

# Employment & Training Centers, Inc. Request for Qualifications Human Resources Information System

## Introduction

Employment & Training Centers, Inc. (ETC) solicits proposals for a Human Resources Information System. Selection will be based on qualifications. Pricing will be reviewed only after a short list of proposers is developed.

## About Us

ETC is a privately-held, for-profit Texas corporation.

Because ETC conducts government contracting, we comply with government procurement requirements. We are required to advertise and conduct a full and open competition. All proposals submitted will receive consideration.

## What We Are Looking For

ETC is looking for a Human Resources Information System (HRIS). The modules and features we want to learn about include, but are not limited to:

- Applicant Tracking System (Recruiting, Screening, Selection)
  - Job Postings, Applications
  - Knock-out questions, DQ
  - Tracking, assign to Hiring Manager, Interview scheduling
  - On-boarding, create and store documents, I-9 documents will be stored separately
  - Tracking of tasks performed outside of the system: background checks, reference checks, drug screens, driver license and insurance
  - WOTC forms, New Hire Reporting
  - I-9 form certification and link to E-verify
- General Human Resources functions
  - Required reporting (EEO)
  - Tracking training, including hours, certifications, whether employee has any company property
  - Employment document storage, including segregation of certain types of documents (i.e.: HIPPA)
  - Acknowledgement or signatures for updated policies pushed to ESS
  - Organization chart, position tracking
  - Various Reports
- Employee Self Service
  - Access to pay and benefit data

- Access to see performance appraisals, other record-keeping (kudos, incident reports, etc.)
- Ability to provide information updates to be approved and posted by others (training attended, address changes, W-4 changes, benefit events, etc.)
- Performance Management
  - Scheduled semi-annual performance reviews, prepared by supervisor, reviewed by manager and HR, presented to employee, virtual signatures and document storage
  - Monthly coaching/one-on-one meeting template for notes visible to employee and manager as well as HR/Admin
  - Kudos, awards, progressive discipline, goal progress, visible in employee self-serve
- Compensation Management
  - Facilitate entry and tracking of bonuses, both as a set dollar amount and a percentage of salary
  - Facilitate entry and tracking of salary increases, both as a set dollar amount and a percentage of salary
  - Utilize criteria in employment records (performance appraisal scores, hire date, position type) to filter eligibility for bonuses and increases
- Benefits Management
  - Enrollment (carrier feed), Premiums (carrier feed), Employee Deductions, Employer Costs, Section 125
  - COBRA and ACA compliance
  - FMLA Tracking
  - Employee Self-serve accessible with update capability
- Time and Attendance, Leave Accrual
  - Time sheets with designated schedules
  - Vacation accrues on anniversary with tenure steps
  - Paid Time Off accrues monthly with tenure steps
  - Annual Floating Holiday accrues at beginning of calendar year.
  - Company-wide holidays, hours based on scheduled hours
  - Override available for hires with negotiated terms
  - 9-80 flex time, two teams with alternate Fridays off
  - Pay Period cuts off at midnight on last day of semi-monthly pay period
  - Pay week for FLSA calculations is from Noon on Friday to Noon on Friday
  - FMLA compliance
- Payroll, W-2 processing
- Child Support, GSL, and Tax Levy Garnishment processing
- Employee Expense Reimbursement
  - Mileage and other business expense
  - Dependent Care (Section 127)
  - Educational Reimbursement
- Labor Allocation, Labor Distribution
  - Data is collected separately from Time Sheet
  - Data is percentages in each task or project, totaling 100% for the pay period
  - All costs are allocated by the Labor Distribution for the pay period

- Labor Distributions may be changed each pay period for some employees, but default should be to remain unchanged
- General Ledger
  - Prepare separate journal entries for expenses, on pay period end date) and for cash movement.
- Reporting
  - All reports should be downloadable as either Excel or PDF
  - Preprocess reports should enable error-trapping before final steps
  - Standard reports should include benefit costs broken out by EE and ER
  - Report writer with ability to save new reports and modify saved reports
- Security
  - Require periodic password changes
  - Enforce minimum password standards
- Other Items
  - Discuss data conversion and implementation strategy
  - Provide SOC1 reports as they become available

## Procurement Process

This procurement will include the following steps:

- Interested parties will register for the **required bidders' conference** by **June 12, 2020** by email to [procurement@etchouston.com](mailto:procurement@etchouston.com)
- The bidders' conference will be conducted by video conference using software licensed to ETC. The Bidders' conference will be conducted on **June 17, 2020 at 2:00pm CST**
- During the bidders' conference, ETC staff will make a brief presentation, followed by questions from the interested parties
- Interested parties may submit questions by email to [procurement@etchouston.com](mailto:procurement@etchouston.com) no later than **noon on June 22, 2020**
- Answers to **all** questions submitted will be provided on or before 4:00pm CST on **June 24, 2020** to **all** parties who registered for this procurement
- Interested parties will submit proposals describing and detailing their qualifications to [procurement@etchouston.com](mailto:procurement@etchouston.com) no later than **June 29, 2020**
  - Provide information on the modules and features listed above, plus others if you wish
- ETC will evaluate proposer qualifications and prepare a short-list of the most qualified proposers
- The short-list proposers will be notified and may be requested to provide additional information and/or provide demonstrations of system features and processing.
- After the short-list has been vetted in this manner, one or more short-list proposers will be requested to provide pricing proposals for selected system modules using ETC-provided estimated user quantities
- ETC will initiate final contract negotiations with the proposer providing the best overall solution at a reasonable price

## Other Requirements

- Implementation, data conversion and training will be performed by your qualified staff.
- The successful proposer will have U.S.-based support services.

