume submitted.	
a. Qualifications of supervisory personnel	15
b. General direction and supervision to be exercised over the Company's staff by management personnel.	10
4. Size, structure and location of the company	10

Total technical points (75 Maximum)

D. Cost Criteria

Once the technical criteria have been evaluated, the costs of all bids will be listed from low to high.

E. Oral Interviews

Oral interviews may be scheduled to clarify points of interest on the firm's qualifications.

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PROFESSIONAL SERVICES CONTRACT

This Contract for Professional Services (the “Contract”), Made this _____ day of _____ 2025, by and between the Board of County Road Commission of the County of Genesee, Michigan, whose principal place of business is located at 211 W. Oakley Street, Flint, MI 48503, and _____, a(n) _____, whose principal place of business is located at _____.

1. Scope of Work

The Contractor agrees to perform the services described in RFP #117 – HRMS Solution in accordance with the terms and conditions within.

2. Term

The initial term of this Contract commences on _____, 2025 and shall be effective through _____.
By agreement of both parties, this Contract may be extended for up to two (2) additional one-year terms.

3. Compensation

Flat Fee. The Contractor shall be paid a flat fee of \$_____ for the performance of the Services. Upon completion of the Services, the contractor must provide to the Genesee County Road Commission an invoice along with any necessary supporting documentation. The Road Commission will pay the Contractor within sixty (60) days of the Road Commission’s acceptance of the invoice and supporting documentation.

4. Taxes

Municipalities are exempt from Michigan State Sales and Federal Excise Taxes. Prices quoted shall not include Federal or State taxes. The Genesee County Road Commission will furnish the successful bidder with tax exemption certificates when requested.

5. Warranty

The Contractor warrants that:

- The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.
- The Contractor will comply with all federal, state and local laws in the performance of Services.
- The Contractor will comply with the requirements of any federal or state grants used to fund or support this Contract.
- The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.

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The Contractor agrees to indemnify, defend and hold harmless the Genesee County Road Commission, its officials, officers, agents and employees for any and all claims, damages or liability, including defense costs, arising out of the Contractor's breach of these warranties.

6. Suspension of Work

Order to Suspend Performance

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall not be entitled to compensation for any Services performed during any period in which the Contract Administrator has directed that the Services be suspended.

Necessary Actions Before Suspension

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Contract Administrator of the nature of such harm, injury, or damage, and obtain written authorization from the Contract Administrator to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Contract Administrator pursuant to this paragraph are compensable.

7. Termination

Termination for Cause

If the Contractor is in breach of any provision of this Contract, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the Genesee County Road Commission of the breach, the Road Commission may terminate this Contract. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the Genesee County Road Commission as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Contract constitutes a threat to public health, safety, or welfare, the Genesee County Road Commission may terminate this Contract immediately upon notice to the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the Genesee County Road Commission as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

Termination for Convenience

If the Genesee County Road Commission determines that it is in the Road Commission's best interests, the Road Commission may terminate this Contract upon thirty (30) days written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

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Termination for Lack of Funding

If this Contract is funded by public funds or a grant from a public or private entity, and the funds are not appropriated or the grant is discontinued, the Genesee County Road Commission may terminate this Contract by written notice specifying the date of termination.

The Genesee County Road Commission shall pay for all work properly performed up to the effective date of the notice of termination.

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed by their duly authorized agents.

Genesee County Road Commission

Managing Director

Contractor

Date: _____

Date: _____

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EQUAL EMPLOYMENT OPPORTUNITY COMMISSION COMPLIANCE FORM

[Please go to our website to access EEO Plan Instructions and Form at www.gcrc.org](http://www.gcrc.org)
[These completed forms must be emailed to Monica Pearson at mpearson@gcrc.org.](mailto:mpearson@gcrc.org)

The successful bidder or supplier must have an approved Equal Employment Opportunity Commission Compliance Form (EEOP) on file with the Genesee County Road Commission before a contract or purchase order can be executed. The EEOP must be prepared on forms available from the Road Commission Personnel Office. An EEOP, when approved, is valid for three (3) years. The EEOP must contain and conform to the following elements:

1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age*, sex*, height, weight, marital status, handicap, veterans status or political affiliation. Such action shall include, but not limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and section for training, including apprenticeship.
2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age*, Sex*, height, weight, marital status, handicap, veterans status or political affiliation.
3. The contractor or his collective bargaining representative will send to each labor union or representative or workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the contractor's commitments under this section.
4. The contractor will comply with all published rules, regulations, directives, and orders of the Michigan Civil Rights Commission relevant to Section 4, Act No. 251, Public Acts of 1955, as amended, which may be in effect prior to the taking of bids for any individual county project.
5. The contractor will furnish and file compliance reports within such time and upon such forms as provided by the Genesee County Road Commission said forms may, also elicit information as to the practices, policies, and program and employment statistics of each subcontractor as well as the contractor himself. The contractor will permit access to his books, records and accounts by the Genesee County Road Commission and/or its agent, for purposes of investigation to ascertain compliance with this contract and with rules, regulations and orders of the Michigan Civil Rights Commission relevant to Section 4, Act No. 251, Public Acts of 1955, as amended.
6. The contractor will include, or incorporate by reference, the provisions of the foregoing paragraphs (1) through (6) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission, and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller.
7. A firm whose work force is composed only of members of the same family is exempt from filing a formal EEOP. However, a modified EEOP listing of employees specifying their relationship must be submitted.

*Section 3a (a), Act No. 344, Public Acts of 1965, as amended by Act No. 349, Public Acts of 1966 reads:

It is unfair employment practice (a) for any employer, because an individual is between the ages of 35 and 60 or because of the sex of any individual, to refuse to hire or otherwise discriminate against him with respect to hire, tenure, terms, conditions or privileges of employment. Any such refusal to hire or discrimination shall not be an unfair employment practice if based on law, regulations, the requirements of any federal or state training or employment program or on a bona fide occupational qualification and except selecting individuals for an apprentice program or an on-the-job training program intended to have duration of more than four months.

COMPLIANCE:

In the event that the Genesee County Road Commission finds that a contractor has not complied with the contractual obligations under this agreement, the Board of Genesee County Road Commissioners may order the cancellation of the contract found to have been violated, and/or declare the contractor ineligible for future contracts with the Genesee County Road Commission until the contractor complies.