

CEDAR CITY CORPORATION

Request for proposals

Payroll and H.R software 2023

August 2023

Prepared by the
Cedar City
Administration Department

CEDAR CITY CORPORATION
Payroll and H.R. software 2023
Request for Proposals

Summary Sheet

1. Project: Purchase a full suite of payroll and Human Resource software.
2. Location: Cedar City, Utah
3. Sources of Funding: Cedar City General Funds.
4. Pool Administrator: Natasha Hirschi, 10 N. Main Street, Cedar City, Utah 84720, Telephone (435) 865-2800.
5. Demonstration Request Due Date: **5:00 PM on September 12, 2023**. Requests must be scheduled with Natasha Hirschi, Human Resource 10 N. Main Street, Cedar City, Utah 84720, Telephone: (435) 865-2880, Email: hnatasha@cedarcity.org
6. Type of Proposal Required: Cedar City is requesting a live demonstration of the software and its capabilities. The live demonstration shall answer the questions as contained in this request for proposals. This is also an opportunity for the software vender to demonstrate, either live or via a zoom type meeting, the ease of use and capabilities of their software. In order to set up a demonstration please reply to Natasha Hirschi.
7. Remarks:
 - Based on the initial product demonstrations software providers may be asked to sit for a follow-up interview.

NOTICE OF CONSULTANT SERVICES

Cedar City Corporation is seeking to purchase payroll and Human Resource software. Cedar City is first seeking qualified vendors to make an in person or zoom type presentation demonstrating the software they have to offer. Based on the live presentations vendors may be invited to follow up interviews.

If you are interested in setting up a product demonstration, please contact Natasha Hirschi to request a set of proposal guidelines. The guidelines will provide more details as to what Cedar City is looking for in terms of Payroll and Human Resource software. Mrs. Hirschi can be reached at 10 North Main Street, Cedar City, Utah 84720, Email: hnatasha@cedarcity.org or Telephone: (435) 865-2880. The deadline for scheduling a demonstration is **5:00 PM on September 12, 2023**. The right is reserved by the City to reject any and all proposals.

Dated this 22nd day of August, 2023.

Cedar City Corporation,
Natasha Hirschi
City Human Resources

GUIDELINES FOR PREPARING PROPOSALS

INTRODUCTION

These guidelines were developed to provide vendors with additional details as to what Cedar City is looking for when purchasing payroll and human resource software. Vendors should use the material herein to produce a live or zoom style presentation. The presentations will be judged based on the following guidelines. Cedar City reserves the right to request additional interviews from vendors it selects after the initial product demonstrations.

The proposal should contain the following information in the order listed:

1. Introduction – 5 points
2. Payroll capabilities – 20 points
3. Human Resource capabilities – 20 points
4. Required software and/or hardware – 10 points.
5. Ability to integrate with Caselle – 10 points.
6. Cost – 25 points
7. Customer service – 10 points

It is very important that presentations be clear and concise and cover the requested information. The presentations shall not exceed thirty (30) minutes. This time limit includes questions and answers. All presenters will be required to submit a written copy of their presentation to Cedar City. Power point is preferred. The written power point may be submitted prior to the presentation, or contemporaneously with the presentation.

RECOMMENDED DETAILS AND EVALUATION CRITERIA

1. Introduction

The introduction should contain information related to the company's history and ability to provide the software solutions we are seeking.

A maximum of 5 points are available for this section.

2. Payroll capabilities. This section of the presentation shall demonstrate the company's ability to provide electronic solutions for the following payroll needs:

- Payroll computation and distribution including deductions and tax services processed bi-weekly.
- Timekeeping that is accurate and user-friendly.
- Benefits Administration for insurances, paid time off, Utah Retirement Systems (URS) retirement, etc.
- Tax Administration that can meet all Federal & State laws for both employees and employer.

- Self-service Module allowing employees and managers to access relevant payroll information without assistance from payroll.
- Report writer that is fully integrated into the HR/Payroll system. The writer should have a large number of standard reports and “ad-hoc” query capabilities.
- General Ledger mapping that will easily export accurate payroll data into the City’s Caselle Connect accounting software.
- State of Utah Transparency reporting capabilities. Software must be capable of generating annual report upload meeting the State of Utah’s transparency requirements.

A maximum of 20 points is available for this section.

3. Human Resource capabilities – This section of the presentation shall demonstrate the company’s ability to provide electronic solutions for the following Human Resource needs:
 - Applicant Tracking
 - Onboarding-Ideally the onboarding process will begin prior to the hire date, provide streamlined paperwork and permit for City-specific forms, include pre-boarding and off-boarding, be user friendly and offer social media and other types of integration. The system must be easily customizable and able to be updated by the City.
 - Performance Management- Create Review forms, track goals and report performance data.
 - Benefits management. Insurance, Health Savings, FMLA tracking, workers compensation etc.
 - Document management. Store and manage essential documentation. Easy workflow for signatures and review.
 - Employee self Service - Allow employees and managers access to their files anytime from anywhere in a secure place without assistance from Human Resources.

A maximum of 20 points is available for this section.

4. Required hardware and/or software - The vendor’s presentation needs to show Cedar City what types of hardware and/or software are necessary to use their system. This includes information related to secure internet access and cyber security measures.
5. Ability to integrate with Caselle. Cedar City’s existing finance software provider is Caselle. Integration with finance software is key. Vendors should demonstrate current projects that integrate with Caselle, or their ability to develop the necessary integration.

A maximum of 10 points is available for this section.

6. Cost – Vendors need to disclose the cost for their software solutions. Cedar City is looking for a total cost that includes set up, training, yearly maintenance, and customer service, and any other applicable cost.

A maximum of **25** points is available for this section.

7. Customer Service – Cedar City will be evaluating the vendor’s customer service capabilities. Please demonstrate your hours of operation, days of operation, ability to receive and resolve complaints, and additional customer service information as may be deemed necessary.

A maximum of **10** points is available for this section.

SUMMARY

The product demonstration should be clear and concise, and it should provide Cedar City with an understanding of the vendor’s abilities to provide software solutions to the foregoing issues. The presentations shall be no longer than thirty (30) minutes, this time shall include questions and answers. The vendor shall provide a written power point type copy of the presentation to the City either prior to the demonstration or contemporaneously with the presentation. To sign up for a presentation time please contact Natasha Hirschi at 435-865-2880 or email her at hnatasha@cedarcity.org. Presentations will be scheduled by Cedar City at a time and date selected by Cedar City.

Vendors that are successful in the presentations may be invited back for an oral interview.

