**CULLMAN PARKS, RECREATION, & SPORTS TOURISM**

**BID SPECIFICATIONS**

January 24, 2019

**Subject:** **HR Software (19-004)**

1. The Cullman Parks, Recreation, & Sports Tourism will receive bids to provide an HR Software to the department. Bids will be opened in the Cullman Civic Center at 03:00 pm on 02/07/19.
2. Bids are to be submitted to the following address:

 **Cullman Parks, Recreation, & Sports Tourism**

 **ATTN: Isabel Bullard
 HR Software (19-004)**

 **PO Box 788**

 **Cullman, Alabama 35056**

1. The bid must be placed in a sealed envelope and clearly marked “**HR Software (19-004).”**
2. The Cullman City Park Board reserves the right to reject any/or all bids or any part thereof. It is not the policy of the Cullman City Park Board to accept bids based solely on price. Quality, conformity with specifications, promptness in delivery, previous service and experience are also considered.
3. The Cullman City Park Board reserves the right to withdraw bids prior to purchase of any item.
4. Questions concerning this bid are to be directed to Isabel Bullard, ibullard@cullmanrecreation.org.

Sincerely,

Isabel Bullard

Executive Assistant & HR Liaison

**(HR Software)**

**(Bid #19-004)**

1. **General:** Vendors should meet minimum specifications on the HR Software (19-004) listed and will be given credit for exceeding the specifications.
2. **Vendor Qualifications:** To qualify to submit a bid, vendors must have over 10,000 total customers. Vendors must have a support department that is available during Cullman Parks, Recreation, & Sports Tourism’s regular business hours for any technology issues or software questions. Vendors must have been conducting business selling HR Software for at least 10 years. Exceptions to this will be considered on a case-by-case basis.
3. **Administrative Procedures:**
	1. Bids should be sent to the following address:

**Cullman Parks, Recreation, & Sports Tourism**

**ATTN: Isabel Bullard**

**HR Software (19-004)**

**PO Box 788**

**Cullman, Alabama 35056**

* 1. Bids must be placed in a sealed envelope and the envelope must be clearly marked “**HR Software (19-004)**.” **Bids will not be accepted via email or fax and will not be accepted after the listed opening date and time**.
	2. The Park Board reserves the right to reject any and all bids. Bids will be awarded on multiple criteria such as quality, service, promptness of delivery, previous service and not on price alone. On the attached response sheet vendors are invited to offer additional information on the product they are offering that should be considered other than price. This could include components that exceed RFP specifications, exceptional warranty or support services offerings, etc.
	3. No bid price shall include Federal or State taxes.
	4. All bid prices will include costs associated with shipping and handling, etc.
	5. Cullman Parks, Recreation, & Sports Tourism will not reimburse any cost incurred by vendors in developing or submitting bids.
	6. Vendors must fully explain the warranty as to what items are not covered by the warranty and the procedure for replacement of defective units.
	7. Questions should be directed to Isabel Bullard, ibullard@cullmanrecreation.org or 256-734-9157.

1. **Minimum Bid Requirements:**
	1. The software shall have onboarding functionality that allows for E-Signatures.
	2. An online applicant portal should be available within the software.
	3. The software shall include performance management functionality.
	4. Time Off Management should be available and needs to include different paid off types such as sick time and paid vacation, as well as unpaid time off types.
	5. The software shall offer time tracking and the generated payroll report needs to integrate with the City’s payroll software (New World).
	6. A support function needs to be available within the software.
2. **Exceeding Minimum Proposal Requirements:** Vendors who exceed minimum bid requirements will be given consideration for doing so.
3. **Failure to Meet Minimum Bid Requirements:** Because of unique variations in some vendor product lines, failure to meet minimum bid requirements will not automatically eliminate a bidder from consideration. Failure to meet any minimum requirements should be explained on the response page.

**(HR Software)**

**(Bid # 19-004)**

**Vendor Response:**

I/We have read and understand and agree to all requirements and specifications for Cullman Parks, Recreation, & Sports Tourism (Bid # 19-004) except as noted below. I/We understand that failure to provide a “No Bid” response may result in disqualification from all future bids offered by this school system.

**Name of Vendor:**

**Printed Name of Person Submitting Bid:**

**Signature of Person Submitting Bid:**

Variation from stated minimum bid specifications are as follows:

References (Name of organization, person to contact, phone, email)