



ALACHUA COUNTY

Budget and Fiscal Services

Procurement

Theodore "TJ" White, Jr. CPPB
Procurement Manager

Thomas J. Rouse
Contracts Supervisor

October 17, 2024

MEMORANDUM

To: Theodore "TJ" White, Jr. CPPB, Procurement Manager

From: Precious Merriweather, Procurement Agent I *Precious Merriweather*
Precious Merriweather (Oct 17, 2024 16:02 EDT)

SUBJECT: INTENT TO AWARD
RFP 25-14-PM New Human Capital Management System for Alachua County
Human Resources Department

Solicitation Deadline: 2:00 PM, Wednesday, February 28, 2024
Solicitation Notifications View Count: 1488 Vendors
Solicitation Downloads: 67 Vendors
Solicitation Submissions: 9 Vendors

Vendors:

Vertosoft LLC (5712914119)
Leesburg, VA 20175

Creoal Consulting LLC
Newtown, PA 18940

Denovo Ventures LLC
Louisville, CO 80027

Empxtrack*
New York, NY 11788

Monad Solutions*
Stafford, TX 77477

Alight Solutions LLC
Lincolnshire, IL 60061

Ceridian HCM, Inc. dba Dayforce
Minneapolis, MN 55425

D Group Consulting Services Inc.*
Gainesville, FL 32608

Governmentjobs.com Inc. DBA NEOGOV*
El Segundo, CA 90245

*This vendor was not evaluated during the second phase.


RECOMMENDATION:

The board approves the Evaluation Committee’s award ranking below for RFP 25-14-PM New Human Capital Management System for Alachua County Human Resources Department

1. Alight Solutions, LLC
2. Ceridian HCM, Inc. dba Dayforce
3. Creola Consulting LLC
4. Vertrosoft LLC
5. Denovo Ventures, LLC

Approve the above ranking and authorize staff to negotiate agreements with the top ranked firms. Should the staff be unable to negotiate a satisfactory agreement with the top ranked firm, negotiations with the unsuccessful firm will be terminated. Negotiations with the second ranked firm may be undertaken in the same manner in order of ranking until an agreement is reached, and so forth.

The actual RFP award is subject to the appropriate signature authority identified in the Procurement Code.


TJ White (01/18/2024 09:05 EDT)

Theodore “TJ” White, Jr., CPPB
Procurement Manager

10/18/24

Date

TW/pm

Vendor Complaints or Grievances; Right to Protest

Unless otherwise governed by state or Federal law, this part shall govern the protest and appeal of Procurement decisions by the County. As used in Part A of Article 9 of the Procurement Code, the term “Bidder” includes anyone that submits a response to an invitation to bid or one who makes an offer in response to a solicitation (e.g., ITB, RFP, ITN), and is not limited solely to one that submits a bid in response to an Invitation to Bid (ITB).

- (1) *Notice of Solicitations and Awards.* The County shall provide notice of all solicitations and awards by electronic posting in accordance with the procedures and Florida law.
- (2) *Solicitation Protest.* Any prospective Bidder may file a solicitation protest concerning a solicitation.
 - (a) *Basis of the Solicitation Protest:* The alleged basis for a solicitation protest shall be limited to the following:
 - i. The terms, conditions or specifications of the solicitation are in violation of, or are inconsistent with this Code, Florida Statutes, County procedures and policies, or the terms of the solicitation at issue, including but not limited to the method of evaluating, ranking or awarding of the solicitation, reserving rights of further negotiations, or modifying or amending any resulting contract; or
 - ii. The solicitation instructions are unclear or contradictory.
 - (b) *Timing and Content of the Solicitation Protest:* The solicitation protest must be in writing and must be received by the Procurement Manager, twhite@alachuacounty.us by no later than the solicitation’s question submission deadline. Failure to timely file a solicitation protest shall constitute a total and complete waiver of the Bidder’s right to protest or appeal any solicitation defects, and shall bar the Bidder from subsequently raising such solicitation defects in any subsequent Award Protest, if any, or any other administrative or legal proceeding. In the event a solicitation protest is timely filed, the protesting party shall be deemed to have waived any and all solicitation defects that were not timely alleged in the protesting party’s solicitation protest, and the protesting party shall be forever barred from subsequently raising or appealing said solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. The solicitation protest must include, at a minimum, the following information:
 - i. The name, address, e-mail and telephone number of the protesting party;
 - ii. The solicitation number and title;
 - iii. Information sufficient to establish that the protesting party has legal standing to file the solicitation Protest because:
 1. It has a substantial interest in and is aggrieved in connection with the solicitation; and
 2. That the protesting party is responsive, in accordance with the criteria set forth in the solicitation, unless the basis for the Solicitation Protest alleges that the criteria set forth in the solicitation is defective, in which case the protesting party must demonstrate that it is responsive in accordance with the criteria that the protesting party alleges should be used;
 - iv. A detailed statement of the basis for the protest;
 - v. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;
 - vi. All supporting evidence or documents that substantiate the protesting party’s alleged basis for the protest; and
 - vii. The form of the relief requested.
 - (c) *Review and Determination of Protest:* If the Solicitation Protest is not timely, the Procurement Manager shall notify the protesting party that the Solicitation Protest is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Solicitation Protests and may conduct any inquiry that the Procurement Manager deems necessary to make a determination regarding a protest. The Procurement Manager shall issue a written determination granting or denying the protest. The written determination shall contain a concise statement of the basis for the determination.

