

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY  
REQUEST FOR PROPOSALS  
PAYROLL/HRIS SYSTEM AND IMPLEMENTATION SERVICES

Notice is hereby given that the Fort Wayne-Alten County Airport Authority (the Authority) is soliciting request for proposals (RFP) for a firm to provide and implement a payroll/HRIS System.

The selected firm will provide a solution to include an online recruitment module, HR database, time and attendance, payroll processing, payroll tax reports and garnishments, and user-friendly reporting capabilities. Proposal requirements and evaluation criteria are more particularly described in specifications on file and available at the Authority's website at [www.fwairport.com](http://www.fwairport.com). Airport Business, Solicitations & Bidding. Any issued addendums to this bid will be posted at this site. It will be the responsibility of interested firms to obtain any and all posted addendums.

Sealed proposals should be directed to the Fort Wayne-Alten County Airport Authority, 3801 W. Ferguson Road, Ste. 209, Fort Wayne, Indiana, 46809. Proposals must be received no later than 5 p.m. Eastern Standard Time on March 1, 2019. The outside of the proposal should be marked, "Payroll/HRIS System and Implementation Services."

The Fort Wayne-Alten County Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Fort Wayne-Alten County Airport Authority reserves the right to reject any and all proposals received.

FORT WAYNE-ALLEN COUNTY  
AIRPORT AUTHORITY



Robin Strasser, CPA  
Director of Administration & Finance

NOTE TO PUBLISHER: Please publish two (2) times in the Journal Gazette, once on February 1, 2019 and once on February 8, 2019. An invoice and proof of publications may be sent to 3801 W. Ferguson Road, Fort Wayne, IN 46809.

FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY  
REQUEST FOR PROPOSALS  
PAYROLL/HRIS SYSTEM AND IMPLEMENTATION SERVICES

A. Introduction

1. General Information

The Fort Wayne-Allen County Airport Authority (“FWACAA”) is soliciting proposals for Payroll/HRIS System and Implementation Services. Because this procurement involves a service, FWACAA is not required by law to go through or engage in any competitive process whatsoever for identifying and selection an entity to perform the work. Notwithstanding, FWACAA believes that it’s important to have open and fair competition for these business opportunities whenever possible under the circumstances. Accordingly, FWACAA is hereby issuing this Request for Proposals (RFP) to give interested entities the opportunity to be considered for this service contract. Requirements of the software are further detailed in the Scope of Work.

This RFP is being issued by FWACAA in order to solicit expressions of interest and information from qualified entities who wish to be considered as a provider of the services described herein. Thus, qualified entities with such an interest (“the Respondents”) are invited to respond to this RFP.

FWACAA anticipates that a single contract will be awarded for the Payroll/HRIS System and related services; however, FWACAA reserves the right to award multiple contracts if deemed in its best interest to do so.

Respondents are expected to use their own initiative in formulating a response to this RFP as well as, (if awarded); an eventual Payroll/HRIS System they feel will be most beneficial to FWACAA given the marketplace available. FWACAA currently has a total of 110 employees; 71 full time and 39 part time.

The RFP is intended to provide pertinent information to FWACAA so that it may evaluate the experience and qualifications of the Respondents to perform the desired work. The selection of a particular service provider, and whether to award a service contract, are entirely within FWACAA’s exclusive judgment and sole discretion.

To be considered, an original and three (3) copies of a proposal must be received at the offices of the Fort Wayne-Allen County Airport Authority, 3801 W. Ferguson Rd., Suite 209, Fort Wayne, IN 46809 by 5:00 p.m. local time on March 1, 2019. Proposals must be sealed and clearly marked “RFP for Payroll/HRIS Software and Implementation Services.” The Authority reserves the right to reject any and all proposals submitted.

The Fort Wayne-Allen County Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4)

and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Questions regarding this proposal shall be directed to Doug Robertson at [drobertson@fwairport.com](mailto:drobertson@fwairport.com).

Addendums to this proposal will be posted on the Authority’s website at [www.fwairport.com](http://www.fwairport.com), Airport Business, Solicitations & Bidding, RFP for Payroll/HRIS System and Implementation Services. It is the responsibility of interested parties to monitor the site and obtain any posted addendums.

