

REGIONAL SCHOOL UNIT 40

Friendship • Waldoboro • Warren • Washington • Union
1070 Heald Highway, P.O. Box 701 Union, Maine 04862
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Steve Nolan, Superintendent
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Request for Proposals Payroll and Human Resource Software

RSU 40 is composed of the towns of Friendship, Union, Waldoboro, Warren and Washington, Maine. It has a Pre K-12 student enrollment of 1,875 with 400 staff members. Currently there are five (5) elementary schools, one middle school and one high school.

RSU 40 is seeking competitive proposals from qualified companies who can provide software to our school district as outlined in this Request for Proposal (RFP). The RSU 40 Board of Directors holds authority to make the final and binding decision. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification.

Proposal 1: Absence and Substitute Management Software

- Track employee absences and secure a qualified substitute
- Automated substitute calling system
- Manage substitute hours to maintain compliance with labor laws
- Reporting tools to track absences and other trends

Proposal 2: Time and Attendance

- Capture employee hours electronically and track attendance in real time
- Reduce the need for paper time sheets
- Capture all of the employee's attendance records including absence codes
- Track salaried employees' days work and non-work days
- Reporting tools to track absences and other trends

Proposal 3: Recruiting and Hiring

- Post job openings and accept applications electronically
- Track applicants including screening and scheduling
- Reporting tools to track applicants and other trends

Proposal 4: Employee Data

- New hire onboarding and employee contract renewals
- Manage employee demographic information
- Centralized monitoring expiring credentials and other staff data
- Reporting tools to track absences and other trends

Advisory Assistance: Provide ongoing assistance after purchase.

Addendum

Should it become necessary to revise any part of this RFP, an addendum will be provided to all firms who submitted proposals. If any information is requested from one firm, the

responses from RSU 40 will be given to all submitters.

Deadline: Friday July 15, 2022 by 5:00 pm. Proposals received after the deadline will not be considered.

Firms must submit a complete response to the proposal. Proposals must be submitted in a sealed envelope by mail at P.O. Box 701, Union Maine 04862, hand delivered to the Central Office located at 1070 Heald Highway, Union Maine, or by email to Megan_Linscott@msad40.org.

Rejection of Proposal

The RSU reserves the right to reject any or all proposals in whole or in part, and to waive any formalities or technicalities therein, to call for new RFPs, to negotiate with any firm, or to reject any proposal that is determined to be not responsible, should it be in the best interest of the RSU.

Any firm submitting an RFP hereby certifies that no member of the Board of Directors, agent, or employee of RSU 40 has pecuniary interest in the proposal and that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other firm for the same work.

The successful firm agrees to indemnify and hold harmless RSU 40, its agents, employees, and Board of Directors from and against all losses, claims, actions, expenses (including reasonable attorney's fees) damages, or other costs of any nature whatsoever which it may suffer or incur in connection with the negligent acts or omissions of the successful submitter, its agents, employees and subcontractors in connection with the carrying out of the successful firm's obligations under this proposal.

Evaluation Process

A panel consisting of RSU 40 staff will evaluate each RFP. The best overall submitter that meets the project scope and submittal requirements, including but not limited to pricing, servicing quality, past work history and references, will be recommended to the full RSU 40 Board of Directors for approval.

Exceptions to this Request for Proposals

The submitter shall certify that it takes no exception(s) to the RFP. If the proposer does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception(s) is taken shall be identified and explained.

Reservations

This RFP does not commit RSU 40 to award a contract, to defray any cost incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work.

Public Record

All proposals submitted in response to this RFP become the property of RSU 40 and public records, and as such, may be subject to public review.

Additional Information

RSU 40 reserves the right to request additional information and/or clarification from all submitters to this RFP. All conditions of the RFP must be met; no additional details from the RSU staff will be provided to the bidders during the RFP period. In the event a company requires additional information during the RFP process, answers will be shared with all qualified companies or individuals participating in the RFP process.

Public Information

Companies that wish to release information to the public regarding consultant selection, contract award, and/or data provided by RSU 40, or that use any information about RSU 40 in advertising services must receive prior written approval from RSU 40 before disclosing such information to the public.

Solicitation Disclaimer

All Requests for Proposals become the property of RSU 40 upon submission. Cost of preparing, submitting is at the sole expense of the submitter. RSU 40 has the right to reject any or all of the RFPs received as a result of this request. Solicitation of statements in no way obligates RSU 40 to contract with any company or individual. The decision to award a contract is at the sole discretion of the Superintendent or RSU 40 Board of Directors and is final.

Submittal Requirements

Cover Letter - A letter describing the firm's interest in and commitment to providing the required services to develop the scope of work and implement the project. The person authorized by the firm to negotiate a contract with RSU 40 shall sign the cover letter.

Contact Person - The name of a single contact person for the selection process if different from the person who signs the cover letter with contact information including phone number, email and address.

Experience - Examples of past and present work that demonstrate knowledge and direct experience your firm has in employing the steps necessary to develop and implement this project. Prospective companies and individuals hereby consent, by virtue of submission of a proposal, to RSU 40 verifying the validity of any qualification as it may deem necessary.

References - Provide a minimum of three (3) references of projects that have been similar in scope within the last three (3) years.

Price - Provide the cost of each proposal and if there is any cost savings with a package of proposals, as well as any other costs associated with these software(s) (such as annual subscriptions, maintenance, etc.). Please list each cost separately.

Timeline - Provide the timeline of testing and implementation, RSU 40 staff time required, and all other relevant details.