



REQUEST FOR PROPOSAL FOR JOB DESCRIPTION MANAGEMENT SOFTWARE-HUMAN RESOURCES

Proposal deadline and time	Tuesday, March 2, 2021. 4:00 p.m. (MST)
Pre-proposal conference	Tuesday, February 16, 2021 from 1:00 PM – 2:00 PM (MST). The participants will receive a conference call invite. CANCELED
Submission of Questions related to the RFP	Tuesday, February 9, 2021. 4:00 p.m. (MST)
Q & A posted to El Rio Website and Sent to all Vendors	Tuesday, February 16, 2021. 4:00 p.m. (MST)
Submit proposal via email at:	CandiceC@Elrio.org Cc: MarkH@Elrio.org
Or by regular mail at: (5 sealed hard copies)	450 W. Paseo Redondo Attn: Candice Campbell/ Mark Hodges Tucson, Arizona 85701
**Submit all of your questions by February 9, 2021	CandiceC@Elrio.org Cc: MarkH@Elrio.org

**Dates are subject to change at the discretion of El Rio Health*

***If there're questions after the Pre-Conference call, contact CandiceC@elrio.org cc: MarkH@elrio.org*

ABOUT EI RIO HEALTH:

El Rio Health began in 1970, we have grown to be one of the largest, non-profit community health centers in the United States. We focus on positive health outcomes, treating the whole person and prevention. Our health care is delivered by compassionate, professionally trained integrated health teams who give from their hearts to provide you with caring, high quality, world-class care. Additionally, El Rio Health is a Federally Qualified Health Center with Non-Profit, Tax Exempt, and Charity status, recognized as a 501(c)3. El Rio Health serves over 100K patients a year and employs over 1300 individuals.

SUMMARY OF PROJECT:

A cloud based, Job Description Management Software solution that meets the following requirements:

- 1) Allows to use content from an ever-growing bank of job descriptions and competencies.

- 2) Extensive library that allows to pick and then customize the description to fit the organization.
- 3) Manage feedback and input from colleagues and stakeholders with purpose-built job description validation tools.
- 4) Ability to export and import to industry standards.

SECTION A. SCOPE OF WORK:

- I. El Rio Health is looking for a comprehensive Job Description Management Software tool to develop a job description library content towards a central location for writing, approving, publishing, and storing all job descriptions.
- II. The Human Resources Team receives several new job descriptions and revisions monthly. The proposed solution should provide a platform that addresses all current requirements for our Job Descriptions and the flexibility to incorporate new functionalities, inclusive is a vast library and categories to streamline the process. Vendors responding to this request are expected to understand the requirements outlined in this document as a guideline for the proposed solution.

SECTION B. OBJECTIVE AND SOLUTIONS REQUIREMENTS

Must Have	
Services	Brief Description
Hosted/cloud-based solution.	We are looking for a cloud solution to reduce dependency on our internal IT resources and hardware. The solution should be scalable.
Process	Allows to assign roles and admins throughout process of creating job descriptions
Process	Stores all job descriptions and gives you access to the history of all changes to your job descriptions over time.
Templates	Allows you to create consistent looking job descriptions.
Redlines and document versions.	Ability to easily compare any two job descriptions, or any two versions of a job description.
Redlines and document versions.	It highlights the differences between job descriptions and what information has been added or deleted and identifies who made each change.
Redlines and document versions.	Solves the confusion of having multiple job description drafts.

Service	Brief Description
Templates	Build customized templates to reflect the structure and content of your organization’s job descriptions.
Document versions	Export job descriptions to print-ready PDF and Microsoft Word documents.
Workflow and process	Ability to create workflows for reviews and approvals.
Communication capability	The ability to email to sources.

SECTION C. EVALUATION/SELECTION:

I. El Rio Health will grade the response based on the following criteria:

- a) 50% - Each section outlined in the “Objectives and Solution Requirements” section will be graded on a points system. If the vendor is unable to meet the necessary requirements, they will not be asked to provide a demonstration of their product.
- b) 15% - Vendor hosts a demonstration of their solution and reviews their implementation plan for success.
- c) 10% - Vendor has the capacity to integrate with our HRIS – Ceridian / Dayforce.
- d) 25% - Pricing. We ask that all vendors submit their best pricing taking into consideration our Federal 501(c) 3 status qualifying our organization as a Charity.
- e) Upon receipt and opening of proposals, and after the proposal deadline, the El Rio Health Chief Executive Officer will determine the responsiveness of each applicant.
- f) Offeror whose proposal represents the best value and is in the Health Center’s best interest.
- g) All vendors who provided a demonstration will be notified whether they have or have not been awarded the selection.

SECTION D. GENERAL INFORMATION

I. Proposal Submittal Procedure:

- a) All questions about the meaning or intent of this request will be submitted via email at: CandiceC@elrio.org, cc: MarkH@elrio.org.
 - i. A prompt e-mail response may be expected with copied of the query and answer forwarded to all Offerors responding to the RFP. Questions received less than five

(5) days prior to the date for review of proposal may not be answered.

- ii. Questions received less than five (5) days prior to the date for review of proposal may not be answered.

- b) Offerors shall submit a proposal to:

CandiceC@elrio.org, cc: MarkH@elrio.org or

450 W. Paseo Redondo

ATTN: Mark Hodges/Candice Campbell

Tucson, AZ 85701.

- c) Late submissions:

Will not be considered unless it is determined that it was caused by El Rio Health mishandling of the documents. All other late submissions will be returned unopened.

II. **Other Requirements:**

- a) The awarded Offeror and all subcontractors employed by Offeror shall have all certifications, licenses, insurance and/or registrations required under the laws of the State of Arizona. The awarded Offeror will procure and maintain, during the life of the contract, liability insurance in an amount of not less than \$1,000,000 each occurrence. The awarded firm will furnish copies of Certificates of Insurance to El Rio Health showing the coverage, limits of liability, covered operations, effective dates and dates of expiration naming El Rio Health, its agents and employees as additional named insured.
- b) The Offeror agrees if he/she is awarded the contract, that he/she will deliver the goods/services at the prices set forth in the submitted proposal.
- c) The data accumulated for El Rio Health will be provided in a current technology format if we are to transition to another vendor.

III. **Opening and Awarding of Contract Proposal:**

- a) Proposal will be opened on the date and time specified on the request cover sheet by the Human Resources Department. Only the Vendors that have expressed interest in the RFP will be invited to attend the Pre-Proposal Conference. Please include the name and email address of the individuals from your company that you would like to attend the Pre-Proposal Conference. Proposals received on time will be opened in the presence of one or more witnesses and the name and address of Offeror will be recorded.
- b) All information, except that marked as confidential, may become public information at the time the project is awarded. Offerors may request in writing non-disclosure of confidential data. Such data should accompany the proposal, be readily separable from the proposal in order to facilitate possible public inspection. Please mark each sheet in

red letters, "Confidential." A request that states that the entire proposal be kept confidential will not be accepted.

IV. Award of Contract:

- a) El Rio Health reserves the right to award this project and to accept the proposal that is in the best interest and provide the best value for El Rio. El Rio Health reserves the right to reject any and all proposal or any part thereof.
- b) The final agreement and El Rio Health Business Associate Agreement will be signed by the El Rio Health and the successful Offeror and returned within an agreed timeframe, after the Notice of Award. No agreement will be effective until it has been fully executed by all of the parties thereto.

