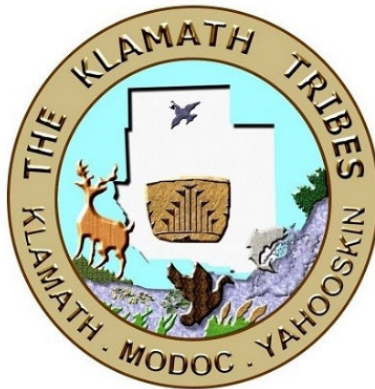


THE KLAMATH TRIBES



REQUEST

FOR

PROPOSAL

HRIS SOLUTION

RFP 15-24

ISSUED: MAY 24, 2024

CLOSES: JUNE 14, 2024

Request for Proposals (RFP)

HRIS Solution

The Klamath Tribes

RFQ # 15-24

Introduction:

The Klamath Tribes, TKT, has initiated a Request for Proposal, RFP, to facilitate proposals from qualified vendors to provide an HRIS (Human Resources Information System) solution. The scope of functionality for the proposed HRIS solution is to include: HR, Benefits, Payroll, Time and Attendance, Talent Acquisition (e.g. Recruiting, Onboarding), Talent Management (e.g. Performance, Training). and other functionality included within the requirements section of this RFP.

Background:

The Klamath Tribes currently operates all employee services through Microix and MIP. Though the interface between these programs are compatible in use the multiple users require levels of use to access appropriate documentation. The Klamath Tribes has been and is rapidly growing with expectations of great continued growth. The needs of the multiple departments to utilize a system with the capability of future growth is required to ensure best practices continue to be utilized.

Scope of Work:

The scope of work for the HRIS project includes but not limited to the following functionalities and modules: HR, Benefits, Payroll, Time and Attendance, Talent Acquisition, Talent Management, and any other functionality included herein. We are seeking a hosted HRIS, with limited need for internal IT support. Provide the name/version of the product(s) proposed and estimated implementation schedule.

For detailed sections concerning the relevant operational, performance, application, and technical questions and requirements of the system, please refer to Attachment I: Solicitation Form.

Proposal Outline:

To simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

1. Letter of Transmittal or Cover Letter

A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the proposer and individuals to be involved is limited to a maximum of four pages.

The letter should clearly identify the following:

- address of the office of the proposer performing the work
- the telephone number
- name of the authorized representative
- product(s) name/version
- estimated implementation schedule
- identify if proposer is local, national, or international
- Size of organization
- Whether organization is Native owned and/or operated
- Follows registration and permit requirements to do business in Oregon
- Recent experience with implementing an integrated HRIS solution for similar organizations
- Include 3 references, preferably a similar organization and/or at least one reference based in Oregon

- offer is binding and shall remain open for 120 days from the due date of this RFP and acknowledges that its proposal cannot be withdrawn within that time without the written consent of The Klamath Tribes.
2. Product Table of contents
Include a table of contents that identifies the material by section, page number, and a reference name to the tabbed information contained within the excel spreadsheet, Attachment I.
 3. Solicitation Form/Attachment I
The Excel Spreadsheet included in the RFP, Attachment I, shall be included here. All questions in bold within each tab should be marked with one of the following Response Codes; Y-Exiting, F-Future, C-Customer Customization, V-Vendor Customization, T-Third Party, N-Not Available. All questions not in bold lettering should be addressed within proposer's product submission.
 4. Fees and Compensation
Provide the following information as relevant to the fee proposal:
 - a. Estimate of all costs of product, implementation, and servicing/support. Please make sure the following are included:
 - i. License Fee
 - ii. Annual Maintenance
 - iii. Implementation costs
 - iv. Training costs
 - v. Customization costs
 - vi. Interface/feed development costs
 - vii. Monthly hosting fees
 - viii. Monthly processing fees
 - ix. Monthly service fees
 - x. Other monthly fees
 - xi. Other one time fees
 - xii. All third party costs
 - b. The frequency and timing of the billing process.

If the fee is proposed under a different methodology (e.g., a fixed price for all services please provide a basis for the proposed fee.

5. Demonstration software must be compatible with Windows 10 and 11, Server 2019 and 2022, SQL server
6. Current computer software capability Windows 10 and 11, Office 2019, Google Chrome
7. Current programs to interface with MIP Fund Accounting Software
8. Replacement for MIP/HRIS & Excel spreadsheets

B. Quality Requirements:

The Klamath Tribes will award contracts to responsible, responsive prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a party, the Housing Department will consider such matters as the party's

- Integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources

Required.

Vendor Qualifications and Roles

The proposal must describe the vendors' qualifications to conduct the RFP scope of work activities, including his/her expertise, knowledge, and experience. Experience should include example of conduction similar or related work, as well as experience working within Tribal human resources and/or personnel.

To accomplish the scope requested, the consultant will need to possess the following qualifications:

- Experience at successfully developing Human Resources policies
- Strong organizational skills
- Knowledgeable of Tribal rules and issues
- Knowledgeable of budgeting
- Project Management experience

If a consultant group or partnership of consultants is proposed to conduct the RFP scope of work, the proposal must indicate which activities each consultant will conduct as well as information about their level of expertise, knowledge and experience to conduct those specific activities.

