



**RAINBOW MUNICIPAL WATER DISTRICT  
REQUEST FOR PROPOSALS FOR PAYROLL AND HUMAN RESOURCES  
INFORMATION SYSTEM**

May 2018

Rainbow Municipal Water District, hereinafter referred to as "District", is soliciting proposals from qualified firms to provide Human Resources Information System and Payroll services on a regular and ongoing basis in an effort to control spending and create operational efficiencies where possible. The District solicits proposals from offerors to provide a comprehensive Human Resource/Payroll services.

**INTRODUCTION**

Rainbow Municipal Water District was organized on December 20, 1953, under the Municipal Water District Act of 1911 (commencing with section 71000 of the California Water Code). The Board of Directors is composed of five members who are elected by divisions of the District for four-year alternating terms, with the president being elected by the Board from among its members. Advisory Committees composed of residents from all divisions of the District assist the Board in water issues and financial planning. Operation, maintenance, and administration of the system is carried out by a staff of 52 full time employees under the direction of the General Manager, Tom Kennedy.

Rainbow Municipal Water District, comprising a total area of 82 square miles, is in northwestern San Diego County, approximately two hours driving time from Los Angeles and one hour from San Diego. It is approximately 40 miles northeast of downtown San Diego, California and 90 miles southeast of the City of Los Angeles. The District share common boundaries with Riverside County, Camp Pendleton Marine Corps Base, the unincorporated community of Fallbrook and the City of Oceanside. The District boundaries encompass the unincorporated communities of Rainbow and Bonsall, as well as portions of Pala, Fallbrook and Vista.

**SCOPE OF WORK**

The District seeks to both improve service and lower costs. Lower costs could be accomplished through direct savings, reduced staff time, or a combination of the two. The overall management of the workforce is dependent upon these essential services in general, the Offeror shall be able to provide the below Human Resources and payroll consulting services and support to District staff.

## **General Human Administration/Records Management/Reporting**

1. Manage and maintain employee personnel records (in a hard or electronic format) with demographic information to include, but not limited to:

- Employee Full Name
- Addresses
- DOB
- SSN
- Employee ID Number
- Emergency Contact Information
- Hire Date
- Promotion/Transfer/Demotion Information
- Wage History
- Separation Information
- Certifications including name, date received, and expiration date
- Education and Training including name and date received
- Leave of Absence information including dates and classification (CFRA, FMLA, etc.)
- Employee Recognition/award receipts including category and date
- Dependent information (Names, SSNs, and Birth Dates)
- Benefits elections
- PTO Tracking including accrued, used, and current balance

2. Employee files shall be easily retrievable and accessible to employees and District management upon reasonable request.

5. Establish an employee self-serve portal to provide employees with access to personal information and to allow employees to update personal information with an appropriate verification and review process.

6. Track regulatory information and standardized reports that facilitate reporting to federal and state reporting agencies: (Employment Development Department, Equal Employment Commission, Department of Transportation, Worker's Compensation Board, Occupational Safety and Health Administration, and Department of Labor.)

7. Collect and process employee payroll and benefits paperwork including I-9's, W-4's, Emergency Contact Sheets, Personnel Action Forms and Benefit enrollment applications.

8. Manage and maintain multiple salary tables linked to multiple job description classifications.

9. Track the following position data for each employee: job title, position number, type (e.g., skilled labor, management, etc.), budget code, EEO code (State and Federal), department, fund, FLSA status, Full Time Equivalent, pay rate, salary range, employment type (Full-Time/Part-Time, Temporary) flag, position start date, hire date.

10. We need to be able to run and print a wide range of reports from the HRIS (by employee, group, or organization). For example:

- Birthdays and work anniversaries
- Current Certifications, expired Certifications, Certifications that are about to expire
- Education or Training (ie. List of employees with a College Degree)
- Promotions or Pay Changes in the last month/6 months/year, etc.
- Employee Recognition and Awards by category and/or date awarded
- Individual employee report including position and promotion history, education and training, Certifications received, and employee recognition/awards received

