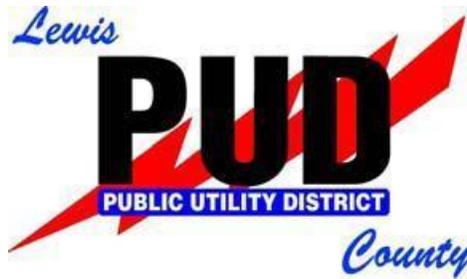


REQUEST FOR PROPOSALS
FOR
Human Resources Software Solution



FROM:

PUD NO. 1 OF LEWIS COUNTY
321 NW PACIFIC AVENUE
CHEHALIS, WA 98532

Date: March 20, 2018

Sub: Request For Proposal: Human Resources Software Solution

To Whom It May Concern:

Public Utility District No. 1 of Lewis County (“the Utility”) will receive sealed proposals at the address listed below until Monday, April 9, 2018. Responses delivered after that date will not be considered. The Utility is not responsible for delays in delivery.

For US mail and courier delivery, documents are to be delivered to:

<p>Lora Provolt Human Resources Manager Lewis County Public Utility District No.1 321 NW Pacific Avenue Chehalis, Washington 98532 (360) 748-9261</p>

The request for proposal (RFP) contains the following sections and any addenda issued relative thereto:

1. INTRODUCTION
2. SCOPE OF WORK
3. REFERENCES
4. COST PROPOSAL

Questions regarding this Request for Proposal should be directed to **Lora Provolt at lorap@lcpud.org**.

The Utility reserves the right to cancel this request, to reject any and all proposals submitted, and/or to waive any minor formalities of this request if, in the sole judgment of the Utility, it is in the public interest.

Lora Provolt
Human Resources Manager
Public Utility District No. 1 of Lewis County

TABLE OF CONTENTS

1. INTRODUCTION1

1.1. PURPOSE1

1.2. UTILITY OVERVIEW1

2. SCOPE OF WORK.....2

2.1. OVERVIEW2

2.2. VISION2

2.3. INTERFACES2

2.4. TRAINING.....2

2.5. IMPLEMENTATION/CONFIGURATION/CONSULTATION2

2.6. USER COUNTS3

2.7. HARDWARE & OPERATING SYSTEMS3

2.8. DOCUMENTATION3

2.9. TIMELINE3

3. REFERENCES.....4

4. COST PROPOSAL.....5

1. INTRODUCTION

1.1. PURPOSE

Public Utility District No. 1 of Lewis County is seeking proposals for a human resources integrated software solution which includes online application, applicant tracking, performance management and onboarding to help streamline the human resource processes. The required services and performance conditions are described in the Scope of Work (or Services).

Respondents must submit sealed, detailed proposals to the Utility at its headquarters office in Chehalis, Washington, no later than 5PM, Monday, April 9, 2018.

1.2. UTILITY OVERVIEW

Public Utility District No. 1 of Lewis County (District) is a municipal corporation of the State of Washington, formed by the people of Lewis County to provide electric service.

Headquarters: PUD NO. 1 of Lewis County
321 NW Pacific Avenue
Chehalis, Washington 98532

Web: www.lcpud.org

Electric service:

- Service area.....3,262 miles of distribution line and services, covering 2,530 square miles in Lewis County.
- CustomersApproximately 27,000 households and 7,000 other customers including commercial businesses, government, and nonprofit entities.
- Offices.....Chehalis, Morton, Operations Center and Cowlitz Falls

Only electricity and dark fiber are furnished by the Utility, no other significant utility product is sold (i.e., no natural gas, water, waste-water, internet, garbage, etc., service is provided).

2. SCOPE OF WORK

2.1. OVERVIEW

1) **Applicant Tracking Solution**

Online and automated for ease of recruitment process in the following areas:

- Online recruitment applications and job announcements, including interest cards.
- Automated selection process based on configurable criteria.
- Applicant tracking with ability to email notifications, EEO data collection and reports, track applicant steps, and a candidate self-service portal.
- Reporting and analysis tools, including regulatory requirements.
- HR automation to create and route position requisitions for approval and certification/eligible lists.

2) **Performance Management Solution**

Performance management platform must include online and automated performance evaluations, goal setting, employee note taking ability, and development plans.

3) **Onboarding Solution**

Onboarding module must include electronic employee file, online forms, workflow and ability to handle attachments in a variety of formats.

2.2. VISION

The Utility needs to improve upon the existing functionality and administration of applicant tracking, performance management and onboarding. We are interested in modern, open systems that promote the exchange and extraction of information embedded within new and existing processes throughout the District. We are only interested in products that are easily understood by end users. The District is interested in a system that is hosted in the cloud for access anywhere at any time by all users.

2.3. INTERFACES

The selected vendor will be expected to interact with our Information Technology (IT) department employees to integrate the selected software.

2.4. TRAINING

End-user (train-the-trainer), system administration, and report writing training, along with a thorough transfer of knowledge of system configuration and set-up, is desired and should be included in the response to this RFP. We prefer that the training be conducted at our facilities, but will consider and evaluate offsite training on its merits.

2.5. IMPLEMENTATION/CONFIGURATION/CONSULTATION

The Utility is requesting full support in its implementation of the chosen solution. The following activities, as applicable to your proposed solution, should be included.

- System set-up and configuration options.

- Fit-gap and best practices use of Seller's solution.
- Security design and set-up.
- Configuration of interfaces with other applications.

2.6. USER COUNTS

Where applicable any software requiring user licenses should be expressly communicated in the proposal.

2.7. HARDWARE & OPERATING SYSTEMS

No hardware is being sought in this RFP. It is the desire of the Utility to implement a solution that is securely housed in the cloud.

2.8. DOCUMENTATION

Representative samples of technical and end-user documentation must be included in the proposals.

2.9. TIMELINE

The Utility plans to start implementation no later than May 2018.

3. REFERENCES

Instructions:

In the following Section, please provide concise and complete answers to each of the questions. If you choose not to respond to a question, please type “Not Applicable” and explain why you are not answering. You may compose your answers to encompass more than one question; however, if you do so, you must make it clear which questions are being addressed.

We understand that providing contact information for your clients may cause your clients to receive numerous telephone calls—especially if the same client is used frequently. We ask that you contact your references prior to listing them below, and discuss this topic with them.

Some vendors elect to provide reference information ONLY after they believe they are being considered for the next selection step. The Utility plans on contacting all references.

1. Please list two (2) references where you have installed solutions very similar to the one you are proposing for Lewis PUD. This solution should have been in place for at least one full year. Include the following information:
 - Organization name
 - Department or any sub-organization, if applicable
 - Physical address
 - Point-of-contact still employed at the site
 - Point-of-contact’s telephone number
 - E-mail address

We understand that it may be difficult to list references similar to the Utility, but please make every effort to do so.

4. COST PROPOSAL

Instructions:

In the following Section, please provide your estimate for each of the line items represented. The Utility understands that additional good-faith negotiations will occur prior to contract finalization.

ITEMIZATION IS MANDATORY, DO NOT PROVIDE ONLY A SUMMARY COST.