

**Request for Proposal**  
**Pecan Valley Centers for Behavioral and**  
**Developmental Healthcare**

**For Human Resources / Timekeeping/  
Payroll Software**

**Release Date: May 12, 2017**  
**Proposal Due Date: June 9, 2017**

Request for Proposal Notice:

Pecan Valley Centers Mental Health and Intellectual Developmental Disabilities Center d/b/a Pecan Valley Centers for Behavioral and Developmental Healthcare requests proposals for the provision of **a software package(s) to manage Human Resources Functions, Timekeeping and Payroll functions.**

Objectives

Through the procurement of robust software package for human resources, timekeeping, and payroll processing, Pecan Valley Centers seeks to improve management of its financial and human resources processes.

Background Information

Pecan Valley Centers is a local mental health and mental retardation authority in six counties in Texas. The administrative office is located in Granbury, Texas. Pecan Valley Centers receives federal and state financial assistance through performance contracts with Texas Health and Human Services (THHS), and other related grant programs. Pecan Valley Centers has approximately 275 employees and approximately 75 contractors.

Procedures for Submitting Proposals

Proposals will not be accepted via fax. Proposals must be sent electronically to the email address below. It is the responsibility of the Vendor for the proposal to be submitted to the Contracts Management office. The proposal is not considered received until it is in the possession of Contracts Management.

**Proposal must be received no later than June 9, 2017, no later than 2:00 pm CST.**

Proposals should be clearly marked as a response to the RFP.  
Faxed proposals will not be accepted.

Only electronic proposals will be accepted, via email to [contracts@pecanvalley.org](mailto:contracts@pecanvalley.org)

If you have any questions concerning the proposal process please contact: Ruben DeHoyos at 817-579-4439, or [rdehoyos@pecanvalley.org](mailto:rdehoyos@pecanvalley.org).

**ADDITIONAL PROVISIONS:**

Historically Underutilized Businesses

Pecan Valley Centers is committed to promoting full and equal opportunities for all businesses. In order for Pecan Valley Centers to promote these opportunities and as part of its good faith effort, it is important to identify Historically Underutilized Businesses (HUB). HUBs are defined as for-profit corporation, sole proprietorship, partnership, or joint venture in which 51% of all classes of the shares of stock or other equitable securities are owned by one or more persons have been historically underutilized (socially disadvantaged) because of their identification as members of the following groups; Black American, Hispanic American, Asian American, Pacific American, Native American, and Women. These persons must have a proportionate interest and demonstrate active participation in the control, operation, and management of the business.

Proposal Respondents must include answers to the HUB questionnaire included in this RFP.

### Assignment

No right, interest or obligation in or under this contract shall be assigned or transferred by the Vendor without the express written consent of Pecan Valley Centers. Any attempted assignment or transfer by the Vendor without such consent shall be considered failure of contractual obligations and Pecan Valley Centers will reserve the right for immediate cancellation.

### Applicable Law, Venue

This contract shall be governed, construed and interpreted under the laws of the State of Texas. Venue for any litigation arising under this contract shall lie in Hood County, Texas.

### Advertising

Vendor shall not advance or publish without Pecan Valley Centers' prior written consent the fact that Pecan Valley Centers has entered into a contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the state or Federal government.

### Dispute Resolution

Pecan Valley Centers' dispute resolution process must be used to attempt to resolve all disputes arising out of this contract.

## PROHIBITED CONDITIONS:

### Prohibition Against Personal Interest in Contracts

Employees and officers of Pecan Valley Centers and its contractors and subcontractors must not participate in the selection, award or administration of a contract paid with funds received from or through Pecan Valley Centers if a conflict of interest, real or apparent, is involved. A conflict of interest arises any time such an employee or officer has a financial interest or other interest, e.g. dual employment, in the entity selected for an award, and the existence of such conflict of interest will result in a voided contract. Pecan Valley Centers' Code of Conduct will apply to this proposal.

By submitting the proposal the Vendor certifies that there is no conflict of interest in performing the duties listed in the proposal and;

- is an authorized agent of the Vendor and,
- is not currently employed by Pecan Valley Centers and,
- has not offered or provided any gifts or gratuities to any employees in the decision making process of Pecan Valley Centers or a Board member of Pecan Valley Centers and,
- is not related within the second degree of consanguinity or affinity to an employee in the decision making process which is currently employed by Pecan Valley Centers or a Board Member of Pecan Valley Centers.

