

SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY

REQUEST FOR PROPOSALS

Outsourced Payroll / Time and Attendance / Human Resources Information System

RFP #2022-40

Request for Proposal Posted:

September 22, 2022

Proposal Due Date:

October 7, 2022 by 5:00 p.m.

The South Dakota Science and Technology Authority (SDSTA) is seeking proposals for an Outsourced Payroll / Time and Attendance / Human Resources Information System (HRIS) for SDSTA employees. An individual firm will be selected for a fixed price contract based on the total of the employees and unit costs listed on the required bid sheet, demonstrated competence, and qualifications for the required work. Documents included in this Request for Proposal (RFP) include:

- A. Bid Sheet
- B. Draft Contract #2022-40

1.0 Background

The South Dakota Science and Technology Authority (SDSTA) is a quasi-governmental agency established by the State of South Dakota to operate and manage the Sanford Underground Research Facility (SURF) in Lead, South Dakota. This facility has been developed to support a variety of scientific experiments, including physics, biology, geology, and others. SURF advances our understanding of the universe by providing laboratory space deep underground, where sensitive physics experiments can be shielded from cosmic radiation. Researchers at Sanford Lab explore some of the most challenging questions facing 21st century physics, such as the origin of matter, the nature of dark matter and the properties of neutrinos.

2.0 Scope

The main objective is to digitally transform the employee lifecycle from paper to digital and enhance the employee experience.

SDSTA has 200 employees who are either salary or hourly. SDSTA issues both W-2 forms and 1099's each year. Currently, SDSTA has one (1) Federal Employer Identification Number (FEIN) and will potentially have more in the future. SDSTA does not have a union. SDSTA files taxes in four (4) states with the potential to add more.

Pay cycles are bi-weekly for all employees. Current pay period starts on Saturday and ends on Friday. Automated Clearing House (ACH) electronic funds are issued on Wednesday for Friday distribution. SDSTA does not run manual checks. The number of garnishment payments per month are four (4).

SDSTA has seven (7) benefit plans, three (3) retirement plans and are requiring four plus (4+) Paid Time Off (PTO) plans. SDSTA is Mountain Time zone. The number of employees who will use the Timekeeping Platform per month 100% of the employees. Everyone will use the Timekeeping Plan, hourly, salary and temporary employees. The number of time clocks required are unknown at this time. Mostly digitized, but SDSTA may need underground time clocks.

3.0 Selection Criteria

The SDSTA will review all submitted proposals for adherence to this request's requirements and capabilities to identify the proposal providing the best value based on the following criteria:

1. Required features listed on the bid sheet
2. Experience with similar projects preferably in South Dakota
3. Prior experience integrating with Deltek-Costpoint financial system preferred

4.0 Selection Process

1. SDSTA will form a selection panel to review the responses received to this RFP.
2. SDSTA will select based on the submittals or, at their discretion, may ask a short list of offerors to interview or provide a demo prior to finalizing the selection.
3. Offerors will be notified of the selection decision by email within three weeks of the receipt of proposals.
4. Selection decisions are final. There will be no process for appeal or re-evaluation.
5. SDSTA retains the right to request scope adjustments and substitutions of individual team members and engineering disciplines during negotiations.

5.0 Proposal Contents

Brevity is encouraged in the responses to this RFP. Proposals must contain the following:

5.1 Cover Letter

Include contact information, including an email address, for the team's designated contact person who can receive and distribute RFP information on behalf of the team.

5.2 Client References

Provide names and contact information for two (2) references.

5.3 Bid Sheet

Completed the required bid sheet.

5.4 Project Understanding and Approach

Provide a brief description of your understanding and approach to the project.

5.5 Support Overview

Describe vendor support during and after implementation, including response times.

5.6 Exceptions

Describe any exceptions to General Provisions and Terms and Conditions. Disclose any existing relationships and previous work with Sanford Lab.

5.7 Rates

Provide fixed prices on the bid sheet.

6.0 Submission Requirements

Proposers should submit an electronic copy (.pdf format) of the proposal no later than 5:00 p.m. October 7, 2022, to: cajones@sanfordlab.org.

The proposal period may be extended at the discretion of SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective proposers by SDSTA.

All communications regarding this procurement between RFP release and contract award shall be directed by email to cajones@sanfordlab.org. Communications with other SDSTA staff regarding this procurement in advance of the contract award are not allowed.