REQUEST FOR PROPOSAL (RFP)
HRIS

Release date: 5/18/2022
Closing date: 6/10/2022

SUBMIT MATERIALS TO:
Tina Mealer
Senior Manager, Human Resources
hr-nefe@nefe.org
BACKGROUND

The National Endowment for Financial Education (NEFE) is a 501(c)3 private operating foundation based in Denver, CO. We are the independent, centralizing voice providing leadership, research and collaboration to advance financial well-being in the U.S. To understand and meet the changing financial education needs of all Americans, NEFE joins forces with thought leaders across the country and worldwide to help improve financial well-being. We facilitate rigorous financial literacy and behavioral research, convene experts on various personal finance topics, and comment and engage in national public policy efforts.

As one of the first organizations to wholly dedicate its efforts to improving the effectiveness of financial education, we continue our legacy of strengthening action-oriented research agendas, mobilizing intermediaries, and creating better solutions for researchers, educators, practitioners and policymakers. NEFE envisions a nation where everyone has the knowledge, confidence and opportunity to live their best financial life.

NEFE is independently funded by its own endowment and operates as a noncommercial entity free from financial ties to other organizations. NEFE does not accept funding from government or corporations and does not raise revenue through the sale of products or services. Growth of the endowment occurs through the investment of assets.

NEFE has two full-time HR personnel to support 26 full-time staff (three nonexempt, and 23 exempt) and one part-time intern (nonexempt). With plans to fill several more positions, NEFE is expected to have 30 employees by the end Q3-2022. Traditionally we have seen very little turnover, but that has changed over the last couple of years. We are looking to implement an HRIS system to streamline HR functions within the organization. NEFE currently utilizes the services of Paychex Flex for payroll and time and attendance.

If our demographic fits within your service model, we would invite you to submit a proposal. Further information about our organization, project and scope of services are provided herein.
# TABLE OF CONTENTS

Objective ......................................................... 4

Required Services and Capabilities ......................... 4

Anticipated Timeline .......................................... 5

Terms & Conditions ........................................... 6

Anticipated Proposal Schedule .............................. 6

Proposal Submission Requirements .......................... 7

Evaluation and Award Criteria .............................. 8

Proposal Submission Process & Contact .................... 8
OBJECTIVE

The National Endowment for Financial Education (NEFE) is requesting proposals for a Human Resources Information System. The primary objective of requesting proposals is to streamline human resources functions within our small non-profit organization (25-30 employees). Most employees reside in the Denver metropolitan area. However, we also have a full-time employee in North Carolina and another in Pennsylvania. **It is essential that the system that is adopted can support multi-state payroll.**

REQUIRED SERVICES AND CAPABILITIES

In selecting a HRIS provider, NEFE’s primary goal is to partner with a firm that demonstrates quality and responsiveness in its customer service, follows ethical business practices, stays abreast of compliance issues, and shares a passion for NEFE’s mission and vision.

The National Endowment for Financial Education is seeking to enter into a relationship with a provider that has demonstrated its ability to provide the following cloud based HRIS services:

- Semi-Monthly Payroll
- Payroll Tax Filing
- Complete 2022 W2 for all employees on payroll, not just after the transition
- Multi-State Payroll
- Time and Attendance with Mobile App Capabilities
- Robust Reporting Functionality – Ideally including budget forecasting, including but not limited to:
  - Payroll journal per pay period
  - Cash requirements for payroll (including employer tax liability breakdown)
  - Payroll journal with YTD calculations
  - Information change report (indicating changes made between payrolls)
- Employee Self-Service
- 403(b) Employee Contribution (Roth and pretax) and Employer Match Calculations
- 457 Plan Support
- Onboarding Functionality
- Implementation Team
- Ongoing Support
- Data Security including:
o Multi Factor Authentication-- preferably DUO, but open to others
o Final vendor(s) provides results of SOC audit/report and/or DOL cybersecurity rules response
o Final vendor(s) provide their data privacy policy
o Final vendor provides proof of cyber insurance
o Final vendor is vetted by our cyber auditor
o If also used as a mass communication tool - DKIM/DMARK compliance

Not required, but highly desirable:

■ Talent Management
■ Career Path/Succession Planning
■ Performance Management
■ Engagement surveys/360 Feedback
■ Integration with current accounting software (Microsoft Dynamics)
  o Automated Journal Entry created for importing (or synching directly) into accounting software. JE to include gross pay, net pay, employee and employer taxes, deductions and contributions, allocated by employee department (or other allocation rate such as strategic goal and/or investment related overhead by tracking hours related to these activities).
  o Allow for multiple overhead allocations: For example, set an employee to be 75% corporate, 25% Institute.
  o Sync with forecast/budgeting tool: Automatically update forecast tool when payroll changes are made such as hiring, promotions, bonus approvals, change of departments, change of state (tax rates), etc.
  o Cash flow projections
■ Compatible with current benefits providers (Anthem, Delta Dental, VSP, Unum)

We welcome proposals that recommend additional or different services in the interest of promoting efficiency and compliance.

