INFORMATIONAL MEMORANDUM

TO: Agency Commissioners

FROM: Fred Blackwell
Executive Director

SUBJECT: Issuance of Request for Proposals for Payroll, Timekeeping, and Human Resources Information Electronic Services

EXECUTIVE SUMMARY

The San Francisco Redevelopment Agency (Agency) is seeking to upgrade its work efficiency and reporting capacity in the areas of payroll processing, employee time keeping processing, and human resources job applicant information processing.

Currently, the Agency uses separate third party vendors to process payroll (on a biweekly schedule via the internet) as well as, administer the Agency’s employee timekeeping system that drives both employee payroll and client billing functions. The current expenses related to these services are $22,000 (twenty-two thousand dollars) and $12,000 (twelve thousand dollars), respectively. The two electronic systems only store a minimal amount of employee human resources information electronically. Third party vendors now have the ability to provide services to integrate payroll with timekeeping systems, as well as, provide additional service enhancements in many functions necessary for automating human resource processes. Additionally, the centralization of HR data along with payroll and timekeeping data, will allow the Agency to easily generate external and internal reports.

The Agency is seeking to upgrade its payroll and timekeeping systems, as well as, incorporate additional automation in the hiring processing system. Currently, HR staff relies on paper processing of the receipt, review and processing of job applicant information. The Agency believes that a single vendor can easily provide automation in the hiring processing, as well as centralizing the database of related information. The Agency is seeking to stay within the current combined budget of $34,000 (thirty-four thousand dollars) for payroll and timekeeping systems, as well as obtaining additional automation of HR functions. There is also an estimated $28,000 (twenty-eight thousand dollars) software and data implementation fee.

The attached RFP is seeking a single vendor to provide electronic services for payroll, timekeeping, and human resources information functions so that staff can be more efficient and productive in the administration of their duties in these areas.
A successful RFP respondent should be able to provide services in all three electronic service areas being solicited, and all services should have interfacing capacity that is user friendly.

The Agency will make the selection of the vendor based on the following factors:

- the strength of the vendor’s qualifications to undertake the subject scope of services;
- overall expertise regarding the specific tasks in the scope of services;
- minimum of five years of recent work experience in the specified areas;
- ability to comply with the Agency’s policies, including but not limited to nondiscrimination, equal benefits, minimum compensation, healthcare accountability, small business enterprise requirements, and insurance;
- proposed staffing and budget for providing the requested services;
- ability to work well in high-pressure environments and meet deadlines;
- demonstrated ability to work effectively with diverse populations; and
- other factors listed in the RFP that are specific to payroll, timekeeping, and human resources information administration.

The timeline for the RFP is the following:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of RFP</td>
<td>March 17, 2010</td>
</tr>
<tr>
<td>Pre Submission Meeting</td>
<td>April 1, 2010</td>
</tr>
<tr>
<td>Deadline for Proposal Submission</td>
<td>April 16, 2010, 4:00 PM</td>
</tr>
<tr>
<td>Agency Staff Review</td>
<td>April 19, 2010</td>
</tr>
<tr>
<td>Interview of RFP Candidates</td>
<td>April 21, 2010</td>
</tr>
<tr>
<td>Agency Staff recommendation to Commission</td>
<td>May 18, 2010</td>
</tr>
</tbody>
</table>

The RFP will be advertised for thirty (30) days beginning April 16, 2010 and it is anticipated that cost for services will range from $34,000 (thirty-four thousand dollars) to $36,000 (thirty-six thousand dollars) annually with an additional one time software and data implementation fee of $28,000 (twenty-eight thousand dollars).

A copy of the Request for Proposals is attached.

(Originated by Steve Martinez, Human Resources Manager)

Fred Blackwell
Executive Director

Attachment
1. Request For Proposals