



# Request for Proposals (RFP) Integrated Human Resources & Payroll Information System and Related Services

**June 2016**

**FILING DEADLINE: Tuesday, July 12, 2016**

## I. PROJECT OVERVIEW

The Corporation for Public Broadcasting (CPB) seeks a firm to provide an integrated human resources management and payroll information system and related services. The system should perform the functions and/or facilitate the services listed in this RFP's Section III – Scope of Work. The successful applicant (hereinafter "Service Provider"), in coordination with CPB's Human Resources and Finance departments, is expected to complete implementation of its system by September 30, 2016.

The Service Provider will invoice CPB on a monthly basis for the services provided. The business relationship between the Service Provider and CPB will continue at CPB's sole discretion.

## II. ABOUT CPB

### General

CPB is a private, nonprofit 501(c)(3) corporation created by Congress in the Public Broadcasting Act of 1967. CPB is the steward of the federal government's investment in public broadcasting and the largest single source of funding for public radio, television, and related online and mobile services.

CPB's mission is to ensure universal access to non-commercial, high-quality content and telecommunications services. It does so by distributing more than 70% of its funding to more than 1,400 locally owned public radio and television stations.

CPB does not produce programming and does not own, operate or control any public broadcasting stations. Additionally, CPB, PBS, and NPR are independent of each other and of local public television and radio stations.

CPB strives to support diverse programs and services that inform, educate, enlighten and enrich the public. Through grants, CPB encourages the development of content that addresses the needs of underserved audiences, especially children and minorities. CPB also funds multiple digital platforms used by thousands of public media producers and production companies throughout the country.

For more information, go to [www.cpb.org](http://www.cpb.org).

### **Workforce & Time and Attendance Reporting**

CPB has approximately 90 exempt and 10 non-exempt employees, all of whom are considered full-time. Within CPB's current payroll system, employees' time is charged to internal departments. Employees do not charge federal grants, but they may charge multiple departments. Generally speaking, CPB utilizes an exception-based timekeeping process; however, all employees submit a timesheet biweekly, even if no leave is taken.

### **Defined Contribution Retirement Plan**

CPB maintains a 403(b) defined contribution retirement plan for eligible employees. CPB makes contributions on behalf of eligible employees without regard as to whether the employees themselves elect to make salary deferral contributions. Several factors may determine the level of CPB's contributions, including an employee's job classification, hire date and years of service and whether or not an employee's cumulative year-to-date earnings exceed the Social Security high bend point.

## **III. SCOPE OF WORK**

This RFP seeks an integrated human resources management and payroll information system that is able to perform the functions and facilitate the services listed below. Please note that this list may not be comprehensive, and all items on this list may not necessarily be implemented by CPB.

- Recruitment and onboarding
- Benefits administration
- Personnel action forms processing
- Employee performance management
- Employee professional development/training
- COBRA services
- Payroll processing
- Federal and multi-state payroll tax processing
- Customizable employee pay statements
- Employee IRS Forms W-2
- General ledger data upload/interface
- Time and attendance management
- Leave accrual calculation and tracking
- Employer 403(b) contribution calculations
- Group-term life calculations
- Wage garnishment services
- Affordable Care Act reporting
- Customizable/Ad hoc reporting
- Mobile capabilities
- Ongoing customer service
- Employee self-service

#### **IV. PROPOSAL COMPONENTS**

Proposals must include the following components:

- A. A qualifications narrative describing the firm's and the assigned staff's relevant expertise, experience, and abilities in providing the types of services described in Section II, and demonstrating a commitment to maintaining a secure information technology controls environment that preserves the integrity and confidentiality of client data;
- B. An application capabilities overview, emphasizing key functionality of the firm's integrated HR and payroll information system, highlighting areas of potential customization of its core features and of its reporting modules;
- C. At least three (3) client references for relevant implementation and/or ongoing customer service experience, including the clients' contact information;
- D. A realistic implementation timeline, including administrator and end-user training, that seeks to meet CPB's goal of an October 1, 2016 go-live date; and
- E. A cost proposal showing the a la carte and/or bundled pricing for the firm's services. If charging fees for personnel costs, include estimated levels of effort and staff hourly billing rates. Please ensure that the cost proposal is provided as a separate document, as explained in Section VI, below. CPB will reimburse travel expenses in accordance with CPB-approved project tasks and CPB travel policies (attached as Exhibit A).