Work Plan

The proposal should contain a detailed description of the activities to be conducted by the consultant in order to complete the requested scope of work, including:

- the specific activities to be conducted at each stage,
- a timeline for the activities at each stage
- milestones and deliverables tied to those activities, and
- a detailed budget for each stage, along with the proposed payment schedule tied to project milestones and/or deliverables

References

The proposal should include at least three references of individuals who can speak to their experience with the vendor in conducting projects of similar scope. Information regarding each reference should include the individual's name, address, telephone number and email address.

Previous Work Product

The proposal should include at least three examples work similar to the scope of work requested within this RFP.

Evaluation Factors and Scoring:

1. **Selection Procedures:** The Klamath Tribes' Administration utilizes this formal advertising of Request for Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. The Klamath Tribes' Administration reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.
2. **Method of Review:** The Klamath Tribes' Administration and its authorized representatives will review all proposals received and may contact the party to request further information. The Klamath Tribes' Administration may accept any given RFP as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Klamath Tribes' Administration shall be final and not subject to appeal.

Criteria for Selection

TKT will select the proposal which it feels will deliver the highest quality deliverable at the best value. Proposals will be initially reviewed by Tribal Purchasing representative. All responsive, responsible proposals will then be scored by a PEC Committee. Interviews and Evaluations will be completed by the Procurement Specialist and PEC Committee, who will submit the best option to the Tribal Council for a final decision.

Scoring

By use of numerical and narrative scoring techniques, proposals will be evaluated by an assigned PEC Committee against the factors specified below. In terms of weight, Product Functionality will account for 40 points based on a 100 point scale.

- Product Functionality
- Degree of integration across functions/modules
- Technical Fit
- Usability
- Vendor Profile and Implementation Support
- Fees/Expenses
- Other factors, including completeness of proposal, adherence to RFP instructions, other relevant factors not considered elsewhere.

D. Instructions for Submitting Proposals:

1. Return proposal in an envelope clearly marked according to the following instructions below. One original and two (2) copies must be submitted. Fee schedule should be in separate sealed clearly marked envelope or attachment.
2. Bids can be submitted in person, through US Postal Service, or by ground delivery to:

The Klamath Tribes
Administration Office
Attention: Purchasing
P.O. Box 436
501 S. Chiloquin Blvd.
Chiloquin, OR 97624

3. If submitting Proposal by email:
 - a. In subject line add RFP Number and Name
 - b. If over 20mb please send in multiple emails
 - c. Proposal and Pricing must be in separate attachments clearly markedIt is the vendors responsibility to ensure documentation has been received.

4. On outside of sealed envelope or in email subject line write:
"15-24 HRIS Solution"

5. Questions on the RFP can be directed by email to: Personnel@klamathtribes.com or Laurel Robinson, HR Director at 541-783-2219 extension 104.

Two types of questions generally arise. One may be answered by direction the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more

complex and may require a written amendment to the RFP. The Chief Finance Officer will make that decision.

6. Submission of a proposal shall constitute the firm's representation that it:
 - a. Has thoroughly examined and become familiar with the scope of work set forth in this RFP;
 - b. Understands the requirements of the scope of work, the nature of the work and all other matters that may affect the work;
 - c. Will honor its proposal for no less than 120 days after the submission date stated in this RFP (or until execution of a final contract with the selected proposer, if sooner), and acknowledges that its proposal cannot be withdrawn within that time without the written consent of The Klamath Tribes.
 - d. Will comply with all requirements set forth in this RFP, and in the ensuing contract, if any.

Schedule of RFP activities :

- 05/24/2024 Advertise RFP # 15-24
- 06/07/2024 3:00PM Deadline for questions regarding RFP.
- 06/14/2024 2:00PM Closing Date for RFP to be submitted via method outlined above.
- 06/20/2024 2:00PM Opening and review of RFP's submitted on time.

E. Closing/Opening Date and Time and Method of Solicitation:

1. Proposals will be accepted at the address and email above up to **2:00 p.m. on June 14, 2024**. All timely responses to this RFP will be considered. The Klamath Tribes reserve the right to reject any and all proposals including those proposals received after the closing date and time.
2. Proposals will be opened at **2:00 p.m. on June 20, 2024** at the Klamath Tribal Administration office, 501 S. Chiloquin Blvd., Chiloquin Oregon.
3. This RFP has been published by:

	Publication in a Newspaper of general circulation
<input checked="" type="checkbox"/>	Direct solicitation of proposals from an adequate number of known sources
<input checked="" type="checkbox"/>	Klamathtribes.org

F. Indian Preference:

1. To the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians, and preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.
2. Certain federal laws allow for the application of a Tribal-specific preference, and where those laws apply the Tribes will provide preference for Klamath Tribal members or businesses owned by Klamath Tribal members.
3. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indians and Alaskan Natives.
4. The Klamath Tribes Procurement Policy shall be followed for any individual/firm claiming Indian Preference.

G. Provisions:

1. All contractors must observe the Klamath Tribes' Indian preference policy as set forth in the Klamath Tribes Procurement Policy.
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides fair and open competition.

3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
5. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. The Klamath Tribes shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
7. Request for Proposals may be terminated by The Klamath Tribes' Administration at any time for cause.
8. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
9. No employee, officer, or agent of the Klamath Tribes may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
11. Agreement: The selected professional will comply with Klamath Tribes Procurement Policies.