2. Scope of Work

FWACAA is seeking responses from entities having the qualifications and expertise to provide the Payroll/HRIS System and Implementation Services for FWACAA. Through this RFP, FWACAA hereby invites companies that meet the preferred minimum requirements set forth herein to submit proposals for the Payroll/HRIS System and Implementation Services that provide deliverables, not limited to: an online recruitment module, HR database, accurately track time and attendance, accurately calculate and process bi-weekly payroll, process and timely submit payroll tax reports and garnishments, and provide user-friendly reporting capabilities. It is vital that any software purchased will be user friendly for ease of use by FWACAA personnel. The preferred functional requirements for this RFP are disclosed in “Exhibit B” and represent the preferred minimum requirements.

3. Length of Contract

This contract will run for a two (2) year initial term with options to renew the contract for two (2) additional one (1) year terms.

4. Key milestone dates for this RFP are:

RFP Release	2/1/2019
RFP Questions Due	2/15/2019
Proposal Due Date	3/1/2019
FWACAA Evaluation of Proposal	3/15/2019
Demonstrations (if deemed necessary by FWACAA)	3/29/2019
Anticipated Award Notification	4/15/2019

## B. Proposal Evaluation Process

### 1. Contents of Submission and Requirements

In your submission, you are expected to provide information and details about your background, history, ownership structure (if applicable), experience/expertise, legal structure (if applicable), service and support levels and other relevant and appropriate information for FWACAA's consideration. The minimum information to be provided is set forth in Exhibits A – C attached hereto and made a part hereof. Also include a copy of your proposed system and services agreement.

### 2. Evaluation Process

Submissions will be reviewed and evaluated by FWACAA. FWACAA may elect to proceed with negotiating a final contract with the prevailing Respondent(s), or, in its sole discretion, may elect to cancel the procurement or take other steps that it deems necessary or appropriate in connection therewith. Further FWACAA reserves the right to select any Respondent that it deems, in its sole business judgement and discretion, is the most qualified to perform the Scope of Work. The proposals will be evaluated and ranked on the basis of the written material submitted. Evaluation criteria will be related to the following and weighted as shown:

<b>Weight</b>	<b>Criteria</b>
Pass/Fail	Response provided in specified format
20%	System Capabilities
10%	Qualifications of Respondent
10%	Experience of Project Team Members
20%	Service and Support
15%	Project Implementation
25%	Price

Upon completion of the ranking system above, selected firms will be invited to provide a demonstration of their system to the evaluation team.

## C. Terms and Conditions

Your proposed system agreement must be submitted with your proposal. Indicate your firm's willingness to negotiate terms that may conflict with Indiana law or Authority policy. In the event that we are unable to negotiate acceptable terms, FWACAA may begin negotiations with the next highest ranking firm.

The laws of the State of Indiana require that the contents of the contract file, except for information that is classified as proprietary, be made available for public inspection after

contract award. Proprietary information shall be submitted separately and clearly marked in a sealed envelope. The outside of the envelope shall be marked to indicate that it contains materials which are proprietary and not to be disclosed. Data which may be designated as proprietary are trade secrets, manufacturing processes, and financial information not otherwise publicly available. Pricing may not be designated as proprietary.

Unreasonable requests for confidentiality will not be honored. In addition, each request for confidentiality must be supported by a written explanation of each item declared proprietary and the reason for the request (i.e. why the item is considered a trade secret, a manufacturing process, or financial information not otherwise available.)

The successful respondent will be required to complete an Indiana Employment Declaration. Additionally, there are federal mandated civil rights provisions which must be included in every contract executed by the Authority. These can be found in Exhibit D.

## **Exhibit A**

### **General Information**

Please provide responses by stating the associated number and restating the question in your submittal:

#### **Company Information and Experience**

1. Respondent will provide the below information:
  - a. Legal Name of Entity
  - b. Doing Business under Other Company Name? If Yes, Name of Entity
  - c. Headquarters Address
  - d. City, State, Zip Code
  - e. Contact Name, Phone Number, and Email
  - f. Web Site Address
  - g. Number of Years in Business
  - h. Total Number of Employees
  
2. The Respondent should include a list of at least three (3) clients for whom the Respondent has provided services that are the same or similar to those services requested in this RFP. If Respondent is selected as a finalist, listed organizations will be contacted by FWACAA or a third-party contractor to determine the quality of work performed and service received. Please ensure that the listed organizations are authorized to be contacted.

Respondent should include the following information for each reference:

- a) Name of organization;
- b) Initial dates service started;
- c) Date of the most recent project;
- d) List of services performed;
- e) Responsible official or contact person;
- f) Address, telephone number and email address.

