

## REQUEST FOR PROPOSALS FOR HUMAN RESOURCES INFORMATION SYSTEM

### **Company Background:**

Buckeye Green Builders, Inc (BGB) is a boutique design and construction company specializing in the development of sustainable, environmentally-conscious projects for residential and commercial clients. Based in Miami, Florida, BGB was founded in 2005 by Architect William Brown and his partner, John Oliver. In FY2009, BGB's annual gross revenues exceeded \$100M and they employed more than 500 individuals, ranging from design professions, construction managers, as well as laborers and construction crews. BGB projects accelerated expansion between 2010 and 2015, with projected gross revenues topping \$1B by 2015 with an employee base of 5000.

**Scope:** The scope of this project includes the procurement and full implementation of a comprehensive Human Resource Information System that includes the following components: HR Administration; Employee and Manager Self-Service; Performance Management; Benefits Management; Compensation Management; Training; Applicant Tracking; and report generation, including all filings required for compliance. The system should be scalable to meet the needs of the business during accelerated growth, and should have the capability to interface with ADP payroll and our accounting software, Deltek Vision.

### **Specifics of a Responsive Proposal:**

Responses should provide straightforward, concise information that will satisfy the requirements of the solicitation document. The following information shall be included in the proposal:

#### **Applicant Tracking:**

26. Provide a brief description of your recruiting and applicant management system.
27. Describe your candidate pre-screening or qualification process.
28. What job boards are supported with your product? Describe how jobs are posted to Internet job
29. Does your system allow for an automatic e-mail response to applicants and candidates? If so, please describe the communication types included in the application. Can we customize the responses?
30. How is an applicant transitioned to an employee in your system? If the systems are integrated, describe the file transfer process and the technology applied.
31. How does an applicant apply for a job online?

#### **Benefits:**

32. Describe the integration between benefits and payroll.

33. How does your system handle benefits administration?

34. Explain how your system facilitates reporting to third party vendors such as benefit providers.