

**OCLD RFP HRIS 24-002**  
**REQUEST FOR PROPOSAL**

**Human Resources Information System (HRIS) with add  
alternative Enterprise Resource Planning (ERP)**

**For the Orange County Library District**

**Issue Date: 07/08/2024**

**Due Date: 08/23/2024**

**Important Note:**

**This request includes an HRIS with an optional, add alternative, ERP if available in the same system and not a partner ERP.**

**An HRIS is the primary request for this RFP.**

**PURPOSE:**

The purpose of this Request for Proposal (RFP) is to invite prospective Vendors (VENDOR) to submit a proposal to supply a human resources information system (HRIS) solution with an optional add alternative Enterprise Resource Planning (ERP) if available in the same system and not a partner ERP solution to Orange County Library District (LIBRARY). An HRIS is the primary request for this RFP. The RFP provides VENDORS with the relevant operational, performance, application, and architectural requirements of the system/s.

**LIBRARY Project Manager:**

Thomas Beaver, IT Services Department Head, oclsbids@ocls.info

**BACKGROUND:**

The LIBRARY is an independent special taxing district created by the Florida Legislature and a political subdivision of the State of Florida. It is governed by an appointed five-member board of trustees. The LIBRARY serves a community of over 1.4 million people with 15 physical locations in Orange County, Florida (two additional locations on the way) and just celebrated its 100-year anniversary in 2023. The community is ethnically diverse and according to the 2022 U.S. Census population estimates data, 38.8% of the population is white (not Hispanic or Latino), 22.9% is African American, 33.1% is Hispanic, and 5.8% is Asian. DataUSA reports that the median household income is \$61,416 and 14.2% of the population is living in poverty. The Orlando Public Library in downtown Orlando is the headquarters for the LIBRARY. The LIBRARY is budgeted for 533 employees currently with expected growth to 600 employees in the next three years.

**HRIS**

HRIS is a software application that is used to manage and automate HR processes. In the LIBRARY we are currently subscribed to 10 separate HRIS platforms, all of which are outdated and do not interact with one another. This causes a significant administrative burden to our HR team, managers and employees throughout the LIBRARY. Having one robust system that can handle Recruiting, Onboarding, Learning Management, Benefits Administration, Time and Attendance, Leave of Absences, Payroll, Employee Evaluations and Employee Record Keeping will benefit the entire LIBRARY; it is expected to save time, limit errors and improve productivity.

It takes the LIBRARY 5-6 hours of labor to onboard each new hire and get them registered into our 10 separate HRIS platforms. With a new HRIS system it is expected this process will be completed within 30 to 45 minutes. In the past 6 months the LIBRARY had 50 new hires and under a new HRIS system would result in an anticipated saving of over 260 labor hours.

**Optional Add Alternative ERP**

The LIBRARY is requesting an ERP, if available in the same system and not a partner ERP. The LIBRARY is seeking an ERP to be used by the Finance Department and to provide more features than what is currently used. The current system has limited functionality and reporting capabilities. The LIBRARY continues to grow as an organization and needs a more robust and current ERP with enhanced tools.

## **SCOPE OF WORK:**

### **HRIS**

The scope of work for the HRIS project includes the following functionalities and modules: HR, Benefits, Payroll, Paystubs/W2, Employee Document Management, Time and Attendance, FMLA Tracker, Talent Acquisition (e.g. Recruiting, Onboarding), Talent Management (e.g. Performance, Training) and any other functionality included herein.

Current HR Programs:

Applicant Stack – Recruiting/Onboarding  
ATS – Paystubs/W2  
Benelogic – Benefits enrollment/Open enrollment  
Docuware – Employee Document Management  
Executime – Time and Attendance  
Halogen – Employee Evaluations  
J.J. Keller and Associates, Inc. – FMLA Tracker  
Sumtotal – Learning Management System  
Verified First – Background Checks  
Central Square/COGNOS - Payroll/Reporting

Refer to **Appendix A: HRIS Functional Requirements** for more details.

### **Optional Add Alternative ERP**

The scope of work for the ERP project includes the following functionalities:

The LIBRARY is seeking a robust fund/governmental accounting ERP with enhanced reporting functionality, ability to create multiple dashboards, a purchase requisition process, general ledger, purchasing, and accounts payable modules. Other objectives include p-cards, project allocation, grants, capital assets, and payroll.

