

# **REQUEST FOR PROPOSAL FOR ERP SOLUTION FOR HUMAN RESOURCES AND FINANCIAL REQUEST FOR PROPOSAL # 1013**

Notice is hereby given that sealed proposals will be received in the Office of the Director of Purchasing, District Administrative Offices, Hinds Community College, Post Office Box 1100, Raymond MS, 39154, **until 2:00 p.m. CST, Tuesday, May 14, 2019**, and no proposal will be accepted after this time.

Sealed proposals must be submitted with six (6) copies (paper and/or DVD) and plainly marked on the outside of the envelope: **Proposal for ERP Solution for Human Resources and Financial, RFP # 1013.**

In performing services under this agreement, Vendor shall be deemed an independent contractor and shall not act as nor be an agent or employee of Hinds Community College. As an independent contractor, the Vendor will be solely responsible for determining the means and methods for performing the services described in the specifications. All of the vendor's activities will be at its own risk and Vendor is hereby given notice of its responsibility for arrangement to guard against physical, financial, and other risks as appropriate. Vendor shall observe and abide by all applicable laws and regulations including, but not limited to, those of Hinds Community College relative to conduct on its premises.

Vendor agrees to perform its services with that standard of care, skill, and diligence normally provided by a professional organization in the performance of services. All work shall be performed to the complete satisfaction of Hinds Community College.

This agreement is not assignable without prior written consent of Hinds Community College. Any attempt to assign any rights, duties, or obligations which arise under this agreement without such consent shall be void.

The College shall not be liable for any pre-contract costs incurred by interested contractors participating in the selection process. Vendor shall notify Hinds Community College promptly of any delay in performance on specified services. Vendor shall not be liable for delays in performance or delivery due to causes beyond its reasonable control and not otherwise due to its fault or negligence.

Vendor shall at all times keep Hinds Community College free and clear from all claims, liens, and encumbrances asserted by any person or other entity for any reason whatsoever arising from the furnishing of services under this agreement. Vendor agrees to indemnify and hold harmless Hinds Community College, its officers, and employees from any claim, damage, liability, injury, expense, or loss including defense costs and attorneys' fees, arising out of Vendor's performance under this agreement.

## **INTRODUCTION**

Hinds Community College, the largest community college in the state of Mississippi, is a comprehensive educational institution, accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Hinds serves approximately 32,000 students in academic, career/technical, workforce, secondary and adult education programs each year. Since 1917, Hinds has provided quality educational programs that are convenient and affordable. With six locations, the college draws students from every county in Mississippi and ranks as the fourth largest institution of higher learning in the state.

## **INSTRUCTIONS**

Vendor has until 2:00 pm on May 14, 2019 to deliver six (6) copies of their proposal to the District Director of Purchasing Office. No proposal will be accepted after this time. The Purchasing Office is in the D.G. "Sonny" Fountain Hall, room 208, and the address is 608 Hinds Blvd., Raymond, MS 39154. If you choose to mail your proposals, the mailing address is Hinds Community College, Attn: Purchasing, P.O. Box 1100, Raymond, MS 39154.

The sole contact during the RFP process is the District Director of Purchasing. Any and all communication during the process shall be directed to Sam Lemonis, District Director of Purchasing. All questions must be submitted in writing, via email [splemonis@hindscc.edu](mailto:splemonis@hindscc.edu) and at least seven (7) working days before the opening on May 14, 2019.

## **PROJECT TIMELINE**

April 18, 2019	1 <sup>st</sup> Advertisement, RFP ready for distribution
April 25, 2019	2 <sup>nd</sup> Advertisement
May 14, 2019	Proposals due at 2:00pm CST
June 5, 2019	Decision/Board Approval

## **SCOPE OF SERVICES**

Hinds Community College is soliciting proposals for the subscription and continued support of an Enterprise Resource Planning (ERP) solution to replace the existing Financials, Grants Management, Human Resources and Payroll applications. The new ERP application will support operational transformation through increased productivity, efficiency, and information visibility.