## How to Respond

The following information is required as part of the proposal in the order listed below.

- A proposal narrative describing your company and your approach to customer service. In the narrative, discuss or describe the following:
  - List the team you would assign to ETC.
  - Describe their professional credentials.
  - Provide client reference information.
- **The selected proposer will be required to complete the assurances and certification forms.** The forms are provided at <http://etchouston.com/procurement/>. Note that each form requires the respondent to provide information at the end including your signature.

## Submission Requirements

### Deadline

The deadline for receiving responses to this request is **12:00 noon Central Standard Time on June 29, 2020**. Late proposals will not be accepted. There will be no exceptions.

### Submitting a Proposal

All responses will be submitted electronically via email to [procurement@etchouston.com](mailto:procurement@etchouston.com). Place “Proposal Response” in the subject line.

- Provide your proposal in Microsoft Word or Adobe PDF format (do NOT password protect files),
- Do not send materials in zip files—our email server will not accept those files, and
- Provide scanned images of signed declarations, assurances, and certifications.

After the submission deadline, ETC will notify each bidder by email of our receipt of its proposal.

## Evaluation and Conditions of Bid

### Selection and Evaluation

ETC will review and evaluate proposals based on qualifications.

After receiving and reviewing proposals we may request bidders to make oral presentations and or conduct demonstrations. We will then request pricing.

After selecting the best proposal, ETC will notify all bidders of results of the review process in writing. The ETC Board of Directors will select the successful bidder and negotiate the terms of the engagement.

Notification and protest process. All bidders will be notified in writing of (1) the receipt of their proposals at ETC and the status of these proposals in the review process, (2) the final outcome of the proposal review process.

Bidders who believe that they have been treated unfairly in the proposal review process or that there is a violation of federal law or regulation may file a protest. The following procedures govern the filing of all protests.

A protest may be filed after ETC notifies bidders of the selection or non-selection. The protest must be filed in writing and sent to: Roberto Gonzalez, Board Chairman, Employment & Training Centers, Inc., 3355 West Alabama St., Suite 350, Houston, Texas 77098, 713.439.7530, within five business days. The protest will be addressed by the ETC Board.

#### Conditions

1. ETC may accept or reject any or all responses under this request.
2. ETC is not obligated to contract with any respondent to this request.
3. ETC will not pay for any expenses incurred prior to the execution date of a contract, nor any expenses incurred after the termination date of the contract.
4. Consortiums, joint ventures, or teams submitting a proposal will not be considered responsive to the request unless they have demonstrated in the proposal narrative that all contractual responsibility rests solely with a lead contractor.
5. Lead contractors assume full responsibility for ensuring that work which is subcontracted is complete and delivered on-time.
6. Materials submitted to ETC as a part of this proposal are considered public information unless otherwise noted in the proposal itself as trade secret or proprietary information. ETC is not responsible for the return of creative examples of work submitted.
8. ETC will negotiate any contract approved as a result of this Request and may alter any part of a proposal in negotiating the contract.
9. No employee, member of a Board of Directors, or representative of a bidder who submits a proposal under this Request may have any contact outside of the formal review process with any employee of ETC, or any member of the ETC Board of Directors for purposes of discussing or lobbying on behalf of Bidder's proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. ETC will reject proposals of those bidders who violate this condition.
10. No employee, member of a Board of Directors or other governing body, or representative of a bidder who submits a proposal under this Request may offer any favor, gratuity, inducement, or anything of monetary value to any employee of ETC, or any member of the ETC Board of Directors for purposes of influencing the evaluation of a proposal submitted under this Request. ETC will reject proposals of those bidders who violate this condition.

## Assurances and Certifications

Please complete and sign the following forms and attach them to your proposal: (1) certification for debarment, (2) certification for lobbying, (3) certification for a drug-free work place, (4) certification for Texas Corporate Franchise Tax, (5) certification for state assessments, and (6) general assurances and certifications.

## Conflict of Interest Questionnaire

Although ETC is not directly bound by Chapter 176 of the Texas Local Government Code, we adhere to the spirit by requesting vendors and consultants contracting or seeking to contract with ETC to file a conflict of interest questionnaire (CIQ) if they have an employment or other business relationship with an ETC officer or an officer's close family member. The CIQ must be completed and filed with the bid/proposal response if an employment or business relationship defined in the law exists.

We have included the questionnaire in the files with the assurances and certifications. ETC's Board of Directors and management staff are listed at [www.ETCHouston.com](http://www.ETCHouston.com).

## Contact Information

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[www.ETCHouston.com](http://www.ETCHouston.com)

## Attachments

All required attachments are in provided to you in one document:

- Certification regarding debarment
- Certification regarding lobbying
- Certification regarding drug-free workplace
- State assessments certification
- State franchise tax certification
- Assurances and Certifications
- Conflict of Interest questionnaire (CIQ)