Current ERP: NaviLine

Refer to **Appendix B: Add Alternative ERP Functional Requirements** for more details.

### **The Contract**

The LIBRARY intends to enter into a contract with the selected VENDOR for a TBD year period. The contract may be renewed for TBD years. The renewal period will be at the sole discretion of the LIBRARY and may be subject to the negotiation of new terms and conditions. The contract will be subject to and governed by Florida law, and will among other requirements, require the selected VENDOR to provide insurance naming the LIBRARY as an additional insured, require the selected VENDOR to indemnify and hold the LIBRARY harmless for actions and inactions by the VENDOR under the contract, and will require the VENDOR to comply with applicable public records laws under Chapter 119 of the Florida Statutes. The LIBRARY operates with tax-payer funding, and therefore the LIBRARY will be able to terminate the contract for any reason and at any time, in the LIBRARY's sole discretion. These requirements are non-negotiable.

**INSTRUCTIONS TO VENDORS:**

**Questions:**

Questions will only be accepted via email. Please send all questions to **oclsbids@ocls.info** with the subject: **OCLD RFP HRIS 24-002**.

**All questions must be received on or before 6:00 p.m., EST, on August 2, 2024.**

Responses will be posted at <https://ocls.info/board-trustees/procurement-committee/> on August 5, 2024, by 6:00 p.m.

**Cone of Silence:**

VENDORS shall not contact, communicate with, or discuss any matter relating in any way to this RFP with any staff member of the LIBRARY or any member of the Board of Trustees until such time as a contract is awarded. The only exception is for questions submitted as outlined above.

**PRELIMINARY SCHEDULE:**

These dates are tentative and are subject to change by the LIBRARY.

<b>Task</b>	<b>Date</b>	<b>Time</b>
Announcement of RFP	07/08/2024	10:00 a.m.
Question Submission Deadline	08/02/2024	6:00 p.m.
Responses to Questions Posted	08/05/2024	6:00 p.m.
RFP Packages Due	08/23/2024	4:00 p.m.
RFPs Evaluated	08/26/2024-09/06/2024	TBD
VENDORS Short-Listed for Demos and Presentations	09/06/2024	6:00 p.m.
Short-Listed VENDORS Oral Presentations/Demos	09/09/24-09/27/24	TBD
Short-Listed VENDORS Ranked	10/02/2024	12:00 p.m.
Inform VENDORS of Short-Listed Rankings	10/04/2024	6:00 p.m.
Orange County Library District Board of Trustees Ranking of VENDORS	10/10/2024	6:00 p.m.
Tentative Date to Award Contract	10/31/2024	TBD
Contract Start Date	11/01/2024	TBD

**PROPOSALS:**

**Proposal Submission Information:**

Proposals can be emailed AND delivered sealed or only delivered sealed. Email only submission will not qualify. If the proposal is emailed, sealed copies still must be delivered. If emailed the subject must state OCLD RFP HRIS 24-002 and must not exceed 25 megabytes.

**Deliver printed and sealed proposals to:**

Thomas Beaver  
Orange County Library System  
5<sup>th</sup> Floor H.R. Reception Desk  
101 E. Central Blvd.  
Orlando, FL 32801

Email: oclsbids@ocls.info

By 4:00 p.m. EST, August 23, 2024.

VENDORS are to submit 10 printed copies, in three-ring binders on 8.5 X 11 paper with a table of contents and sections tabbed and provide one digital copy on a flash drive. The LIBRARY will not accept faxed proposals.

Proposals must indicate on the sealed envelope the following:

- A. Request for Proposals Number
- B. Name of Proposer

**Confirmation:**

The LIBRARY Project Manager will confirm receipt of your submission via email.