#### **Proposed Team Members and Experience**

3. Respondent to provide a description of its approach, proposed team, staffing plans, and equipment to fulfill the Scope of Work. Respondent will describe its team's experience, if any, across Northern Indiana. The Respondent must list any subcontractors which it proposes to use in providing the required services.

#### **Service and Support**

4. Outline your firm's ability and willingness to respond to service and support needs relating to this project after it has been implemented. Include the name and location of our post implementation account representative, the qualifications and location of the personnel who will be providing the system support, response times, and business hours.

## Timeline

5. Respondent to provide a high-level timeline outlining start and end dates for key project tasks and milestones.

## Costs

6. Respondent to provide all fees, costs, charges and other amounts, associated directly or indirectly, with providing all things necessary to perform the Scope of Work for the Fort Wayne-Allen County Airport Authority. If there are any services described in the Scope of Work section that would not be included in such compensation, so state specifically, along with the indication of any proposed additional charges. Information should be presented in a manner that clearly identifies upfront any recurring software license, maintenance, implementation, training options and their costs. Respondent must provide the type of licenses as applicable.

## Preferred Minimum Functional Requirements

7. The matrix in Exhibit “B”, titled “Payroll-HRIS System Functional Requirements Matrix”, is a list of features and functions that FWACAA wishes for the Payroll-HRIS System and Implementation Services Respondent to provide. In responding to this matrix, Respondents should indicate with an “X” in a column whether their solutions is 1) Solution Compliant As-is Out of the Box; 2) Solution Compliant with Configuration or Customization; 3) Solution Compliant Utilizing other Partner Software Integration; 4) Solution Not Compliant/has not been Implemented. Brief notes or a description can be provided for each response line item where required. The completed matrix must be submitted with the balance of all required RFP response items.

## Contract

8. Include a copy of your proposed system agreement with your proposal. FWACAA reserves the right to negotiate changes to the sample System Agreement.

Exhibit B - Payroll-HRIS System Functional Preferred Minimum Requirements

Date: \_\_\_\_\_

Respondent's Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

EXHIBIT "B"

PAYROLL-HRIS SYSTEM FUNCTIONAL REQUIREMENTS MATRIX

Req. #	Narrative Description of Requirements	Solution Compliant As-Is Out of the Box	Solution Compliant With Configuration or Customization	Solution Compliant Utilizing Other Partner Software Integration	Solution Not Compliant/Has Not Been Implemented	Notes or Description Related to Selection
1	<b>Vendor Expectations</b>					
1.1	Provide robust customer service process with multiple ways of accessing and customer issue resolution tracking.					
1.2	Provide dedicated customer service representative.					
1.3	Provide ability to call back customer service representative with additional questions.					
1.4	Have experience handling ODF and IDFs (benefit enrollment file transfers) to/from PHP and Hartford.					
1.5	Handle all filing/payment of payroll taxes and garnishments accurately and on time.					
1.6	Have self-service feature that includes the ability for employees to change their address, telephone number and emergency contact, with notification to Administrative Staff.					
1.7	Provide onsite training for initial set-up and functional use of system by management and staff.					
1.8	Provide standardized training materials that could be made available to new employees and managers.					
1.9	Development of testing plans and scripts. Assist users in the execution of tests and resolution of issues.					



Exhibit B - Payroll-HRIS System Functional Preferred Minimum Requirements

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1.10	Provide continuous technical support to assist in general maintenance of the system, including assistance in application of required patches or code changes, if applicable.					
1.11	Provide help desk services during Authority standard business hours to assist in resolution of functional and technical issues of end users. Provide average response time in notes section.					
<b>2</b>	<b>Data Ownership and Access</b>					
2.1	The Authority is the owner of all data housed within the application. The selected vendor will provide the Authority with unlimited access to all data and documents housed in the application at all times. In the event of termination of contract with application provider, the vendor will provide the Authority with unlimited access to the data and/or mechanisms to transfer the data in user accessible formats to mutually agreeable mediums.					
2.2	System to house check stubs, W-2s and other documents for employees to access at will.					
<b>3</b>	<b>User Requirements</b>					
3.1	Track time and attendance through timeclocks purchased and owned by the Authority.					
3.2	Track time and attendance through computers					
3.3	Allow employees to review PTO and request time off through computers and app.					
3.4	Set and track employee schedules and shift premium by zones.					