The new ERP system will:

- Consolidate information, link business processes and functions, and eliminate separate functional or task-specific systems in favor of a single enterprise system that connects the College's financial and non-financial applications through a single common application.
- Provide an event and workflow-based transactional environment through embedded processes designed to seamlessly tie cross-departmental functions together enabling greater visibility, control, and compliance for our business processes.
- Provide views into real-time operational data. These views should be configurable to create analytical business insights through a modern, responsive, and consumer-style user interface.

The new ERP system should include the following Core Business Functionality:

## **CORE HUMAN CAPITAL MANAGEMENT**

### Employee Records

- Employee records and database management
- Job history
- Salary history
- Disciplinary history
- Employee self-service portal
- View history
- View benefit elections/cost
- View leave balances and usage to include dates
- View and update personal information – address, contact information
- View and update direct deposit information and W-4
- System auto calculations for retro adjustments, deferred pay outs
- Faculty records management

### Benefits Administration

- FMLA tracking
- Leave requests/approvals/balances
- Retirement history/contributions
- Benefits/insurance election
- Beneficiary and dependent information
- Wellness information and tracking
- Enrollment email reminders
- Must integrate with external software programs

### Payroll for United States

- Ability of calculate and charge overtime to the appropriate job labor distribution when a non-exempt employee works multiple jobs
- Non-exempt employee time and leave entry reporting
- Exempt employee leave entry and reporting
- Dual authentication for employee self-service changes
- Self-service for payroll

### Compensation and Classification

- Manage compensation programs; automated compensation changes, computations, including retroactive payments.
- Electronic routing/approval of employee salary or distributions changes
- Automated populating employee change letter templates
- Support structured classification system and position description management
- Integrated organization charts
- Salary analysis, ranges, medians, percentiles; analysis to determine

risk based on salary demographics

- Aggregate compensation data to view/ edit as needed

#### Time and Attendance Management

- Time reporting/web time entry
- Time tracking
- Overtime tracking
- Special compensation tracking
- Workforce scheduling
- Holiday calendar

#### Performance and Development Management

- Employee performance with goal tracking
- Skill assessment
- Key performance indicators (KPI)
- Performance reviews and feedback
- Training (tracking and report extraction); training modules/mechanism for self-paced system (internal and external)
- Succession planning

#### Employee Recruiting and Onboarding

- Job requisitions
- Job/position descriptions
- Job postings
- Applicant tracking system (integration)
- Applicant evaluation
- Candidate pre-screening
- Auto – responses to applicants – status updates
- Job offer extension process
- Coordinates background check
- Coordinates on-boarding, scheduling and/or online new employee orientation
- System should be automated to move to next step
- Job site should be Hinds Community College branded

#### Employee Learning Management

- Training portals
- Learning course administration
- Professional certification management
- Test and training customization multimedia learning materials

## **CORE FINANCIALS MANAGEMENT**

### Financial Accounting & Reporting

- ERP System that will allow for a dynamic chart of accounts with the ability to assign attributes
- Reporting should be robust and follow both natural and functional classifications

### Investments, Cash Management & Bank Settlement

- Budgets
- Budget development and management
- Self-service for budget
- Standard reports

### Fixed Assets Management

- Creation and disposal of capital assets
- View asset history in one screen
- System recalculation of depreciation with write ups and write downs
- Ability to transfer assets by department and employee

### Expenses

- Security on allowable expenses by fund
- Ability to split code invoices between expense and balance sheet accounts

### Accounts Payable

- Three-way match
- Document management

### Procurement

- Robust online requisitioning system
- Document management
- Contract workflow
- Change order workflow
- Availability of reports to include spend analytics
- Use of commodity codes
- Ability to distinguish between employees, students and vendors in system
- Purchasing card management
- Level 3 P-Card Detail (Line Item Detail) P-Card Vendor Detail History