## **Payroll Operations**

1. Process payroll on time and accurately with minimal adjustments required by the employee or employer due to errors. Payroll processing includes accurate processing of employee pay to include employer and employee deductions for all taxes, voluntary/involuntary benefits, pay adjustments, court ordered liens, garnishments, etc. Ability for application to upload a csv file for payroll processing that is extracted from our time keeping software - Infor Enterprise Asset Management (EAM) system containing the detailed hours by employee, hour type, task numbering, and general ledger account coding for the pay period.
2. Automate data collection and approval functions, so that common tasks or requests such as benefits enrollment/changes, address changes, W4 withholdings changes can be entered directly by the employee and managers having the ability to change pay rates for employees. Each change request will go through a workflow process electronically requiring both the HR Manager and Finance Manager approval before changes can be committed.
3. Have a one-stop shop for all employment-related transactions: status changes, performance evaluations, training enrollment, position control, employee pay step increase schedules, etc.
4. Intuitive to understand by administrators and end users.
5. Flexible so that we can handle routine changes to our data or processes, such as adding a field, creating a report, or workflow process, with minimal outside assistance or fees.
6. Reflects our organizational structure in a way that allows us to access or report data easily and in a variety of combinations.
7. A cloud based application that requires limited support from IT function. It must offer suitable data backup in case of emergency, corruption and other forms of data loss. Provider must secure their server by utilizing firewalls, backup storage, antivirus software and encryption, as well as customizable permissions and security setting. Provide must also provide weekly copy of database at no charge. Upgrades would be included as part of the service.
8. Provide best practices in implementation.
9. Serve as our “specialist” and provide relevant technical and legal updates.
10. Provide us with a seasoned implementation team that will assist us in making an orderly transition.
11. Provide us with a reliable customer service center with experienced, informed staff that can respond to our questions within minutes. We would prefer an assigned service team.
12. Comply with all federal and state payroll tax requirements and updates as related.
13. Comply with Fair Labor Standards Act (FLSA) as determined by the District position FLSA allocation.
14. Prepare and file quarterly federal and state taxes.
15. Remit all payroll taxes to federal and state agencies on bi-weekly basis within prescribed time frames.
16. Employee self-serve portal for electronic paycheck distribution, W-2 distribution and employee submission of updates to tax exemption changes W-4's, direct deposit/bank information, address changes. Employee's will have access to retrieve prior payroll pay stub.
17. Prepare, process and distribute year-end W-2s with employee's having access to retrieve W-2 form online via employee self-portal.
18. Check production with multiple information on the pay stub to include (but not limited to): employee name and ID number, department code, various required and voluntary deductions, pre-tax and post-tax items, regular hours & pay, overtime hours & pay, YTD salary totals, paycheck distribution locations, tax exemption status, vacation and sick leave balances. Ability to add categories of pay information.
19. Conduct a payroll reconciliation with HR transactions. Provide a payroll review and approval process via electronic or hard copy review of payroll totals prior to final payroll run.
20. Able to charge/allocate employee pay to multiple cost centers to include: different departments, grant accounts, state reimbursement accounts, enterprise funds.

21. Payroll is processed/transmitted to banking institution electronically (ACH). Ability to produce direct deposit tapes/files for banks. Able to conduct a second payroll run and issue a manual paycheck on pay day to correct payroll omissions/errors.
22. Ability to issue a manual paycheck outside of the regular payroll cycle.
23. Able to transmit direct deposit funds to multiple accounts in the same banking institution.
24. Direct deposit of paychecks through electronic fund transfer (EFT). Employees can view paycheck/pay stub online.
25. Remit bi-weekly, monthly, quarterly or annual payments to external vendors and institutions based on employee paid deductions.
26. Prepare and submit the District's annual Government Compensation in California (GCC) report to the State Controller's Office (SCO).

#### **GENERAL INFORMATION**

The following is general information about the District as of the 2018-19 Fiscal Year:

- Employees 52
- Board of Directors 5
- Frequency of Payroll is bi-weekly
- The organization uses Springbrook on an accrual basis for its financial software.
- The District has a wide variety of pay types outside of normal wages, such as Standby/on call pay, out of class pay, Holiday pay, Longevity/Service Award pay
- The organization is in the process of submitting an RFP to retain a HRIS/Payroll vendor that will launch August 27, 2018.

Function	Current Software
Payroll	Springbrook
Time and Attendance	Infor Enterprise Asset Management (EAM)
HRIS	Springbrook
Applicant Tracking/Career Center	NeoGov

Employee life cycle management is currently a joint responsibility of the finance and human resources departments. Finance employs two full-time accounting specialists with one accounting specialist responsible for processing payroll 75% of the time during a fiscal year and the other accounting specialist processing payroll 25% of the time during a fiscal year. There is 1 FTE member on the human resources team. Finance is primarily responsible for payroll and for entering and maintaining the data within the payroll software system. Human Resources is responsible for compensation, benefits and staffing. Both Finance and Human Resources maintain some duplicative employment data in its own spreadsheets and the payroll software system.