Exhibit B - Payroll-HRIS System Functional Preferred Minimum Requirements

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3.5	Handle and track all PTO accruals and usage.					
3.6	Robust reporting capacity that includes premade/canned reports that include government mandated reports & EEO-1 reporting.					
3.7	Robust reporting capacity that includes Ad Hoc reporting					
3.8	Robust reporting capacity that includes the design of custom reports					
3.9	Enroll employees in benefits during Open Enrollment and shortly after hire for new hires and copy enrollments from one calendar year to the next.					
3.10	Track and communicate ACA requirements to appropriate agencies and parties and produce all ACA forms.					
3.11	Prenote direct deposits.					
3.12	FMLA program to track hours and manage usage.					
3.13	FMLA program to automatically retrieve info from timekeeping system.					
3.14	FMLA program to add and modify FMLA time from previous pay periods.					
3.15	Unlimited supervisor/manager training during entire life cycle of contract.					
<b>4</b>	<b>Technical Requirements</b>					
4.1	Software must be completely customizable to handle the Authority's complicated payroll process (shift premiums, call in pay, Officer In Charge pay, 24-hour shifts)					

Exhibit B - Payroll-HRIS System Functional Preferred Minimum Requirements

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4.2	System able to perform as system of record and repository of personnel information.					
4.3	Able to handle New Hire workflow that includes fillable forms and will not allow employees to complete until all forms are submitted and system provides for Administrative approval after submission.					
4.4	System to accurately record hours to be paid to employees and process payroll.					
4.5	System able to accommodate multiple pay grids or worksheets within one pay cycle.					
4.6	Easily and quickly set up and modify multiple outbound and inbound data feeds (from insurance carriers).					
4.7	Hosted vs. On Premise - The Authority will consider internal and external hosting arrangements. Externally hosted or software as a service (SaaS) based solutions must prove compliant with security standards defined by the Authority. Data centers must be physically located within the continental United States. In the notes section, list if the software would be hosted or on premise.					
4.8	Standards Compliant - The solution must be compliant with industry security protocols such as PCI, SFTP, TLS and IMAP. SaaS or hosted solutions must comply with PCI, SII and PII security standards. The solution provider must maintain current security certificates, encryptions, and firewalls through patching on front and back ends.					

Exhibit B - Payroll-HRIS System Functional Preferred Minimum Requirements

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4.9	Information Security - The system must incorporate security protocols and policies in keeping with industry standards for protection of user IDs, passwords and confidential data.					
4.10	User Authorization and Security Capabilities - The system must support fine grained, configurable, user authorizations across all modules, screens, and fields. Role-based security is required.					
4.11	Technology/Device Compatibility - The application should be device or form factor and technology platform independent. It should be able to run equally well on smart phones/tablets/desktops or laptops and common IT platforms such as Apple, Microsoft, Android etc.					
4.12	Browser Independent - The application should be fully functional on commonly used browsers such as Internet Explorer, Chrome, Safari, Firefox, and Edge. The solution should have responsive design and be HTML5 compliant, loading without any extensions or addons.					
5	<b>Technology/Device Compatibility</b>					
5.1	Device app access to run equally well on smart phones/tablets/desktops or laptops and common IT platforms such as Apple, Microsoft, Android etc for employees to view paycheck stubs.					

Exhibit B - Payroll-HRIS System Functional Preferred Minimum Requirements

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5.2	Device app access to run equally well on smart phones/tablets/desktops or laptops and common IT platforms such as Apple, Microsoft, Android etc for employees to view Accruals.					
5.3	Device app access to run equally well on smart phones/tablets/desktops or laptops and common IT platforms such as Apple, Microsoft, Android etc for employees to view W-2s.					
5.4	Device app access to run equally well on smart phones/tablets/desktops or laptops and common IT platforms such as Apple, Microsoft, Android etc for employees to request time off.					
5.5	Device app access to run equally well on smart phones/tablets/desktops or laptops and common IT platforms such as Apple, Microsoft, Android etc for Managers to review and approve payroll.					
5.6	Device app access to run equally well on smart phones/tablets/desktops or laptops and common IT platforms such as Apple, Microsoft, Android etc for Managers to approve time off requests.					
5.7	Device app access to run equally well on smart phones/tablets/desktops or laptops and common IT platforms such as Apple, Microsoft, Android etc for employees to view personal information but not able to modify (beneficiaries, tax info, direct deposit, etc.).					

