REQUEST FOR PROPOSAL

#34-0215

FOR

HR & PAYROLL SYSTEM

UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

RFP Issue Date: 7/2/2013

RFP Response Due: 8/8/2013

Contact: purchasing@uchastings.edu

UC Hastings Web Address www.uchastings.edu

UNIVERSITY OF CALIFORNIA
HASTINGS COLLEGE OF THE LAW

HR & PAYROLL TECHNOLOGY SELECTION

Purpose:
The purpose of this Request for Proposal (RFP) is for the College to compete for a new HR and Payroll System, ensuring the College's best interests are at the forefront of the competitive event and resultant award and system deployment. UC Hastings employs approximately 600 employees which includes 250 full-time faculty and staff, 100 adjunct faculty, and 250 hourly students and temps. UC Hastings issues approximately 1,000 W-2's annually as temp and student employees leave and new employees are hired to fill the temp and student employee positions throughout the year. UC Hastings is seeking an HR and Payroll system which will provide the best solution to support the College's business processes, streamline the current processes with online approval workflows, minimize manual activity, and improve reporting and analytics.

About UC Hastings
The College was founded in 1878 as the "law department" of the University of California. UC Hastings is the oldest public law school in California. Founded by Chief Justice Serranus Clinton Hastings, the College was established by the California Legislature with its own Board of Directors which has operated the College independently of the Board of Regents of the University of California since its founding. The Board of Regents possesses degree-granting authority, but all other aspects of the College are under the control of the UC Hastings Board of Directors. The College is the only stand-alone, public law school in the nation.

The mission of UC Hastings is to provide an academic program of the highest quality, based upon scholarship, teaching, and research, to a diverse student body and to assure that its graduates have a comprehensive understanding and appreciation of the law and are well trained for the multiplicity of roles that they will play in a society and profession that are subject to continually changing demands and needs.

UC Hastings' reputation for academic excellence, its formal affiliation with the University of California (UC), and its location in San Francisco's downtown civic center are major factors contributing to the overall strength of the Institution. This intrinsic quality is reflected in the large number of applications received for a very limited number of seats. Hence, UC Hastings' enrollment management objectives are to matriculate select students of the highest academic credentials.

Timeline

RFP Sent:	Tuesday, July 2, 2013
Questions from Suppliers:	Wednesday, July 17, 2013, close of business
Answers from UCH:	Wednesday, July 22, 2013
RFP responses due:	Thursday, August 8, 2013

Guidelines for Submittal

Each firm is to address their expertise in fulfilling the UC Hastings Scope of Work included in this RFP. The proposal shall clearly address all information requested in the attached exhibits. Specifically, your proposal should include the following. Be specific, avoid "filler" language, and focus your responses on the question, topic or request.

1. Executive Summary
   Including but not limited to:
   a. Gross Revenue,
   b. Privately held or Publicly traded,
   c. Known sale, merger, or takeover plans,

2. Description of your firm
   Including but not limited to:
   a. Core business,
   b. Corporate, local and service center locations,
   c. Number of employees (payroll and contract),
   d. Provide (upon request) audited financials,
   e. List of other customers (similar in size/scope to UC Hastings), with contact information at each,
   f. Highlight any awards or commendations earned by your firm.

3. Expertise in HR & Payroll Systems
   Including but not limited to:
   a. Names and resumes of the main employees to be deployed on this project,
   b. Highlight the same of who the lead person would be

4. Description and benefits of product offerings, solutions and technical features
   a. Respond to the questions in the performance and technical sections

5. Implementation Expertise
   a. Be specific with prior implementations of your proposed solution, include customers, length of implementation, outcome, successes, failures, improvements, etc.
   b. Provide resumes of staff who may be assigned to the UC Hastings implementation including examples of prior implementations and conversions the staff has worked on.

6. Ongoing Support
    a. Be specific and describe your firm's philosophy for ongoing support, and practical response to ongoing support. Refer to the Technical Requirements document for detailed questions on Provider Support and Services.

7. Identification of partners, alliances, subcontractors applicable to UC Hastings request
    a. Be specific and list partners and alliances and why they are necessary, beneficial and in place.

8. Cost for the system and services
    a. List cost per module (base purchase price)
    b. Include cost/rates for customization (if applicable)
    c. Total the UC Hastings required investment
        i. Initial cost
        ii. Start-up/Implementation costs
        iii. Five year ongoing costs

9. Project Timeline
    a. Provide a proposed project schedule for meeting the UC Hastings implementation timeline listed below.

	DATE
Complete system configuration and end user training	November 28, 2014
End users begin using the system (as the electronic timesheets for the period ending December 31, 2014 must be entered using the new Time & Attendance system)	December 1, 2014
Complete payroll processing for period ending December 31, 2014	January 7, 2015

EVALUATION

- RFP responses will be read and reviewed by a team composed of UCH staff;
- Respondents may be called in to present their software solution to the UC Hastings implementation team;
- Reviewers will score each section of the responses (business, performance and technical);
- Responses need to receive at least 80% of available points to be further considered;
- Based on a combination of cost and points, UCH may determine there to be a clear winner, or determine the need for a finalist round, and proceed accordingly;
- The college will then select an awardee.

Due Date
Notify UCH Purchasing & Procurement of your intent to respond as soon as possible.
Responses are due Wednesday, July 31, 2013, by close of business.

Responses are to be emailed to Purchasing at purchasing@uchastings.edu.

Clarifications
Questions and clarifications concerning this RFP should be sent in writing via e-mail to the attention of Darryl Sweet, Director of Business Services at purchasing@uchastings.edu.

Written questions and clarifications are due by Friday, July 12, 2013, to purchasing@uchastings.edu

Confidentiality
All information concerning all parties referenced herein or their respective businesses and operations, which is directly or indirectly furnished or made available under or by virtue of the existence of this RFP and which is not generally available to the public shall be treated as confidential and proprietary. All parties shall take all reasonable precautions to assure that no such information is used, disclosed, duplicated, or distributed by them or any of their employees or agents for any purpose other than their performance hereunder.

Agreement Term
Because of the complex nature of this software:

- The initial term of the agreement is anticipated to be for seven (7) years;
- The renewal periods shall be annual after the initial term, but are projected to be for and additional five (5) years.

Other Conditions:
Submission of a proposal in response to this RFP does not commit UC Hastings to pay any costs incurred in proposal preparation or submission, or to enter into a contract with any Consultant for any services. UC Hastings may reject any or all responses at UC Hastings' sole discretion. Failure to comply with all the terms and conditions of this RFP may result in its rejection.

Incorporation of Proposal into Contract
This RFP, the selected firm's proposal, and all other representations made by the firm, may be incorporated into any and all contract agreements between the firm and UC Hastings.

Bond Requirements
The awarded firm will be required to furnish a Performance Bond as part of the agreement signing process.

UC Hastings Contact Information

The primary contacts for this Request for Proposal process is:

Darryl Sweet, Director of Business Services
sweetd@uchastings.edu
415-565-4604

Irene Chan, Project Manager
chan@uchastings.edu