

REQUEST FOR PROPOSALS

Human Resource Information System



August 11th, 2020

ABOUT US:

International AIDS Vaccine Initiative (IAVI)

Global Headquarter: 125 Broad Street, 9th Floor, New York, NY 10004

Regional Locations: United States, United Kingdom, Canada, Netherlands, Kenya, South Africa, Uganda, and India

Employees: 260 to 300

IAVI OVERVIEW:

IAVI is a nonprofit scientific research organization dedicated to addressing urgent, unmet global health challenges, including HIV and tuberculosis. Our mission is to translate scientific discoveries into affordable, globally accessible public health solutions. Through scientific and clinical research in Africa, India, Europe, and the U.S., IAVI is pioneering the development of biomedical innovations designed for broad global access. We develop vaccines and antibodies in and for the developing world and seek to accelerate their introduction in low-income countries.

To learn more about IAVI, please visit our site <https://www.iavi.org/about>

STATEMENT OF PURPOSE:

IAVI's objective is to have one centralized HR platform that facilitates the input and maintenance of all necessary personnel data. The solution should contain modules to select and onboard candidates, administer payroll and benefits, manage performance of staff, and manager and employee self-service portals. We seek an HR Information system that would facilitate all steps of the employee life cycle, automates key workflows, generates industry standard reports, and provides user friendly customized reporting.

PROJECT SCOPE:

The scope of work would include the provision of an HR Information System inclusive of implementation services, training for administration, and post-go-live support. The solution would be supportive of IAVI's global workforce in the following locations: United States, United Kingdom, Canada, The Netherlands, Kenya, South Africa, Uganda, and India. The system must be user friendly for ongoing administration across all modules, including but not limited to, the following:

- **Ease of Administration** – Ease of ongoing administration and configuration of each module by users. Ease of editing for current and retroactive data and fields is essential.
- **Reporting** – Pre-populated industry standard reports. User friendly customized reporting and/or dashboards.
- **Automation of workflows** – Facilitate workflows by automating approval and data entry processes across different roles and departments.
- **Multi-Currency** – Display of local currency and conversions



- **Role and location-based Permissions** – Ability to customize access and workflows according to specified role profiles.
- **Position Control** – Position management and staff assignment of positions that is reflective of history of changes, incumbents, and governed by pre-established guidelines.
- **Customer service** - Dedicated representative with X turnaround time for inquiries.
- **Implementation** – Dedicated implementation specialist and post-go-live support
- **Training Resources** – Live training sessions as part of implementation and resources to leverage post implementation for administration or roll out of key modules.

In addition to core functionalities, the following are module specific objectives and functionality. A detailed list of all requested functionality is included in Attachment 1: HRIS Business Requirements - Vendor Responses.

Employee Core Data: Due to IAVI’s global presence and various employment types, this module must contain a custom landing page with standard fields that pull from or to other HRIS modules and data specific to various types of employment including: Full time, part-time, contingent workers, and consultants. Record management would be essential even in situations where payroll is not administered locally in the US.

Module specific functionality would be inclusive of but not limited to:

- *Custom home landing page* – Ability for IAVI to customize fields for home page. (See Attachment 2: Model Custom Landing Page.)
- *Classification of staff* – Distinction between different employment types such as full time, part-time, contingent workers, and consultants. Also it is imperative that the system would allow the employees to be able to identify their gender, including non-gender confirming.
- *Variable Pay History* – Ability to capture awards, tuition, allowances, bonuses and other variable pay.
- *Automated workflows*
- *Clear and structured history* – Visibility and reporting of employee record changes, by whom and when.
- *Future dating hires and terminations* – Ability for employee records to be created and active prior to date of hire. Ability to terminate employee without impact to payroll processing post termination.

Recruitment: For recruitment it is essential that the candidate, recruiter, and hiring manager experience is kept into consideration for ease of use, reporting, and management of requisitions in different phases of the recruitment process. Automated workflows and customizable dashboards will be essential to facilitate efficient communication between all parties.

Module specific functionality would be inclusive of but not limited to:

- *Candidate experience* – Mobile application and candidate ability to upload multiple documents, with fields auto populated from resume upload.



- *Dashboards and Recruitment metrics* – Ease of ability to generate various metrics such as time to fill, days opened, and position status.
- *Automated notifications* – Customizable with rule-based issuance and ability to manually override or assign as needed.
- *Integration of data across modules* – Candidate data maintained and imported into other HRIS modules upon offer issuance.

Onboarding: This module should clearly document and guide new hires through all steps of onboarding with an ease of online completion for documents and signatures.

Module specific functionality would be inclusive of but not limited to:

- *Issuance of pre-hire paperwork* – With IAVI’s various US and global locations, it is essential that onboarding documents be location based with ease of customization.
- *Automated workflow* – Facilitates various signatures required and tracks what is outstanding.
- *Tracking of Document expiration* – Reporting or customized HR Dashboard to reflect actions/expiration of onboarding documents such as I9’s and visas.

Benefits: Facilitate initial enrollment and subsequent employee changes to benefits.

Module specific functionality would be inclusive of but not limited to:

- *Employee self-service* – For all enrollment and election changes. HR as final approval workflow.
- *Reporting* – On changes submitted, approved, and enrollment status.

Payroll: Facilitate the processing of payroll for US offices.