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5.8	System must be able to handle complicated multi-layered earnings and deduction codes (including worked holiday) with no maximum limit on number of earnings and deduction codes.					
5.9	Calculate and apply shift premiums by zones.					
5.10	Restricted viewing of earnings and deduction codes by supervisors to only earnings and deduction codes that apply to those employees.					
5.11	Set up accruals automatically for new hires with prorations.					
5.12	System must allow manual adjustments to accruals.					
5.13	Overages on PTO allowed for certain types of PTO and not others, and only with higher level approvals.					
5.14	Other Integrations-Software should support integration to applications currently in use at the Authority. It should integrate with Office 365 products such as Outlook, Word, and EXCEL and Microsoft Dynamics GP. Users should be able to import and export data to and from common mediums such as EXCEL or CVS files. The solution should be able to send and receive emails from Microsoft Outlook.					
5.15	User Defined Fields - The solution should support user defined fields across all modules, sessions and screens. These fields should be editable and sortable and available for use in inquiries and reports.					

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6	<b>Differentiating Factors</b>					
	In addition to the ability to effectively address the functional and technical requirements identified above, the following will be closely considered when evaluating RFP responses:					
6.1	Ease of Use - The solution must be easy and intuitive to use. Related transactions must be clearly linked throughout all modules and accessible via drilldown capabilities. Basic navigation in the solution should be intuitive. The number of screens required to access a function should be minimized through a GUI style, menu-driven navigation tool. The system should support opening multiple screen for data comparison and review.					
6.2	Reporting and Query Capabilities - Users should be able to independently access and generate on-line and off-line reports and queries. The solution should allow users to efficiently enter search criteria entering transactional records or when searching for data. Ability to create role based dashboards. Development of new reports, dashboards and inquiries should not be overly complex. Built in business intelligence tools are preferred. All reports should be easily exportable to EXCEL, Word or PDF formats. The application should easily integrate with standard business intelligence tools such as Qlik Sense, Tableau, or Power BI.					

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6.3	Post-Implementation Support Requirements - Internal and external resources required to support the functional and technical aspects of the solution should be minimal.					
6.4	Post Implementation Support Costs - Licensing and support costs associated with supporting and running the system after go-live should be competitive.					
6.5	Post-Implementation Support Requirements - Internal and external resources required to support the functional and technical aspects of the solution should be minimal. Solutions requiring large support teams will not be considered.					
6.6	Upfront Implementation Costs - Implementation of the software system should be efficient and cost effective. Software systems with difficult or long implementation timelines will be at a competitive disadvantage.					
6.7	Compatibility with Existing IT Infrastructure -The software system should be compatible with the existing IT infrastructure. Ability to run the solution on the existing network with existing computers is extremely important.					
6.8	Expandability and Flexibility - The new solution should support an open architecture allowing for integration of specialized applications supporting functions such as radio frequency identification (RFID) and document management. Data should be easily integrated with other applications or tools such as ACCESS or EXCEL.					



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6.9	Vendor Viability - The vendor must show longevity in the marketplace. This will be demonstrated via company financial information and a sustainable customer base.					
6.10	Product Vision - The vendor should demonstrate a long-term vision for the product, including planned application upgrades and long-term product enhancement plans addressing trends in technology and business.					
6.11	Reference Checks and Demonstrated Implementation and Support History - Each potential vendor will be asked to supply references who can provide feedback on their experiences with the vendor. Each reference will be asked to provide objective, quantifiable feedback on their pre- and post-implementation experiences with the vendor.					
<b>7</b>	<b>Applicant Tracking System</b>					
7.1	System is accessible via standard web browser on pc, tablet or mobile device.					
7.2	Dashboard and workflow display relevant information for signed-in user, has ability to search for requisitions assigned to users and requisition and candidate status are easily viewable.					
7.3	Job requisition functionality including ability to create new position and facilitate approval process, including electronic notifications of actions required and actions taken.					

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7.4	Job requisition functionality including ability to create and use templates to send standardized electronic communications to job applicants to notify them of status in hiring process.					
7.5	Sourcing/posting management includes single-click posting to multiple sourcing locations, e.g., social media sites, internal and external web.					
7.6	Ability to duplicate requisitions or hire multiple candidates to a requisition.					
7.7	An offer can be generated with candidate info and minimal data entry to include output of an editable document.					
<b>8</b>	<b>HRIS</b>					
8.1	System provides a robust employee database capturing general employee information such as name, address, phone, gender, race, hire date, full-time status date, termination date, job title, pay rate, job category and department.					
8.2	A clear history of compensation and job history (promotions) for each employee is maintained.					
8.3	Maintain historical data for current/former employees (e.g., names, employment, job/assignments, status and pay).					
8.4	Maintain audit trails of employee file and data additions, updates and changes by date, time, and origin of update.					
8.5	Enable effective/future dating of pending transactions/events, and maintain transaction history.					