### Gratuities

Pecan Valley Centers may, by written notice to the Vendor, cancel this contract without liability to the Vendor if it is determined by Pecan Valley Centers that the Vendor or its agent gave, offered to give or intends to give at any time hereafter any economic opportunity, future employment, gift, gratuity, special discount, trip, favor or service to a public servant in connection with the quote, proposal, or offer.

Collusion

Vendor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for commission percentage, brokerage, or contingent fee except bona fide established commercial or selling agencies maintained by the Vendor for the purpose of securing businesses and disclosed to Pecan Valley Centers prior to the date of this contract.

Advertisement

Vendors are prohibited from using contract award information, sales values/volumes and/or Pecan Valley Centers' consumers in sales brochures or other promotions, including press releases, unless prior written approval is obtained from Pecan Valley Centers.

Funding Out

If applicable, the Purchase Order or contract is made contingent upon the continuation of federally funded programs, or upon the continued availability of state or local funds to cover the full term and cost of this contract. This contract is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated. In this instance, Pecan Valley Centers may cancel this contract, by giving thirty (30) days written notice to the Vendor.

PROCESS OVERVIEW

Pecan Valley Centers reserves the right to accept or reject any or all proposals and to waive formalities and select the service Vendor that best meets the needs of Pecan Valley Centers and its employees. Pecan Valley Centers' objective is to select a service Vendor who will provide the best possible service at the best possible cost while meeting Proposal specifications. Pecan Valley Centers is not obligated to award the contract based on cost alone.

During the evaluation process, Pecan Valley Centers reserves the right, where it may serve its best interest, to request additional information or clarifications from Vendor(s), or to allow corrections of errors or omissions. At the discretion of Pecan Valley Centers, vendors submitting proposals may be requested to make oral presentations or web based demonstrations as part of the evaluation process.

Pecan Valley Centers reserves the sole right to evaluate the qualifications submitted, waive any irregularities, reject any respondent's proposals and select the Vendor that, in its judgment, will provide the most satisfactory service.

Timeline

Responses are due by June 9, 2017. Pecan Valley Centers expects to make a Vendor selection by June 30, 2017. A mutually agreed upon implementation date will be selected by the Vendor and Pecan Valley Centers. The following table outlines Pecan Valley Centers anticipated schedule. Dates are subject to change.

RFP ISSUED	May 12, 2017
RFP Due	June 9, 2017
Review of Proposals	Through June 23, 2017
Final Vendor Selection	By June 30, 2017

Evaluation Criteria

This RFP is not intended to favor any vendor. It is solely designed to provide the best value to Pecan Valley Centers in meeting organization needs. The evaluation team will review each proposal based on the following criteria:

***Product and Provided Services, including implementation services (50%)***

Each service Vendor will be asked to respond to the product and services information.

***Product costs, Implementation Costs and Service Fees (20%)***

The evaluation team will be looking for the best value in terms of both cost and service features.

***Company background and stability of the company (30%)***

General Conditions and Stipulations

*Indemnification and Workers' Compensation*

The Bidder agrees that if the contract is awarded to their company, the Vendor company shall defend, indemnify and hold harmless Pecan Valley Centers, its officials, agents, and employees from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the Vendor's acts or omission in the performance of the duties required under the contract.

*Independent Contractor*

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Service Vendor as the agent, representative or employee of Pecan Valley Centers for any purpose or in any manner whatsoever. The Vendor is to be and shall remain an independent contractor with respect to all services performed under this contract. The Vendor represents that it has, or will secure at its own expense, all personnel required in performing services under this contract. Any and all personnel of the Vendor or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Vendor, its officers, agents, contracts or employees shall in no way be the responsibility of Pecan Valley Centers; and the Vendor shall defend, indemnify and hold Pecan Valley Centers, its officers, agents, and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from Pecan Valley Centers, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay.

*Nondiscrimination*

In the performance of this contract, the Successful Bidder shall not discriminate on the grounds of or because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age against any of its employees, subcontractors or applicants for employment. The Successful Bidder shall include a similar provision in all contracts with subcontracts to this contract.

*Miscellaneous*

The Bidder agrees to at all times observe and comply with all relevant laws, ordinances, regulations, and codes of the federal, state, and local government which may in any manner affect the preparation of proposals or the performance of the contract.