Module specific functionality would be inclusive of but not limited to:

- *Pre-hire entry of tax information* – One point of entry of tax parameters with direct flow to payroll.
- *Required Funding Source fields* – Ability to capture funding source/budget and ability to accommodate multiple project/donor. Cost center.
- *Set Automatic Calculations* – Ability to set special calculations such as formulas for specific employee pension for transmission, GTL, etc.
- *Payment post termination* – Payment to terminating employees must be possible post termination.
- *Annual salary data* – Correct annual salary, not driven by system calculations of annualized bi-weekly payroll amount.
- *Year-end reporting and self-audits* – Monthly, weekly, annual deposits of taxes for filing of 9041 statements. Automated ACA reporting for 1094 and 1095. Self-audits for retirement savings, FSA, etc.
- *Consolidated W2* – Issuance of consolidated W2 for the year 2021 if payroll is done by two payroll providers.

Performance Management: The Performance Management module will serve as the central online repository for performance that tracks historical performance and objectives for each employee. Minimal ongoing configuration should be required to administer associated goal planning or evaluation of performance.

Module specific functionality would be inclusive of but not limited to:

- *Role based security* – Define specific access restrictions for a user or user group to limit what information can be viewed and edited.
- *Sandbox Environment* – Sandbox environment with unlimited copy downs and ability to directly transfer to live environment.
- *Configuration Updates - Post Launch* – Allow HR Administrator to easily update performance review task details once the task has launched. Ability to change the performance process or documents (after launch) without recreating a new task.
- *Notifications* – Ease of customization and automation.
- *Customizable dashboards by profile* – Real time access to view department/team performance, status, and comments.
- *Peer and supervisor evaluations* – 360 capabilities, peer reviews, anonymity
- *Dotted Line Supervisor Access* – Automatic approval routing to dotted line supervisor, with the ability to add performance input and perform standard managerial functions related to the employee’s performance review.
- *Accept/Reject Function* – Allow managers to reject or accept changes submitted by their direct reports with the ability for the performance review to be “re-opened” or pushed to an earlier step by the manager.
- *Integration of organizational objectives and Individual goals* – Ability to tie individual goals to organizational objectives.

Time and Attendance: Solution must be DCAA compliant

Module specific functionality would be inclusive of but not limited to:

- *PTO Administration* – Accruals by hours and workflow to facilitate request for unaccrued PTO.
- *Leave Calculations and Tracking* – Rules based on service time and current accruals to determine how accruals will be calculated when on leave and also the balances available to be used during leave
- *January timesheet set up before Year-End* – Ability to set up timesheets at the start of the year without concluding the previous year. Load January entitlements for employee before last timesheet for the current year is completed.

SUBMISSION AND SELECTION SCHEDULE:

This project will be multi-phased with an initial focus on the implementation of Employee Core, Payroll, and Benefits modules. The following defines the **estimated** timeline for the procurement process:

Key Milestone	Date (2020)
RFP Issue Date	August 11 th
RFP Question Submission Deadline	August 18 th
IAVI Response to Questions	August 21 st
Initial Software Demos	August 13 th – August 21 st
Proposal Submission Due Date	August 31 st
2nd Demos for Shortlisted Vendors	September 1 st – September 15 th
Anticipated Selection and Notification	September 30 th
Anticipated Contract Review and Negotiations	October 1 st – October 31 st
Anticipated Contract Award	October 31 st

PROPOSAL INFORMATION

IAVI invites qualified firms and organizations (“Offerors”) to submit a best-price proposal for the requested services detailed above. Issuance of this solicitation does not in any way, obligate IAVI to award a contract, nor will IAVI pay for any costs incurred in the preparation and submission of a proposal.

Proposals are expected to be comprehensive and include the information set forth below. Offerors are also invited to send any additional information or supplemental material they believe will aid IAVI in properly evaluating their service offerings.

Sample Vendor Proposal

Vendor Name:

Contact Information:

Executive Summary

Include a high-level synopsis of your response to this Request for Proposal. The Executive Summary should be a brief overview of the engagement and should identify the main features and benefits of the proposed work.

Qualifications and Capabilities

Brief description of the organization/entity and experience in the field that illustrates overall services and capabilities to meet the terms of the RFP. Years of relevant experience.

Document and summarize your proven track record of successfully implementing similar activities.

Scope, Approach, and Methodology

Describe your tactical approach to our company's requested project and include a detailed project process.

Project Management Approach

Please include the method and approach you will use to manage the overall project, and estimated timeframes.

Briefly describe how the engagement will proceed from beginning to end.

Deliverables

Describe any deliverables to be included in the final project. Include details on core requirements including but not limited to implementation support, go live resources, customer service structure, dedicated response time, and training resources. Attach completed HRIS Business Requirements - Vendor Responses.

Detailed and Itemized Pricing

Include a fee breakdown by project phase, module, and estimates of all expenses.

Appendix: References

Include three (2) current corporate references that can speak to similar projects in scale and scope. Please list company name, contact name, title, address, telephone number, and client relationship synopsis. References will be checked for shortlisted vendors.

Proposals, including any attachments, should be sent electronically to: Jlau@iavi.org. Be sure to include in the subject line: **HRIS Proposal for IAVI**. IAVI will not accept proposals received by fax.

Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

Proposals will be considered final as submitted.

Any questions are to be submitted in writing via email to the email address listed below no later than Tuesday, August 18, 2020. No questions will be entertained if they are received by means other than the specified email address. No oral answers will be provided.

BASIS FOR AWARD OF CONTRACT:

Criteria for award of contract will be contingent on the following factors:

- Qualifications, project understanding, and approach
- Vendor proposal fulfillment of stated project requirements
- Overall cost of vendor's proposal
- Strength of vendor references and previous experience
- Vendor scheduling and availability
- Vendor's acceptance of company's contractual terms and conditions, if applicable

CONTACT INFORMATION:

Please send all questions to: Jenny Lau, HR Director: Jlau@iavi.org and Nirmala Bhagwandin: Nbhagwandin@iavi.org

ATTACHMENTS:

Attachments to RFP:

1. HRIS Business Requirements - Vendor Responses
2. Model Custom Landing Page