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8.6	New hires automatically routes approval based on Authority's hierarchy.					
8.7	Routes job/salary changes electronically for approval based on user defined approvals.					
8.8	System generates document for status/salary changes for employee file.					
8.9	Email alerts can be generated based on system or user defined events.					
8.10	Track headcounts within the Authority.					
8.11	Calculate FTE's for purposes of ACA tracking.					
8.12	Integrates with recruitment feature for establishing requisitions.					
8.13	Supports the generation of organization charts based on position "reports to" hierarchy.					
<b>9</b>	<b>Payroll and Timekeeping</b>					
9.1	Must capture time and integrate to payroll system seamlessly.					
9.2	Must support multiple work schedules, especially the 24 hour shift.					
9.3	Allow for unlimited different pay and attendance rules and policies to support each group using the same system.					
9.4	Allow for configuration of automated overtime rules for inclusion and exclusion of non-worked hours pay codes in timecard.					

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9.5	Support unlimited different pay codes and accruals including codes for vacation, sick leave, leave without pay, bereavement leave, workers compensation leave, military leaver, FMLA leave, jury duty, etc.					
9.6	Unlimited shift schedule definition and assignment or no schedule assigned.					
9.7	Ability to export distribution of wages and deductions to general ledger accounts directly to Microsoft Dynamics GP or to Excel for electronic upload.					
9.8	Ability to calculate accruals based on a complex set of qualifiers, each different for each group of employees.					
9.9	Process required garnishments payable to agencies and individuals as specified in the employee record.					
9.10	Ability to calculate and add Life Insurance over \$50K taxable benefit to FT employee pay each pay cycle					
9.11	Allow for user-friendly set-up of new localities.					

**Exhibit C**

**Price Proposal**

*All costs* to meet the required elements contained in the scope of work must be listed here. Detail annual cost for a 4 year period.

Payroll/HRIS system cost \_\_\_\_\_/year  
(Provide detail of how costs are calculated and billed monthly.)

Maximum annual percentage increase for system fees during years 2-4 \_\_\_\_\_%

Installation fees and/or set up fees (if not included in system cost) \_\_\_\_\_

Customization fee for implementation based upon the scope of work \_\_\_\_\_/  
Lump Sum

Training fees (if not included in licensing) \_\_\_\_\_

Maintenance/Tech support fees for services described in your proposal \_\_\_\_\_/year

Maximum annual percentage increase for maintenance/tech support fees  
Years 2-4 \_\_\_\_\_%

Annual data storage costs (if not included in annual system fee) \_\_\_\_\_/year

Hardware Costs (if applicable) \_\_\_\_\_

## **Exhibit D**

The contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the **Title VI List of Pertinent Nondiscrimination Statutes and Authorities**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the

Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

#### **1.1.1. Title VI List of Pertinent Nondiscrimination Authorities**

(Source: Appendix E of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).



**Exhibit E**

**INDIANA LEGAL EMPLOYMENT DECLARATION**

The State of Indiana has enacted a law (I.C. 22-5-1.7) requiring the Fort Wayne-Allen County Airport Authority to require the following before renewing or entering into contracts for services:

This Declaration serves as notice that all Contractors performing services must, as a term of their contract:

1. Enroll in and verify the work eligibility status of newly hired employees of the contractor through the E-Verify programs (but is not required to do this if the E-Verify program no longer exists); and
2. Verify, by signature below, that the Contractor does not knowingly employ unauthorized aliens.

By signing below, this affidavit becomes a part of and is incorporated into any contract for services that your firm currently has with the Fort Wayne-Allen County Airport Authority.

I, \_\_\_\_\_, a duly authorized agent of \_\_\_\_\_(name of Company), declare under penalties of perjury that \_\_\_\_\_(name of Company) does not employ unauthorized aliens to the best of its knowledge and belief.

\_\_\_\_\_  
(Name of Company)

By: \_\_\_\_\_  
(Authorized Representative of Company)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_

\_\_\_\_\_  
Notary Public – Signature

\_\_\_\_\_  
Notary Public – Printed Name

**PLEASE SEE <http://www.uscis.gov/e-verify> FOR INSTRUCTIONS AND ELECTRONIC REGISTRATION FOR E-VERIFY**