



Project: HRIS System

AYS, Inc.  
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## **1. Summary and Background**

At Your School (AYS, Inc.) is a nonprofit, leading out-of-school time provider in central Indiana. For 40 years, AYS has served working families in the community, providing parents with the freedom to focus on their careers while their kids receive the academic and social-emotional support they need when school is not in session. AYS partners with school districts to operate high-quality before- and after-school programs, whole day programs, break camps, summer camps, emergency pop-up programs, and e-learning programs within school buildings. At AYS, kids get help with their e-learning and homework, time with their friends, plenty of physical activity, and healthy snacks. Currently, AYS serves families in over 30 schools throughout Marion County and surrounding areas. The purpose of this request for proposal is to identify an HRIS platform that offers comprehensive solutions to meet the needs of Human Resources (full employee life cycle), Youth Development and Finance Departments.

## **2. Project Description**

**Procurement:** A new comprehensive HRIS/payroll platform that will integrate a learning management system, scheduling software, and benefits management. All aspects should interface with accounting software and have the capacity for generating simple and flexible real-time reports.

**Implementation:** Management in AYS-specific functional development and alignment with operation requirements.

Transition: Migration of people, process, and procedure data. Setting up tailored processes and knowledge transfer to ensure operational run state success.

Run State: Continued engagement from the project team to ensure early life support for the system.

### **3. Scope of Features & Functions**

Services should be integrated with performance management and self-service functionality and include:

- Human Resources Compliance Tracking and Reporting (ACA filing service, OSHA reporting etc.)
- Learning Management Technology
- Scheduling and Timekeeping Technology
- Benefits Management Technology
- QuickBooks Interface
- Custom Reports Generation

### **4. Proposal Guidelines**

Proposals must include the following information:

- A minimum of 5-year history providing comprehensive HRIS software solutions
- Overarching provider philosophy and demonstrated commitment to excellent customer service (designated representative)
- Specific Scope of Features & Functions detail and demonstration
- Additional built-in elements not detailed in Scope of Services
- Initial and ongoing operational cost for approximately 175 staff
- A timeline for the implementation process with a completion date no later than May 3, 2021

### **5. Preparation of Costs**

AYS, Inc. shall not be responsible for proposal preparation costs, nor for the cost, including attorney fees associated with any administrative, judicial or other type of challenge to the determination of the selected proposer and/or award of the contract and/or rejection of the proposal. By submitting a proposal, each respondent agrees to be bound in the respect and waives all claims to such costs and fees.

### **6. Evaluation Criteria**

AYS, Inc. will evaluate proposals based on the attached rubric to narrow providers to the top three. Each of the top three will be invited to virtually present to a selection committee the week of February 22<sup>nd</sup>, 2021.

The RFP timeline is as follows:

- RFP distribution: January 20, 2021
- RFP submission: February 12, 2021 by 5:00pm
- Notification of shortlisted providers: February 18, 2021
- Provider presentations: February 24-26, 2021
- Provider selection: March 1, 2021
- Contract signed: March 19, 2021

### 7. Submission Guidelines

Proposals must be submitted in PDF form to [amcginley@ayskids.org](mailto:amcginley@ayskids.org) by February 12, 2021 by 5:00pm. Include “HRIS Proposal: AYS, Inc.” in the subject line and include your business name and contact information in the body of the message. For all questions and inquiries, please contact Angela McGinley via email at [amcginley@ayskids.org](mailto:amcginley@ayskids.org).

One half hour appointment per provider may be scheduled on Monday, January 25<sup>th</sup> between 10:00am and 3:00pm or Wednesday, January 27<sup>th</sup> from 11:00am and 4:00pm for detailed discussion as may be needed.

<b>HRIS SELECTION RUBRIC</b>			
	<b>Description</b>	<b>Points Available</b>	<b>Points Awarded</b>
Experience & Company History	Demonstrates success and experience in providing comprehensive HRIS platform to multi-site business	5	
Customer Service Philosophy	Demonstrated commitment and specific examples of dedication to excellent customer service	15	
HR Compliance	Providers demonstrate required OSHA tracking, ACA reporting, EEOC etc.	10	
Learning Management	Demonstrates an integrated Learning Management System that delivers, tracks and identifies critical expiration dates of required training	10	
Scheduling and Timekeeping Technology	Facilitates employee driven scheduling and site-specific timekeeping with pre-determined parameters	10	

Benefits Management	Integrated enrollment and management of benefits including health, 403(b) accounts etc.	5	
QuickBooks Interface	Payroll, other costs will integrate within the AYS accounting software	5	
Reporting	Specific standard and adhoc reports are easily created and exported	10	
Additional Elements	Other services beyond scope offered by provider	5	
Transition and Implementation Plans	Provider details and offers its specific plan to move AYS into their systems	10	
Cost	Itemized and detailed implementation and on-going operational costs	5	
Presentation	Response and presentation requirements met and well-developed	5	
Executive Choice	Ranking of provider by Vice Presidents of Finance and Human Resources departments	5	
TOTAL		100	