

# FirstLine Schools, Inc.

## Request for Proposal Human Resources Management System (HRMS)

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All Proposers must submit a cost breakdown for the implementation & maintenance of their product & valid for 120 days as of the closing date for this RFP. The Proposer must clarify any additional fees if customization is required in order to provide a requested feature as described in the RFP. Please complete the pricing summary for each category in the table outlined within the Scope of Work section of the RFP (copied below).

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	Reports and tracks that employee expense claims are processed, paid, and documented.
	Records demographic information about employees including name (legal, maiden, preferred), address, salary, tax withholding elections etc.
	Records fields specific to Educators, to include but not limited to, subject area, grade level, years of experience within Education, years of experience at FirstLine Schools, years of experience within subject area, and years of experience within grade level.
	Ability to track background screening status required for active/terminated employees.
	FirstLine Schools requires the need to track Educator certification. The ability to set and receive automatic reminders in advance of expiration dates is preferred.
	Processing payroll, to include all financial employee accruals, electronic pay statements, a general ledger solution, external pay data interface/data exchange, wage garnishment processing, new hire reporting, and customizable pay grid templates.
	Need for HRMS Proposer to ensure continuity of payroll operations in the event of weather-related regional disruptions (e.g. hurricanes within the Louisiana regional area and/or within the base of payroll operations for HRMS). ACA reporting capability integrated with payroll and benefit modules.
	Ability to set-up alerts to flag overtime in order to require manager review and approval.
	Processing and timely payment of all Federal, state and local withholding and unemployment taxes, including year-end processing and quarterly 941 reporting.
	Provides standard templates and custom options to pull data into meaningful reports (various formats including flat file and user-friendly dashboards) for both HR and business use.

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**Non-Collusion  
AFFIDAVIT**

STATE OF \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, of \_\_\_\_\_, do hereby certify that I am the duly authorized representative of \_\_\_\_\_ (Entity), the party who fully authorized \_\_\_\_\_ of \_\_\_\_\_

to execute the contract for \_\_\_\_\_, to Jeffrey B. Baskin, \_\_\_\_\_, who submitted a Bid

Affiant further said: \_\_\_\_\_ Aff

- (1) That Affiant has not and will not employ any person, either directly or indirectly, to secure the public contract under which he/she is to receive payment other than normal compensation received by such person during the term of the contract, absent, receipt, and approval of the \_\_\_\_\_
- (2) That no part of the contract price was paid or will be paid to any person for soliciting the contract, other than the payment of normal compensation to persons regularly employed by the \_\_\_\_\_

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Print Name of Affiant

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Responses to the \_\_\_\_\_  
responsive if the contractor fails to provide complete answers or provides false statements to any of the questions provided herein. If any change(s) occur(s) during the bidding process, updated responses must be provided within thirty (30) calendar days of such change(s).

1. Please indicate whether, within the past five (5) years, your firm has been the defendant in any type of court action(s) for (an) alleged violation(s) of

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Executive Summary			
Company Overview/Fiscal Responsibilities Summary			
Performance History & Preparedness for FirstLine			
Customer Service Proposal			
Response to Scope of Work			
Implementation/Transition/Training Plan (including			
Service Proposal Pricing Sheet Attachment A			
Contact Information/Bid Authorization Attachment B			
Non-Collusion Affidavit Attachment C			
Responsibility Disclosures Attachment D			
Checklist (This Document) Attachment E			
Electronic Copy	n/a		

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