Instructions

Vendors can respond to the Request for Proposal by completing the information requested below: Required Vendor Information which includes system requirements, services, organization information, references and pricing. Responses may be typed directly on the electronic version of the RFP and returned with attachments, but must be sent to the designated agency addresses.

## Attachment A: Bidder Questionnaire

### Bidder General Information:

Complete (Legal) Name of Bidder: \_\_\_\_\_

Bidder Tax Identification Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Organization:  Individual  Partnership  Corporation  Association

Other (please describe) \_\_\_\_\_

If incorporated, state of incorporation: \_\_\_\_\_

Date organization was formed (Month/Year): \_\_\_\_\_

Principal type of business: \_\_\_\_\_

Total number of years in business: \_\_\_\_\_

Bidder's history (include description of formation, mergers, acquisition, other names, etc.): \_\_\_\_\_

Number of years providing services similar to those requested in this RFP: \_\_\_\_\_

Please certify the following by placing an "X" in the appropriate column:

<b>Certification</b>	<b>Yes</b>	<b>No</b>
Is Bidder currently in the process of filing for bankruptcy?		
Has Bidder filed for bankruptcy within the past five (5) years?		
Do you certify that the Bidder does not owe taxes to the District?		
Do you certify that the Bidder is not currently under suspension or debarment by any governmental entity (local/state/federal government)?		
Do you acknowledge that if the Bidder is currently under suspension or debarment, its proposal may not be considered?		

**Individual authorized to bind Bidder to contract:**

Name/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Point of contact information for this RFP (if different from authorized individual):**

Name/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Bidder Organization:**

Executive Team

<b>Name and Title of Executive</b>	<b>Role</b>

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List current number of full-time employees (FTEs) (minimum of 32 hours/week) in each category:

Employee Category	Total Number of Employees <i>(Texas-based)</i>	Total Number of Employees <i>(Entity-wide)</i>
Total FTE's		
Customer user support FTEs		
Customer technical support FTEs		
Research and development FTEs		
Project management FTEs		
Project implementation/rollout FTEs		
Other (please describe)		
Other (please describe)		
Other (please describe)		

**Bidder Revenues:**

What are the Bidder's total revenues received from sales and services during each of the last three (3) years (rounded to the nearest 1,000):

2016 Revenues:

2015 Revenues:

2014 Revenues:

How many customer software implementations does the Bidder currently support? \_\_\_\_\_

What is the annual contract value of the Bidder's three (3) largest software contracts?

Contract #1: \_\_\_\_\_

Contract #2: \_\_\_\_\_

Contract #3: \_\_\_\_\_

**Bidder's Pending Litigations:**

Are there any current claims, or have any claims been made against the Bidder in the past 2 years?  Yes

No

If yes, please identify the claims and describe the disposition of the claim or claims (include client name, description of litigations, imposed damage amounts, imposed dates, collected amount, and description of cause for litigation).

## Attachment B: Conflict of Interest

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> For vendor or other person doing business with local governmental entity	<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<b>OFFICE USE ONLY</b>  Date Received
<p><b>1. Name of person who has a business relationship with local governmental entity.</b></p>	
<p>2. <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b>                      (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p><b>3 Name of local government officer with whom filer has employment or business relationship.</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p> <p>This section (item 3 including subparts A, B, C &amp; D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;">Yes                      No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;">Yes                      No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;">Yes                      No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>	
<p><b>4</b></p> <p>_____</p> <p style="text-align: center;">Signature of person doing business with the governmental entity</p> <p style="text-align: right;">Date</p>	

## Attachment C: Historically Underutilized Business (HUB) Form

Pecan Valley Centers makes every effort to include Historically Underutilized Businesses (HUBs) in its procurement process and to provide equal opportunities for HUB participation in the provision of supplies, services, equipment, and construction projects required by the District. As such, Pecan Valley Centers seeks to ensure that a “good faith effort” is made to assist certified HUB vendors and contractors in its award of contracts and subcontracts.

To be considered as a “Certified HUB Contractor/Vendor”, the contractor/vendor must have been certified and hold a current and valid certification.