**Content Requirements:**

- A cover letter describing the VENDOR, including name, address, phone number, and email of the main contact.
- An **Executive Summary** of the highlights of the proposal conveying VENDOR's understanding of the purpose, scope of work, and expected outcomes of the project.
- Confirmation that the VENDOR complies with the Florida Division of Corporations registration and permit requirements to do business in Florida.
- A summary of **Qualifications and Experience** for the:
  - VENDOR
  - Project Manager
  - Implementation Manager
  - Other Key Personnel
- Information on VENDOR's current clients, including:
  - Total number of current public or nonprofit clients
- A description of demonstrated ability for comparable work
- Completed **HRIS Functional Requirements form (Appendix A)** if submitting for HRIS. Completed **ERP Functional Requirement form (Appendix B)** if submitting for optional Add Alternative ERP.
- A detailed **Proposed Approach** that includes a description of the methodology for scoping and implementing the project and a detailed timeline for the project.
- A detailed schedule of **Costs**.
- A detailed schedule of **Support**.
- **References** and contact information for public or nonprofit clients from projects similar in size, application, and scope. **Three (3) for each**, specific to personnel assigned to this project. See Qualifications and Experience below.

### **Selection Criteria and Scoring:**

All proposals meeting the RFP Content Requirements above will be evaluated and scored using the following criteria. A ranking will be established by totaling the sum of the scores. The LIBRARY desires to select at least three (3) VENDORS to be scheduled for Presentations/Demonstrations. The LIBRARY may request additional material, information, references, interviews, or presentations from some or all the VENDORS submitting proposals.

### **Qualifications and Experience 15%**

- VENDOR
  - How is VENDOR qualified to do this project?
  - Does VENDOR have the experience to do this project?
  - List three (3) similar projects.
  
- Project Manager
  - How is the Project Manager qualified to do this project?
  - Does the Project Manager have the experience to do this project?
  - List three (3) similar projects.
  
- Implementation Manager
  - How is the Implementation Manager qualified to do this project?
  - Does the Implementation Manager have the experience to do this project?
  - List three (3) similar projects.
  
- Other Key Personnel
  - How is this Key Person qualified to do this project?
  - Does this Key Person have the experience to do this project?
  - List three (3) similar projects.
  
- Other Key Personnel
  - How is this Key Person qualified to do this project?
  - Does this Key Person have the experience to do this project?
  - List three (3) similar projects.

### **Ability to Deliver Functional Requirements 20%**

- Is the VENDOR able to deliver the functional requirements?

### **Proposed Approach 20%**

- What is VENDOR's proposed approach to this project?
- Based on a November 1, 2024, contract start date what is the VENDOR's proposed timeline?

### **Cost 15%**

- What is the pricing structure VENDOR would apply to this project?
  - Scoping
  - Implementation
  - Per employee
  - Subscription or Licensing
  - Other costs

**Support 15%**

- What is the VENDOR's post-project support structure?
  - Accessibility/availability
  - Cost
  - Other costs
- What is the VENDOR's training structure?
- Staff software training and documentation
  - General user training and documentation

**References 15%**

- Provide at least three (3) references for similar- or larger-sized projects for each of the following project personnel.
  - Project Manager
  - Implementation Manager
  - Other Key Personnel
  - Other Key Personnel

**Other Proposal Information:**

- Proposals not received for any reason or received after the specified time and date shall be considered non-responsive. The decision to refuse to consider a response that was received beyond the date/time established in the solicitation shall not be the basis for a protest.
- All information submitted will become part of the project file and is a public record. All responses and accompanying documentation will become the property of the LIBRARY and will not be returned.
- A proposal may be withdrawn for consideration. However, such proposal will not be returned and is public record.
- The time and date for receipt of Proposals will be strictly observed. The LIBRARY shall not be responsible for late deliveries or mail delays. VENDORS accept all risks of late delivery of proposals regardless of fault.
- Trade secrets and information confidential and exempt from Subsection 119.07(1) of the Florida Statutes and Subsection 24(a) of Article I of the Florida Constitution is not solicited nor desired as information to be submitted with proposals. The Florida Statutes and the State Constitution govern whether information in a proposal is confidential or exempt from the Florida Public Records Act. If information is submitted in a proposal which a VENDOR deems to be a trade secret or confidential and exempt from the Public Records Act, the information shall be submitted with the proposal in a separate, clearly identifiable email referencing the specific statutory citation for such exemption. Submitted proposals which are marked "confidential" (or other similar language) in their entirety or those in which a significant portion of the submitted proposal is marked "confidential" may be deemed non-responsive by the LIBRARY. The LIBRARY is not obligated to agree with the VENDOR's claim of an exemption and, by submitting a proposal, the VENDOR agrees to be responsible for defending its claim that each and every portion of the separately marked information is exempt from inspection and copying under the Public Records Act. The VENDOR agrees that it shall protect, defend, and indemnify, including attorney's fees and costs, the LIBRARY for any and all claims and litigation (including litigation initiated by the LIBRARY) arising from or relating to the VENDOR's claim that the separately marked portions of its proposal are not subject to disclosure. If the VENDOR fails to separately mark portions of its proposal or marks its proposal "confidential" (or other similar language) in its entirety, the LIBRARY is authorized to produce the entire proposal submitted by the VENDOR in responding to a public records request.