### Grants Management

- Reports for committed vs actual effort

- Sponsor template for reporting

## **Technical Foundation**

- The College desires a Cloud Platform ERP with service level agreements for support, system availability, responsiveness, security, and disaster recovery (RTO and RPO) in line with industry best practices and standards
- System security should include but not be limited to system auditing, multi-factor authentication, single sign on, role base security, intrusion monitoring and appropriate data encryption
- Software updates for the ERP system should be deployed in a manner to minimize downtime and disruption of business operations
- The College desires an ERP platform that supports embedded analytics, dashboards and reporting without using a 3<sup>rd</sup> party tool
- The proposed solution should be natively mobile accessible
- The College desires an ERP solution that provides an integration platform with which to connect the ERP system to 3<sup>rd</sup> party point solutions, regardless if they are on premise or in the cloud. The solution should allow the College to configure and extend the baseline applications
- Comprehensive end-user training on the ERP system functionality

The new ERP system should meet this additional requirement:

- Should be part of a larger suite of integrated solutions that includes a production ready Student Information System that supports transformation of the student lifecycle.

Total quoted pricing must be inclusive of software subscription, training, and successful implementation assurance.

Hinds Community College has **1,114** full time employees, **350** part time employees, **200** work study employees and **300** true adjunct employees.

## **VENDORS QUALIFICATIONS / PROPOSAL FORMAT**

As part of this proposal, the prospective bidders will provide a company resume to include, but not limited to, the following information:

- 1) Company History
- 2) Executive Summary
- 3) Understanding of project objectives
- 4) Detailed Proposal and any exceptions
- 5) Minimum of three current references including addresses and contact person
- 6) Sample software subscription agreement
- 7) Date the proposed solution first implemented in a production environment
- 8) Number of higher education customers:

- a. running a production version of the proposed ERP solution
  - b. that have taken a production version of the proposed solution out of production
- 9) Number of non-higher education customers:
  - a. running a production version of the proposed ERP solution
  - b. that have taken a production version of the proposed solution out of production

## **AWARDING THE CONTRACT**

Hinds Community College reserves the right to reject any and all proposals submitted. The contract will be awarded to the offeror whose proposal, based upon the evaluation criteria, is deemed to be in the best interest of Hinds Community College. The Contract will commence on the signing date, and is for five (5) years, with an option to renew for additional years, if the provider and the College is in agreement.

In submitting a proposal, each bidding organization acknowledges its understanding and acceptance of the above-stated procedures, terms and conditions. Any contract that is entered into as a result of this process **will be based on the contents of this Request for Proposal**. Therefore, the contents of this RFP and your responses to it both now and during negotiations will be considered to be an integral part of the final contract.

## **CRITERIA FOR THE AWARD OF THE CONTRACT**

The College reserves the right to select the vendor who best meets the overall needs of the College, based primarily on the following criteria (not listed in any order of importance):

- The overall capability to provide the required SaaS delivered software features and capabilities across all required core business functionality
- Ability of delivery platform to provide real-time views into data regardless of specific applications or modules
- Ease and intuitive use of software interface
- Availability and ease of use of mobile and online applications
- The flexibility of the application software, including the availability of tools to allow the novice users to “drill down and across” and perform Ad Hoc analysis and reporting
- The internal controls provided within the system which prevents unauthorized access to data and provides robust audit trails
- Ability of solution to deliver a range of integration options with existing and future systems to meet modern data security and data flow capabilities such as, but not limited to API based technology
- The capability to perform required conversions of existing data files
- The expandability of the proposed solution, including the ease of upgrading the proposed system by adding components to accommodate:
  - future ERP needs
  - future Student Information System
  - future data warehousing and analytical capabilities
- The total cost of the system over a ten-year period, including direct and indirect costs
- The vendors performance record to date in meeting the requirements of their existing customers, including the availability of users similar to the College to allow reference investigation

- The financial stability, longevity, and strength of the vendor
- Corporate direction (potential organizational/industry restructurings, mergers, acquisitions, etc.)
- Future technology direction (major changes in architecture, database, platforms, languages, etc.)
- Ability to meet contract requirements
- Adherence to the requested information specifications, thoroughness of the proposal, as well as the overall format of the presentation

Submission of a proposal indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgements must be made by Hinds Community College during the assigning of points.

Vendor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_