### Proposer HUB Declaration

Is your company certified as a HUB or an MBE/WBE/DBE source?  Yes  No. If yes,

1. **Attach your certification to this form and return it in the proposal.**
2. Identify HUB Status (Gender & Ethnicity): \_\_\_\_\_

### Subcontractor HUB Declaration

***\*\*Please complete this section if your proposal includes the use of HUB Subcontractors.\*\****

Estimated percentage of the bid (proposal) that is to be subcontracted with Certified HUB Sources: \_\_\_\_\_

For each proposed HUB subcontractor, complete the information below and **attach the subcontractor’s HUB certification to this form and return it in the proposal.**

HUB Subcontractor Name	Contact Person/Title (First/Last Name)/Title	Telephone Number (including area code)	Email address (if available)

## Required Vendor Product and Services Information

Prepared marketing materials may be submitted in *addition* to answering the questions below, however they will not be accepted *in lieu* of answering the below questions directly.

Pecan Valley Centers is looking for an integrated human resources/timekeeping/payroll software that will include the following:

- Human Resources (HR) — Integrated system that maintains employee data including applicant tracking, applicant testing, hiring, salary/position history, position control, training, job descriptions, performance evaluations, credentialing, and document management system. Has and/or integrates with employee benefits administration. System reports for Federal compliance including ACA reporting requirements and flexible ad hoc reporting capability with exports to Excel spreadsheets. Pro forma and actual mass pay raise calculations. Employee “self-service” for information look-ups and updates, including pay receipts, employee expense management, personal records status review and updates, W-2s, benefits management, training status, leave accruals and requests. Supervisor look-ups for information. **Please describe all the human resources functionalities, work flows, integration, and reporting capabilities. Also identify and describe features are customer configurable.**
- Payroll & Timekeeping — Integrates with Human Resources to generate pay for employees and with GL for data posting and transaction drill-down. Provides for multiple cost center allocations, benefit and deduction calculations including start/stop dates and limits, and leave calculations. Electronic recording of time is preferred or import of time from internal or other systems. Tax updates provided. **Please describe all payroll and timekeeping functionality, work flows, integration, and reporting capabilities.**
- Reporting Capabilities — In addition to the reporting capabilities provided with the modules, users of all applications expect advanced reporting capabilities that will allow customizable, ad hoc reports on all data elements. Reports should be downloadable to Excel or other desktop applications. **Please describe all reporting functionality and capability system wide. Provide an inventory of reports.**
- Automated work flows and dashboards: all events and system requests requiring approvals within the applications (purchasing, leave requests, job postings, personnel actions, etc.), notification and alerts of pending events, reporting and inquiry functions on status of pending events, and all notifications and alerts within the system (i.e., dashboards) and via email integration (MS-Outlook). **Please describe all available user and manager role dashboards and related work flows (requests and approvals) and functionalities.**

- Information System Requirements — a Microsoft Windows and SQL server platform, with options for on premise hosting and vendor cloud hosted versions. Active Directory Integration, API (for interface to other electronic medical software), and imaging storage. Access controls features must be available by groups and by individuals. Licensing for concurrent users vs. named users is preferred; identify various user types. Have remote access capability, and integrates with emerging technologies such as smart phones and other hand held devices. Security to include data encryption with data at rest as well as in movement. **Please describe all technical requirements and hardware requirements. Include all related technologies and functionalities. Describe hosting options and security parameters.**
- Interfaces and workflows: Able to interface with multiple external software systems that may be in use (e.g., timekeeping, patient accounting/billing, benefits administration, applicant tracking, training, credentialing systems, etc.). Examples to include: payroll to GL, timekeeping to payroll, contracts and vendors to purchasing and AP, requisitions into purchasing/purchase orders, fixed assets/inventory to the GL, receiving to fixed assets and inventory, invoices to AP, employee expense to AP and/or payroll, job applications to employee records, budget to GL to financial reporting. **Please describe all system data interfaces already in place and practices to create new ones. Describe software integration among the various software modules.**
- **Please describe your typical implementation methodology and time frames.** Specify usually how long from contract signing to full productive use. Include the number of professional hours you will be able to supply, at what cost, and at what various levels.
- **Please describe any other products and services that you provide that would benefit Pecan Valley Centers and not addressed above. Include any perceived added benefits using your software products and/or services.**

### References

List any relevant clients within the same industry and client size that you work with, preferably in Texas area. Provide contact information for at least three of these organizations.

### Pricing

- a. Describe product pricing, both vendor hosted and customer hosted versions.
- b. Describe implementation and professional services fees.
- c. Describe costs for customizations/new development.
- d. Describe ongoing maintenance and support costs, and/or subscription fees.
- e. Include/attach copies of master service agreements, service level agreements, and any addenda/attachments/exhibits.

**END OF RFP –**