#### **V. SELECTION CRITERIA**

Proposals will be evaluated using the following criteria and the associated weight:

- A. Qualifications narrative: 10%
- B. Application capabilities: 25%
- C. Client references: 15%
- D. Implementation timeline: 10%
- E. Cost: 40%

CPB may request the top scoring applicants to present their proposals to CPB at its offices in Washington, D.C. If selected, CPB will contact the Service Providers to schedule the date and time of the meetings.

#### **VI. SUBMISSION OF PROPOSALS**

**Responses to this RFP are due Tuesday, July 12, 2016.**

Submit the first four components to Nick Stromann, VP & Controller, [nstromann@cpb.org](mailto:nstromann@cpb.org).  
Submit cost proposals separately to Jackie Livesay, VP, Compliance, [jlivesay@cpb.org](mailto:jlivesay@cpb.org).  
Submit any questions about this proposal to Nick Stromann.

## **VII. CPB TERMS**

Quotes submitted in response to this RFP by an applicant (“Offeror”) shall be valid for at least 90 days following the closing date of this RFP.

Proposals must provide a straightforward, concise description of the Offeror's proposals to meet the requirements of this RFP. Neither multiple nor alternate proposals will be accepted. An Offeror should give specific attention to the clear identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets.

The selected Offeror shall be responsible for all services required by this RFP. Subcontractors must be identified and a complete description of their role relative to the proposals must be included in the Offeror’s proposals.

By submitting an offer in response to this RFP, an Offeror, if selected for award, shall be deemed to have accepted the terms of this RFP. Any exceptions to this RFP must be clearly identified in the proposal. A proposal that takes exception to these terms may be rejected.

As part of the RFP review process, CPB may share materials, data, other information and analyses (collectively, “Information”) with Offerors. As a condition of receiving such Information, Offerors responding to this RFP shall be deemed to have agreed to protect, preserve and maintain all such Information on a strictly confidential basis, and to promptly return to CPB upon its request all tangible copies of such Information in your possession.

CPB is not responsible for loss or damage to material submitted with or in support of this RFP. Any submission to CPB shall become the property of CPB (not including any intellectual property rights contained in such submission), and CPB is not required to return any submitted materials to any Offeror. CPB is not responsible for any violation of copyright, trademark, patent, trade secret, or other rights that may result from disclosure made by response to this RFP.

Solicitation by CPB of proposals does not constitute an agreement by CPB to extend funding to any party for the project under consideration. CPB may, in its sole discretion, elect not to pursue this project in any manner.

By submitting a proposal, each Offeror grants to CPB the right to duplicate, use, disclose, and distribute all of the materials submitted for purposes of evaluation, review, and research. In addition, each Offeror guarantees that the Offeror has full and complete rights to all of the information and materials included in the proposal. Each Offeror also guarantees that all such materials are not defamatory and do not infringe upon or violate the privacy rights, copyrights, or other proprietary rights of any third party.

## **VIII. CONDITIONS OF AGREEMENT**

1. If a quote in response to this RFP is selected for funding, Offerors will be required to sign a binding agreement. Until both parties have signed an agreement, no express or implied commitment has been made to provide financial support. Offerors are not authorized to

commence work until the agreement is fully executed. If Offerors opt to commence work, they do so at their own risk. No oral or written statement other than the signed, written agreement will govern or modify the relationship.