Human Resources must provide accurate, timely information to finance when there are payroll implications. This is generally done through data entries via the HR modules that feed to the finance modules. Prior to data entry, a paper form is prepared by the interested department. The form is routed through HR for signature, to the District General Manager for signature and then returned to HR to be entered into Springbrook. The paper form is routed to Finance for record keeping.

District employees are responsible for entering their hours worked into the EAM software. At the end of each payroll period cycle, the information is routed to the superintendents for review and approval then routed to finance for processing. The detailed reported hours by employee is extracted from the EAM system in a file that is then uploaded into Springbrook via a csv file.

## **TIME REQUIREMENTS**

### **Proposal Calendar**

The following is a list of projected key dates:

May 9, 2018	Request for proposal issued
May 30, 2018	Due date for Proposals
June 12, 2018	Selection process
June 13, 2018	Submission to Board for Approval
July 1, 2018	Implementation of new contract
August 27, 2018	First payroll processing

## **PROPOSAL CONTENT**

Proposals submitted pursuant to this request must contain the following information:

1. Proposals shall include a signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the specified time, a statement why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a final and irrevocable offer for a period of sixty (60) calendar days from the submitted date.
2. Proposals shall provide information on the size of the firm, the size of the firm's staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement.
3. Proposals shall provide a list of similar engagements with other governmental entities performed in the last five (5) years, as well as any other related experience.
4. Proposals shall provide a minimum of three (3) references that may be contacted regarding the firm's capabilities. References shall include the firm's name, contact individual name, current telephone number, and type and dates of services rendered.
5. Proposals shall identify the principal supervisory and management staff. Identification of staff capacity shall include the resumes of key personnel who will be assigned to the engagement.
6. Proposals shall include a specific time frame to complete the various phases of the implementation process.
7. Proposals shall include a listing of services, data, schedules, and information to be furnished by the District.
8. Proposals shall include projected personnel hours required to complete implementation along with hourly billing rates of the various levels of staff who will be assigned to the implementation.
9. Proposals shall include a total all-inclusive maximum fee to be charged for the implementation services for each individual fiscal year ending June 30, 2019, June 30, 2020 and June 30, 2021. The

maximum fees shall include all direct and indirect costs, including such items as travel and out-of-pocket expenses.

10. Proposals shall include a separate total all-inclusive maximum fee to be charged each year based upon the exercise of an option to extend the agreement for two (2) additional fiscal years those years ending June 30, 2019 and June 30, 2020. The maximum fee for these two (2) additional option years shall include all direct and indirect cost, including such items as travel and out-of-pocket expenses.

### **EVALUATION OF PROPOSALS**

Proposals submitted which conform to the requirements of this Request for Proposal will be evaluated based upon the following criteria:

1. The firm's past experience and performance on comparable government engagements
2. The quality of the firm's professional personnel to be assigned to the engagement
3. Planning of the examination
4. Availability of qualified staff
5. Adherence to instructions in this request for proposals

Since this engagement will be through a Professional Services Agreement, the selection process will not be based on fees – this is not a low bid contract. Firms will be evaluated on their technical merits. The fee schedule provided by the selected firm will serve as the basis for commercial contract negotiations. It is anticipated that commercial contract negotiations with the firm deemed most highly qualified by the District as a result of this process by June 12, 2018.

### **SUBMISSION OF PROPOSALS**

Three (3) hard copies and a pdf (email, thumb drive or CD/DVD) of the proposal must be submitted before 3:00 p.m. (PDT), **Wednesday, May 30, 2018**. Proposals shall be sealed and submitted to the following address:

Payroll and Human Resource Information System Proposal  
Vanessa Martinez, Finance Manager  
Rainbow Municipal Water District  
3707 Old Highway 395  
Fallbrook CA 92028

The District reserves the right to reject any or all proposals if they are deemed by the District to be unacceptable for any reason. If you have any questions regarding this matter, please do not hesitate to email me at [vmartinez@rainbowwd.com](mailto:vmartinez@rainbowwd.com).