- All proposals must be signed by an officer or employee having authority to legally bind the VENDOR.
- The LIBRARY has the right to select either HRIS and/or ERP or just HRIS or neither.

### **SOLICITATION CANCELLATIONS**

The LIBRARY reserves the right to accept or to reject all proposals and to re-advertise the RFP or elect not to proceed with the project at any time. The LIBRARY also reserves the right to reject the proposal of any VENDOR who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the LIBRARY'S opinion, is not in a position to perform properly under this award. The LIBRARY reserves the right to inspect all facilities and equipment of the VENDOR in order to make a determination as to the foregoing. The LIBRARY reserves the right to waive any irregularities and technicalities and may, at its discretion, reissue the RFP. The LIBRARY reserves the right to request clarification of information submitted and to request additional information of one or more VENDORS after the deadline for receipt of responses to this RFP. The LIBRARY reserves the right, and the LIBRARY'S RFP Project Manager has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by LIBRARY'S Board of Trustees when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest.

### **RFP STANDARDS:**

- The responding VENDOR bears the sole risk and responsibility for the costs incurred in preparing the proposal.
- No LIBRARY Board or staff member shall have a financial interest in the proposal.
- In cases of disputes over differences of opinion as to the services in the proposal, the decision of the LIBRARY shall be final.
- The LIBRARY reserves the right to: ask for clarification in the proposal if the need arises; select a VENDOR based directly on the proposal; negotiate further with one or more respondents.
- The LIBRARY reserves the right to reject any or all responses to this RFP.
- The VENDOR is hereby notified that Section 287.05701, Florida Statutes, provides that the LIBRARY may not request documentation of or consider a VENDOR's social, political, or ideological interests when determining if the VENDOR is a responsible vendor.



**OCLD RFP HRIS 24-002**

**REQUEST FOR PROPOSAL**

**HRIS with add alternative ERP**

**For the Orange County Library District**

VENDOR'S ACKNOWLEDGEMENTS

By submitting a proposal to the RFP, the VENDOR:

- a. Acknowledges he/she has received, reviewed, and understood the Scope of Work.
- b. Acknowledges that the LIBRARY is not subject to state or local sales, use or excise taxes and no such taxes are included in the prices submitted.
- c. Acknowledges that all other taxes are included in the prices submitted.
- d. Acknowledges that the VENDOR's proposal shall be considered accepted only when the LIBRARY executes a contract.
- e. Acknowledges that the contract will incorporate all terms and conditions contained in the RFP and VENDOR's proposal, however the terms of the contract will prevail in the event of a conflict.
- f. Is aware that comparison of proposals is a subjective process requiring evaluation of multiple factors including price, references, recommendations, and input from third parties. This process requires subjective assessment of VENDORS by the Library Trustees as to overall suitability of the VENDOR.
- g. Acknowledges the LIBRARY's Board of Trustees have complete discretion in accepting a proposal based on the Board of Trustee's evaluation of multiple variables, only one of which is price.
- h. Affirms that it is aware of the provisions of Section 287.133(2)(a) of the Florida Statutes and that at no time has VENDOR been convicted of a public entity crime.
- i. Affirms that it is aware of the provisions of Section 287.134(2)(a) of the Florida Statutes, and that at no time has VENDOR been placed on the discriminatory vendor list.
- j. Is not currently under suspension or debarment by the State of Florida or any other governmental authority.

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VENDOR'S printed name and title

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VENDOR's signature and date

