



BOARD OF DIRECTORS:

Hari Jayaram, Chair
Applied Materials

Alice Starr, Vice Chair

Kathleen Farlow, Treasurer
Deloitte LLP

Shaun Cranston, Secretary
Half Associates, Inc.

Jen Alessandra
Frontdoor

Estrellita J. Doolin, JD, MBA
Ascension Health

Kelli Green
St. Edward's University

Jeff Hahn
Hahn Public

Monica Hernandez
H-E-B

Pete Inman
Camino Real Financial Strategies

Pat Massey
IBM Corporation

Laura Mendoza
Motiva

Stephen Portner

Frank Reid
Austin Community College

John Sanchez
Capital One Bank

Anneliese Tanner

Mark J. Williams

Shayne Woodard
Waterloo Lobby & Advocacy, Inc.

CENTRAL TEXAS FOOD BANK REQUEST FOR PROPSOAL: HR & Payroll Solution May 2 2022

Central Texas Food Bank (CTFB) is accepting proposals for comprehensive solutions dedicated to Human Resources & Payroll. Integration with some existing software maybe required. The goal is to have a user-friendly platform with features designed to enable a seamless hybrid workflow with an advance applicant tracking system.

ORGANIZATIONAL BACKGROUND

The food bank was incorporated as a Texas nonprofit corporation in March 1982 and was recognized as a 501(c)(3) organization in July 1982 under the name Capital Area Food Bank. In June 2016, our name changed to reflect network of about 300 Partner Agencies in a 21 county area. CTFB's mission is to nourish hungry people and lead the community in the fight against hunger. In fiscal year 2020-2021 the organization provided over 64.5 million pounds of food. CTFB employees about 165 full-time staff.

SUBMISSION

Submit questions in writing to Christina Harding,
Charding@centraltexasfoodbank.org.

Clarifications and other notices will be made available at

www.centraltexasfoodbank.org/bids. Updates made in accordance to the timeline presented in this RFP.



Proposals should include an executive summary clearly stating the name of the firm, contact information and document ID *FY22-02 HR & Payroll Solution*. A questionnaire has been included as an attachment and is required for consideration. Submissions must be received by June 3 2022 at 5pm CST for consideration. Physical copies are optional. Electronic submissions to the following:

1. Alan Robinson, Chief Financial Officer: Arobinson@centraltexasfoodbank.org
2. Catrina Salinas Chief People Officer: Csalinas@centraltexasfoodbank.org
3. Christina Harding, Accounting Specialist: Charding@centraltexasfoodbank.org

Checklist

1. Executive Summary
2. Proposed Solution
 - a. Module Customization
 - b. Mobile Application
 - c. Cloud Based Options
3. Completed Questionnaire
4. Implementation Proposal
5. Price Proposal
6. Demonstration acknowledgment and availability
7. Reference provided up to three with similar size or type of organization

DEMONSTRATIONS

Product demonstrations will be scheduled with Christina Harding by invitation only. Invitations are made at the discretion of CTFB upon review of proposals. Additional follow up is not guaranteed. Demos are held virtually with Zoom or similar platform. Demonstrations are limited to 180 minutes with 90 minutes dedicated to Payroll and 90 minutes to Human Resources. The purpose of this meeting will be applying test environments for CTFB with the software proposed. Ease of use for employee and administrative staff is a high priority. Integration capabilities to be reviewed. Strongly encouraged to restrict discussion to the following items unless otherwise specifically requested. Provide acknowledgment to availability between June 13th and June 24 2022 for demonstrations.

Payroll Demonstration List

- Cost Centers
- Payroll Reporting
- Data Import: batch & manually
- Pay Cycle: batch & individual



HR Services Demonstration List

- Applicant Tracking System
- Automated Approval system for changes
- Data Management & Integration Features
- Employee Life Cycle
- Employee Self Service – Demographics/customization
- Onboarding
- Organizational Chart capabilities to have ‘Open’ or ‘New’ positions listed
- Performance Management
- Reporting
- Self Service: Management & Employee

SCOPE OF WORK

Software solution to manage features such as Payroll, Applicant Tracking, Benefits, Compliance, Employee Life Cycle and Self-service. Cloud-based platform is strongly preferred. Security features and updates to the system are routinely preformed to meet industry standards. A list of expected services provided below. List all other options the proposed product offers not listed here and how it could benefit CTFB. Define which features are add-ons. Provide a clear understanding of the service needed and the products solution. Define the parts the product that are proprietary, out-sourced, or other. Describe security protocols for maintaining data integrity. Reporting and retrieving data at various lengths of time. What hardware, if any would require installation? Products are required to have mobile app option with time and attendance features.

MOBILE OPTIONS

Describe the mobile application available for the proposed service. Define the limitations in regards to the desktop version. At a minimum, the ability to clock in or out, request PTO, or view paystubs is required. Software and security updates should be routinely preformed. Explain the safety protocols and additional features of the mobile app.

CLOUD BASED

Systems that allow for cloud based storage and access is strongly preferred. Data security is a top propriety and system must be upgraded routinely and automatic. List cloud based features including storage capacity limitations and reporting.

MODULES

Define all modules as developed in-house, proprietary, out-sourced, or purchased. Describe any others not listed below.



Applicant Tracking & Recruitment system currently provided through Lever. Proposals must be able to integrate with or provide comparable services.