2. As a condition of agreement, Offerors must guarantee that, among other things, any work they undertake on behalf of CPB is not defamatory and will not violate or infringe upon the privacy rights, copyrights, or other proprietary rights of any third party. Offerors must also agree to indemnify CPB against any loss resulting from breach of any of the guarantees contained in the agreement.
3. Those receiving funds from CPB must be able to comply with a number of requirements that will be included in the operative agreement. These requirements include but are not limited to:
  - a. A demonstration of adequate financial support to complete the work for which they have been contracted and to deliver reports and/or other intellectual property created pursuant to the Agreement;
  - b. Maintenance, for 10 years following receipt of relevant funds, of all financial records to the project, which records shall be accessible to CPB, and to the U.S. Comptroller General or other representatives for examination and audit purposes. (Offerors will additionally ensure that any subcontractors or advisors under the agreement shall also maintain such records for the period specified and under the same terms);
  - c. Maintenance, for 10 years after approval of a final financial report, of a complete file of all subcontracts and other agreements, licenses, clearances, and other documents related to the work undertaken, copies of which shall be made available to CPB on request;
  - d. Submission to CPB of a copy of any U.S. Comptroller General final audit report in connection with the project;
  - e. Compliance with equal employment opportunity and nondiscrimination laws and policies;
  - f. Offerors will be required to provide documentation as to actual costs, and provide supporting detail demonstrating that all costs are reasonable, necessary and allocable to the requirements and objectives of the work undertaken; and
  - g. All research and materials created, developed, compiled or produced pursuant to or as a result of this project (including but not limited to all reports) will be considered ordered and commissioned by CPB as works made for hire under the copyright laws, and made in the course of services rendered. If, for any reason, the proposed research and materials to be provided are not considered works made for hire under the copyright laws, then the Offeror will be required to assign

all right, title and interest in and to such research and materials to CPB. Offerors further agree that neither they, nor any of their subcontractors, will have any copyrights or other intellectual property rights whatsoever in any research and/or materials created, developed, compiled or produced by them or by any subcontractor, or by any third party participating in the preparation of research or materials for this project.

- h. The agreement will be governed by construed in accordance with the laws of the District of Columbia without regard to its conflict of law provisions.
  - i. Other material terms and provisions will be set forth in the documents provided to the Offeror that successfully completes the selection process.
- 4. CPB will have complete rights to the reports created as deliverables for this project.
- 5. CPB will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal, or in performing any other activities relative to this solicitation.

## **Exhibit A. CPB Non-Employee Travel Expense Guidelines**

Travel Expenses incurred by non-CPB staff (including consultants) need to be itemized on the Non-Employee Expense Form. Each expense of \$25.00 or more must be supported by an original receipt. Expenses requiring CPB approval must evidence such approval.

Reimbursement of travel expenses is subject to the following limitations:

### **Transportation**

Only coach or economy class airfare, rail fare or bus fare will be reimbursed towards travel expenses. Travelers must make every effort to plan travel and book transportation sufficiently in advance so as to realize cost savings, and are required to accept the lowest fare available for the required itinerary. Full fare coach may be used only in unusual and/or special circumstances and, in each such instance, a detailed explanation shall be provided and reimbursement shall be contingent upon approval by CPB.

Private automobile use will be reimbursed at the prevailing IRS rate of 54 cents per mile to CPB employees for 2016, but not in excess of the lowest available airfare. Taxi fare will be reimbursed to the extent reasonable and necessary. Rental car expense will be reimbursed only when the daily taxi fare would exceed per day car rental rate, or when no other convenient and less expensive form of ground transportation is available. Travelers may rent intermediate-size vehicles.

### **Lodging**

CPB will only reimburse for reasonable, standard rate, single room accommodations and appropriate incidental charges. Incidental expenses incurred for comfort, grooming or personal enjoyment, such as airline and room movies, haircuts, shaving equipment, shoe shines, etc., are not subject to reimbursements.

### **Meals**

CPB will reimburse for meals up to a total of \$65.00 per day for domestic travel and \$75.00 per day for foreign travel, provided that meals are not otherwise furnished or included in connection with an activity.