



Rowan-Salisbury Schools

**500 N. Main Street
Salisbury, NC 28144**

REQUEST FOR PROPOSAL

FOR

**Human Resources Software Solution to Support Employee Management
(Hiring to Retiring)
for
Accelerate Rowan, a Teacher and School Leader (TSL) Incentive Program Grant**

**RFP Issued: March 10, 2021
Response Due: March 19, 2021 at 5:00p.m. EST**

Request for Proposal (RFP)

Human Resources Software Solution to Support Employee Management (Hiring to Retiring)

Rowan-Salisbury School System (the “District”) is requesting proposals from qualified licensed firms for specialized services to implement a Human Resources Software Solution to support employee management (Hiring to Retiring). This solution will fully integrate with Payroll and Finance functions, and will be the foundation for the Human Capital Management System summarized in Accelerate Rowan, a Teacher and School Leader (TSL) Incentive Program grant.

I. General Information

Submittal of Proposal

- Information should be verified before submissions. Adjustments will not be permitted after submission to the District. The District will not be responsible for errors or omissions on the part of the organizations in preparation of the proposals.
- Submissions should be sent to:

McKenzie Lamborne, Grant Coordinator
LamborneMM@rss.k12.nc.us

- Questions about the RFP, its content, format or any other questions must be submitted in writing to McKenzie Lamborne, Grant Coordinator, no later than March 17, 2021.

Signatures

- All Proposals must be signed by an authorized officer of the firm submitting the proposals.

Rights of the District

- The District, in its discretion, may conduct personal interviews of any firm submitting an RFP. The successful firm or firms will be required to enter into an Agreement between the District and the Firm. The form of agreement for requested services shall be substantially in the form of the District’s standard agreement for services.
- All content, processes, products, programs, and all other resources developed by the firm for the purpose of this RFP, shall be the property of Rowan-Salisbury Schools.
- The RFP is not a low-bid price competition; instead, proposals shall be evaluated in accordance with the Evaluation Criteria stated in this RFP.
- The District reserves the right to reject any and all proposals.

Deadline for Submittal

- Submittals must be received by McKenzie Lamborne - LamborneMM@rss.k12.nc.us by March 19, 2021 at 5:00PM EST.

II. Scope of Work

Introduction

Responses received from this Request for Proposals will be used by the District to select the firm to provide services to the District in accordance with the scope of work identified in this RFP.

Requested Services

Work with Rowan-Salisbury Schools Teacher and School Leader Grant District Leadership Team to modernize and optimize HR processes and systems. The primary intent of *Accelerate Rowan* is to develop a supportive, coherent, sustainable infrastructure enabling Rowan-Salisbury Schools' transformation to a fully realized student-centered school system. Building a Human Capital Management System ("HCMS") is a foundational component of that infrastructure. The HCMS will allow the District to recruit, place, develop and retain highly/uniquely qualified and experienced educators to improve student achievement, allowing students to graduate enrolled, enlisted or employed and able to be productive and contributing members of their community. Rowan-Salisbury Schools completed comprehensive reviews of current processes and systems in both the HR and Finance departments prior to the *Accelerate Rowan* grant application. That work was designed to outline transformation in those departments to support the District's ability to manage staff from "hiring to retiring".

Summary of Specific Services/Products and actual Deliverables

Rowan-Salisbury Schools ("RSS") seeks qualified vendors to provide a comprehensive and integrated solution for human resources and financial management. Ideally, it is the intent of RSS is to procure a modern, cloud-based human resources and enterprise resource planning platform. It is a **mandatory requirement** that all proposals provide evidence that their system is built to ensure full compliance and integration with North Carolina Department of Public Instruction's ("NCDPI") current rules, policies and statutes. It is also essential to build a framework that is adaptable to future changes as the needs of the State and the District change.

As an example of an intricacy of such a system, consider that professional licensing for employees such as teachers and principals is performed by the NCDPI. However, reporting of Continuing Education Units to meet renewal requirements is performed by individual Districts where the various professionals are employed. This creates the need for a cohesive and uniform protocol for exchange of information between RSS and NCDPI. Similarly, RSS must obtain licensing information from NCDPI to ensure that properly certified employees are placed in positions for which they are qualified and ensure they are paid according to statutorily defined pay scales, based on a number of factors. This is just one example of the many instances where efficient communication between NCDPI systems and RSS human resources system is required.

Six key areas of focus include.

1. Enable near real-time position visibility and control
2. Provide data management and advanced analytics for decision support
3. Replace discontinued and obsolete systems
4. Simplify monitoring and compliance
5. Eliminate unnecessary duplication
6. Increase efficiency of operations

Vendors are encouraged to provide responses that in addition to meeting the specifications outlined, demonstrate the commitment to these six principles.

All human resources management systems will be cloud-based, with no local infrastructure maintenance or support requirements, and no need for iSeries consulting services. In addition to being cloud-based, a modern platform will include:

- Seamless integration with Finance system
- Employee self-service portal
- Mobile as a user interface
- Contemporary and standards-based application interfaces and data exchanges
- Timely linkage between licensure, position, and salary
- Advanced data integration, analytics, and visualization
- Reliable, secure, scalable, and service-oriented support
- State-level rollup and interactive dashboards

Vendors are expected to provide solutions that substantially conform to the spirit of these principles.

The Scope of the Work for this RFP includes the following:

- Human resources functions and information fully integrated
- Integration of required “Best of Breed” services
- Data Integration Management Service
- Program and Project Management processes and related documentation
- Technical Architecture Documentation
- North Carolina security requirements and considerations
- Analysis and design of configuration items
- Design and establish integration and interoperability methods
- Business Processes and Features
- Integration of third party products
- Legacy data mapping, translation, cleansing and migration
- Organizational change requirements
- Reporting, both structured and ad hoc
- Testing
- Education and Training
- Support
- Performance SLA(s)

III. Timeline

Following selection and notification of award, the period of performance for this agreement is anticipated to be five years.

IV. Contents of Proposal for Selection Committee

All proposals shall address the following items, in the order listed below and shall be labeled A through F in the proposal document.

- A. Description of Firm – Provide background information regarding the size, location, work history, and organization of the firm.

- B. Firm's Qualifications and Experience Relative to District Needs – Provide a detailed summary of the experience of the firm including a list of similar projects completed within the last five years.
- C. Implementation Plan - Describe how the RFP components, outlined in the previous section, will be implemented.
- D. Timeline - Provide schedule of delivery of services/products.
- E. Fees – Proposals shall include the firm's fee schedule, and pricing shall be inclusive of all costs.
- F. Other - Each firm is encouraged to provide any additional information

V. **Selection Criteria**

- Proposed ERP solution is fully integrated with NCDPI rules and regulations.
- Proven track record of services related to the RFP scope of work.
- Design of project deliverables and implementation plan.
- Applicable Fees.
- Understanding of Rowan-Salisbury Schools' needs in relation to Human Capital Management.

The District Superintendent will appoint a selection committee to review the RFPs and make a recommendation to the School Board.