This module needs to:

1. Applicant filtering by criteria
2. Intergrade with job boards: LinkedIn, ZipRecruiter, Lever, Non-profit focused sites.
3. Seamless workflow to onboarding.

Affordable Care Act manage tracking by group, period, or eligibility hours. Notification and reporting generated

Benefits Management should be able to accommodate multiple plan types with customized reporting options. Employees can access and manage benefits via the desktop or mobile app during open enrollment. Carrier Connect included. COBRA Administration, and invoice reconciliation.

Employee Life Cycle Management with automated features such as recruitment, career development, approval workflows, resignations, retirements, and terminations. Educational videos or other required material.

Employee Self-Service enables employees to self-report time & attendance, update education, taxable information, bank account and more.

Manager Self-Service permits direct and indirect employee reporting, allows managers to start promotion processes electronically.

Organizational Chart Management that enables predetermined employee structure. Permissions and viewing of direct and indirect reports based on chart. Customizable with the ability to create, reposition, or terminate.

Onboarding process features for a streamlined workflow.

1. Integration with job boards including LinkedIn, ZipRecruiter, Indeed, Feeding America.....
2. Filter candidates based on defined criteria
3. Seamless workflow from applicant to new hire and through employee life cycle

Payroll processed bi-weekly for all employees. At the time of this RFP there is an approximate average of 165 full time employees.

System capability to include:

1. Customized Reporting with Real-Time updates.
2. Batch/One Off Process
3. Labor Allocations



4. Electronic Pay Statements
5. Import/Export Data
6. Annual Processing - Yearend tax filing
7. Override capabilities

Reports are available based on the defined employee structure or customizable permissions. Import and export file options. Scheduled or on-demand with customized filters. Labor allocation is required to be at least nine characters in length.

Time Clock Geo-Fencing with reports on use including where mobile punches occurred with which device. Three (3) physical clocks in locations are required at minimum. Proposals must include time clocks compatible with our current iClass cards. Biometric time clock will not be considered. Option to purchase time clocks will be consider.

Implementation Proposal

CTFB requires all services be fully implemented by September 25 2022. Implementation may begin as soon as July 1 2022. A solution that provides a smooth and seamless transition with historical payroll data transfers is required. Describe and provide an implementation summary. Include an estimated timeline of events with goals, strategies for success, and implementation team. Define the transition point from implementation team to a customer service team. CTFB reserves the right to procure our own data transfer service.

PRICE PROPOSAL

Service fees are fixed for the initial agreement period. Should a significant shift in capacity or needs occur, both parties must agree in writing with 60-day notice. Agreement periods are at minimum two calendar years and up to five consecutive years. Implementation period fees may differ if disclosed within the price proposal. Effective date is consider being the date of the first day of the first billing cycle, unless otherwise noted on the counter-signed agreement. Pricing should be defined as per cycle, employee, module, or comprehensive. Provide a copy of a sample invoice for payroll to 165employee.



EVALUATION PROCESS & CRITERIA

Two round evaluations process. Preliminary review of written proposals will be graded based on the criteria presented in this RFP. Written proposals scored by a panel of HR and Finance team members. Select respondents will be invited to present a product demonstration tailored specifically to CTFB needs. Second round of evaluations will occur up to one week after the final demonstration. CTFB does not guarantee a specific percentage of respondents advancing to the demonstration rounds.

Deliverables	Weighted Percentage
Solution & Questionnaire	Pass/Fail
Product	45%
Price Proposal (annual, monthly, employee)	35%
Experience, Reference, Customer Service	15%
Community or Charitable Engagement	05%

SCHEDULE OF EVENTS

Addenda or clarification to solicitations may occur after bid opening. Any updates to this RFP will be made directly to www.centraltexasfoodbank.org/bids.

Events	Beginning Date	End Date (5pm CST)
Advertisement Period	May 2, 2022	May 17 th
Vendor Submit Questions	May 2 nd	May 17 th
CTFB Response to Questions	May 4 th	May 20 th
Proposal Accepted	May 23 rd	June 3 rd
CTFB Review	June 6 th	June 10 th
Demonstration	June 13 th	June 24 th
CTFB Final Review	June 27 th	July 7 th
Award Notification		July 7 th
Implementation	Early July 2022	Early September 2022



LEGAL REQUIREMENTS

a. LIABILITES

- i. The Office of Federal Contract Compliance Programs Debarred Companies List is reviewed.
- ii. Central Texas Food Bank is not liable for any expense resulting in the preparation of the respondent's proposal. Material submitted will not be returned.
- iii. Review of proposal does not indicate contractual award to the respondent. CTFB reserves the right to cancel or otherwise not award should it be in the best interest of the food bank.
- iv. CTFB reserves the right to maintain the use of certain processes should it be in the best of interests of the organization. Respondents are encouraged to provide a solution that offers flexible solutions.

b. CONFLICT OF INTREST

- i. Respondents shall not lobby or offer incentives to the Central Texas Food Bank or its staff; including monetary items, gifts, favors or actions that otherwise may potentially influence the selection process.
- ii. Respondents may not hire Board members, managers, or support staff involved in the evaluation/selection process.
- iii. The use of lobbying by any respondent will result in immediate rejection of the bid or termination of the agreement.