**ANTICIPATED TIMELINE**

Upon completion of the agreement, NEFE anticipates the following project timeline, with reasonable adjustments by the selected vendor:

■ Contract negotiations completed 7/8/2022
■ Transition data from previous provider by 7/31/2022
■ Implement the tool by 10/31/2022
■ Staff training by 11/30/2022

The project is requested to be wrapped up no later than the end of Q4-2022.
TERMS & CONDITIONS

Notwithstanding any other provisions of this RFP, NEFE reserves the right to:

- Award this contract to the partner that best meets the requirements of the RFP and not necessarily the lowest cost proposer
- Reject any or all bids, to award in whole or in part, and to waive minor, immaterial defects in bids
- Consider, at its sole discretion, any alternative bid

The selected provider will be required to enter a written contract with NEFE in a form approved by NEFE’s legal counsel. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. NEFE reserves the right to negotiate the terms and conditions of the contract with the selected proposer, including but not limited to, terms of indemnification and inclusion of a non-disclosure agreement.

Confidentiality:

All information contained in this RFP is confidential and may not be disclosed, published, or advertised in any manner without written authorization from the National Endowment for Financial Education. All RFP documents remain the property of the National Endowment for Financial Education. Suppliers who do not honor these confidentiality provisions will be excluded from participating in this and future supply opportunities.

ANTICIPATED PROPOSAL SCHEDULE

Please note the following deadlines for this RFP process:

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/31/2022</td>
<td>Please submit any questions to <a href="mailto:hr-nefe@nefe.org">hr-nefe@nefe.org</a> (no phone calls please) regarding this RFP no later than 5 PM MT on this date. Please refer to the Respondent Questions section below for more information.</td>
</tr>
<tr>
<td>06/03/2022</td>
<td>NEFE will target this date to email responses to respondent questions.</td>
</tr>
<tr>
<td>06/10/2022</td>
<td>Final RFP proposals are due on this date no later than 5 PM MT. Please refer to the RFP Submission Requirements section below for instructions.</td>
</tr>
<tr>
<td>06/20/2022</td>
<td>NEFE may invite selected respondents to meet NEFE leadership or present in a “finals presentation” (times TBD) in NEFE’s Denver offices (or virtually). Senior Director, Operations and Senior Manager, Human Resources may also</td>
</tr>
</tbody>
</table>
coordinate a demo with vendor at the annual SHRM conference in New Orleans.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/27/2022</td>
<td>NEFE will review respondents and select the partner company or organization which best serves the overall needs of the project objectives and criteria. References will be requested for clients/projects of similar size and scope (private operating foundations a plus).</td>
</tr>
<tr>
<td>06/28/2022</td>
<td>The successful respondent will be notified. All candidates will be informed of a decision by the end of the month.</td>
</tr>
<tr>
<td>07/10/2022</td>
<td>Implementation/project kickoff</td>
</tr>
</tbody>
</table>

**PROPOSAL SUBMISSION REQUIREMENTS**

Interested parties should submit a proposal that includes the following components:

1. **Applicant Information**: Name, address, phone number, web address, email address and contact person.

2. **Service Highlights**: Specifically address how your institution can meet our organization’s needs listed under the Required Services and Capabilities section. Describe any new services or ideas that will enhance NEFE’s utilization of the services required.

3. **Additional Information**:
   a) **DEI Statement**: Share your organization’s strategy and initiatives around diversity, equity and inclusion including how your firm’s leadership demonstrates its commitment and how your staff are supported in these efforts. For example, what initiatives are in place to recruit, retain, and advance a diverse workplace? Include a description of practices, programs, services, community involvement and/or internal operations, such as information about your corporate social responsibility program and/or describe your experience with socially responsible and impact investing.
   b) **Statement of data security**: Provide a brief overview of your data security measures/policies. Finalist will be requested to provide additional information.

4. **Implementation Process**: Provide a projected timeline for milestones and implementation

5. **Cost**: Provide a complete fee schedule for the services described in the proposal

6. **Unique Qualifications**: In what ways do you differ from other providers, and what advantages can NEFE expect in selecting you?

*The period for which the submitted proposal shall remain in effect must be stated clearly. Such period shall not be less than 90 days from the proposal submission date.*
EVALUATION AND AWARD CRITERIA

An evaluation will be conducted to identify the respondents deemed fully qualified and best suited among those submitting proposals based on the evaluation factors listed below (not in priority order). From this evaluation, NEFE may invite selected respondents to meet with NEFE leadership or present in a “finals presentation.”

CRITERIA

<table>
<thead>
<tr>
<th>Factor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factor 1</td>
<td>Proposals overall fit with the needs of NEFE as expressed above.</td>
</tr>
<tr>
<td>Factor 2</td>
<td>Vendor’s diversity profile and values alignment.</td>
</tr>
<tr>
<td>Factor 3</td>
<td>Vendor’s qualifications, experience and references.</td>
</tr>
<tr>
<td>Factor 4</td>
<td>Fees/Cost.</td>
</tr>
<tr>
<td>Factor 5</td>
<td>Value add/new ideas presented.</td>
</tr>
</tbody>
</table>

PROPOSAL SUBMISSION PROCESS AND CONTACT

Response Date: June 10, 2022

All responses to this RFP must be submitted by June 10, 2022, no later than 5 PM MT, to the point of contact shown below. Responses received after this date will not be considered.

The sole point of contact for this project is:

**Tina Mealer**  
Senior Manager, Human Resources  
National Endowment for Financial Education (NEFE)  
hr-nefe@nefe.org

Based on responses, best and final respondents may be invited to meet with NEFE leadership. One (1) vendor will be selected and a contract negotiated for the engagement.

Questions:

All questions and requests for additional information regarding this RFP must be received through the point of contact shown above via email by May 31, 2022. Use the subject line: “HRIS RFP”

Note: All costs related to the submission of this RFP must be assumed by the submitting firm. No expenses will be reimbursed.