

FirstLine Schools, Inc.
Request for Proposal Human Resources
Management System (HRMS)

RFP Announcement: Wednesday, October 30, 2018

RFP Questions Due: November 13, 2018 by 3:00 PM CST

Questions directed to:

Rebekah Cain, Executive Director of Operations
at rcain@firstlineschools.org

Proposal Submittal Deadline: November 26, 2018 by 3:00 PM CST

Rebekah Cain, Executive Director of Operations

300 N. Broad Street, Suite 207

New Orleans, LA 70119

Email: rcain@firstlineschools.org

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Administrative and General Information

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Project Goals:

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Proposal Authorities, Restrictions & Clauses

FirstLine Authorities and Options

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Staffing: The Proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin or sexual orientation. The Proposer will ensure that all employees who take part in on-site ~~times~~ at any FirstLine work location follow FirstLine's visitor policy and are not unsupervised around students at any time.

Confidentiality: Proposer and its employees will treat as confidential any ~~public~~ information that is provided by FirstLine at all times

Assignments: The Proposer will not make any assignments or subcontract for the Work without written permission from FirstLine.

Legal: The Proposer must fulfill all obligations in compliance with all applicable laws and regulations, including the Occupational Health and Safety Act. The Proposer must notify FirstLine concerning any litigation involving the Proposer or its parent or subsidiary companies.

Responsibility and Control of Work The Proposer will be responsible for all damage ~~caus~~ by its employees, its equipment or its supplies, the School's property, equipment, buildings and building contents. The Proposer will also be responsible for all injuries to persons caused by its staff, equipment or supplies. The Proposer must be knowledgeable about and abide by all provisions of legislative enactments, State statute and local regulations in regard to safety.

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Scope of Work

Technical

Web-based software as a service (SaaS) HRMS system, SAS 70 Type II (or similar) compliant

Integrated HRMS platform. Suite integration operating on one central database strongly preferred.

Need for solution to support organizational size of 500 employees with ability to support future growth.

A proven set of integration APIs to enable real time updating of data between external systems, such as benefits providers or Accounting and Budgeting software. APIs must be secure and reliable.

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HRMS/HRIS Features

FirstLine Schools will require most, but not all, features typically offered in HRMS/HRIS solution. See below chart for details:

Feature	Description	Need	Priority Level (Tier 1– Highest Priority)
Expense Management	Reports and tracks that employee expense claims are processed, paid, and documented.	No	
Employee Data Capture	Records demographic information about employees including name (legal, maiden, preferred), address, salary, tax withholding election etc.	Yes	Tier 1
	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	Yes	

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Time and Attendance Documents employee labor hours and tracks attendance data Yes Tier 1
(across multiple leave categories) for payroll purposes

workflows.

Supports the tracking of FMLA leave administration with

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	Need for employee selfservice app to be userfriendly, easy to use/intuitive, and not cumbersome in process. Need for feature to allow for upload of required documents related to change request and for documentation of workflows by user.	Yes	Tier 1
	Provides reminder notifications related to employee benefit election deadlines.	Yes	Tier 1
Health & Safety	Ability to track workers compensation claim status and to track assigned safety managers per school site location.	Yes	Tier 1
Tracking of Contractors and Partner Organizations	FirstLine Schools is interested in being able to track specific information for independent contractors and individuals associated with school partner organizations not active employees . Tracking is preferred as many contracts and partner organizations work daily in school sites (i.e. bus drivers, substitutes). It would be helpful to capture background screening status, school site assignment, and schedule.	Yes	Tier 1
Employee Data Integration with PowerSchool Software	FirstLine Schools is interested in determining if employee data retained in an HRMS/HRIS related to subject area and grade level can be integrated with PowerSchool (student information system) to support school based staff rosters and scheduling.	Yes	Tier 2
Inventory Reporting	Ability to track issuance of company property (i.e. computer, phone, and tools) and create report(s) to track inventory.	Yes	Tier 2
Organizational Charts	Ability to produce organizational charts by reporting structure department, site location, and organization wide for organization with multiple unique job titles and multiple reporting structures.	Yes	Tier 2
Succession Planning	Identifies and tracks development of personnel who demonstrate potential for increased responsibility.	Yes	Tier 2
Performance Management	FirstLine Schools is interested in integrating data stored within Whetstone Education (performance management system) with Performance Management related fields within a HRMS/HRIS include, but not limited to, teacher effectiveness ratings, student learning targets, attainment of student learning targets).	Yes	Tier 2
	FirstLine Schools is interested in ability to electronically store documentation created and stored within Whetstone within HRMS (e.g. written employee discipline documentation).	Yes	Tier 2
Offboarding	Provides ability to create unique exit interview survey and track exit feedback for reporting.	Yes	Tier 2
Electronic File			

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Price Professional References &
 Company Financials)

The highest score is 30

failing to address a
Component entirely will
receive a score of zero.

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Proposal Requirements

1. Executive Summary (2 pages maximum)
2. Company Overview/Fiscal Responsibility Summary
 - a. Experience in the education industry in New Orleans (Pre-K through College)
 - b. Cost Containment Strategy
 - c. Organization Chart
 - d. Resumes of Key Contributors (bios will not be sufficient)
3. Performance History & Preparedness for FirstLine
 - a. Proposer's references (minimum 3) including company name, contact and phone number
Note: Nonprofit and/or public K-12 organizations are preferred
4. Customer Service Proposal
 - a. Management/Supervision Structure
 - b. How the Proposer plans to monitor and measure service quality
 - c. Contingency/Coverage plan for expected and unexpected absences or staff turnover
 - d. Plan for maintaining responsiveness/communication with FirstLine leadership team(s)
 - e. Other methods for ensuring high-quality customer service
5. Response to Scope of Work include Technical, Services, HRMS/HRIS Features and summary descriptions of features and services provided by the HRMS/HRIS with clear distinction of any features and services required and/or requested by FirstLine and not able to be provided by Proposer.
6. Implementation/Transition Plan
 - a. Proposed Implementation Timeline
 - b. Outline of training plan to support implementation process
7. Service Proposal Pricing Sheet - Attachment A
8. Contact Information/Bid Authorization Attachment B
9. Non Collusion Affidavit Attachment C
10. Responsibility Disclosures Attachment D
11. Checklist of Required Elements Attachment E

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Workflow

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ATTACHMENT
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CHECKLIST OF REQUIRED ELEMENTS

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive Summary			
Company Overview/Fiscal Responsibilities Summary (including items "a" through "d")			
Performance History & Preparedness for FirstLine			
Customer Service Proposal (including items "a" through "e")			
Response to Scope of Work			
Implementation/Transition/Training Plan (including items "a" and "b")			
Service Proposal Pricing Sheet Attachment A			
Contact Information/Bid Authorization Attachment B			
Non-Collusion Affidavit Attachment C			

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