(d) *Appeal:* If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based, including all supporting documentation. The scope of the appeal shall be limited to the basis alleged in the Solicitation Protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was sent to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said Solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. After considering the appeal, the County Manager must determine whether the solicitation should stand, be revised, or be cancelled, and issue a written determination and provide copies of the determination to the protesting party. The determination of the County Manager shall be final and not subject to further appeal under this code.

(3) *Award Protest.* Any Bidder who is not the intended awardee and who claims to be the rightful awardee may file an award protest. However, an award protest is not valid and shall be rejected for lack of standing if it does not demonstrate that the protesting party would be awarded the Solicitation if its protest is upheld.

(a) *Basis of the Award Protest:* The alleged basis for an Award Protest shall be limited to the following:

- i. The protesting party was incorrectly deemed non-responsive due to an incorrect assessment of fact or law;
- ii. The County failed to substantively follow the procedures or requirements specified in the solicitation documents, except for minor irregularities that were waived by the County in accordance with this Code, which resulted in a competitive disadvantage to the protesting party; and
- iii. The County made a mathematical error in evaluating the responses to the solicitation, resulting in an incorrect score and not *protesting party not being selected for award*.

(b) *Timing and Content of the Award Protest:* The Award Protest must be in writing and must be received by the Procurement Manager, twhite@alachuacounty.us by no later than 3:00 PM on the third business day after the County's proposed Award decision was posted by the County. Failure to timely file an Award Protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal the County's proposed Award decision in any administrative or legal proceeding. In the event an Award Protest is timely filed, the protesting party shall be deemed to have waived any and all proposed Award defects that were not timely alleged in the protesting party's Award Protest, and the protesting party shall be forever barred from subsequently raising or appealing said Award defects in any administrative or legal proceeding. The Award Protest must include, at a minimum, the following information:

- i. The name, address, e-mail and telephone number of the protesting party;
- ii. The Solicitation number and title;
- iii. Information sufficient to establish that the protesting party's response was responsive to the Solicitation;
- iv. Information sufficient to establish that the protesting party has legal standing to file the Solicitation Protest because:
 1. The protesting party submitted a response to the Solicitation or other basis for establishing legal standing;
 2. The protesting party has a substantial interest in and is aggrieved in connection with the proposed Award decision; and
 3. The protesting party, and not any other bidder, should be awarded the Solicitation if the protesting party's Award Protest is upheld.
- v. A detailed statement of the basis for the protest;
- vi. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;

- vii. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
 - viii. The form of the relief requested.
- (c) *Review and Determination of Protest:* If the Award Protest is not timely, the Procurement Manager shall notify the protesting party that the Award Protests is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Award Protests and may conduct any inquiry that the county Procurement Manager deems necessary to resolve the protest by mutual agreement or to make a determination regarding the protests. The Procurement Manager shall issue a written determination granting or denying each protest. The written determination shall contain a concise statement of the basis for the determination.
- (d) Appeal:
- i. If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based. The scope of the appeal shall be limited to the basis alleged in the award protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was mailed to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said award defects in any administrative or legal proceeding.
 - ii. After reviewing the appeal, the County Manager will issue a written final determination and provide copies of the determination to the protesting party. Prior to issuing a final determination, the County Manager, in his or her discretion, may direct a hearing officer, or magistrate, to conduct an administrative hearing in connection with the protest and issue findings and recommendations to the County Manager. Prior to a hearing, if held, the Procurement Manager must file with the hearing officer the protest, any background information, and his or her written determination. The protesting party and the County shall equally share the cost of conducting any hearing, including the services of the hearing officer. If applicable, the County Manager may wait to issue a written final determination until after receipt of the findings and recommendations of the hearing officer. The determination of the County Manager shall be final and not subject to further appeal under this code.
- (4) *Burden of Proof:* Unless otherwise provide by Florida law, the burden of proof shall rest with the protesting party.
- (5) *Stay of Procurements during Protests.* In the event of a timely protest, the County shall not proceed further with the solicitation or with the award of the contract until the Procurement Manager, after consultation with the head of the using department, makes a written determination that the award of the solicitation without delay is:
- (a) Necessary to avoid an immediate and serious danger to the public health, safety, or welfare;
 - (b) Necessary to avoid or substantial reduce significant damage to County property;
 - (c) Necessary to *avoid or substantially reduce interruption of essential County Services; or;*
 - (d) Otherwise in the best interest of the public.



Alachua County, Florida

Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager
County Administration Building, Gainesville, FL 32601
(352) 374-5202

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

RESPONSE DEADLINE: April 17, 2024 at 2:00 pm

Thursday, October 17, 2024

SOLICITATION OVERVIEW

Project Title	New Human Capital Management System for Alachua County Human Resources Department
Project ID	RFP 25-14-PM
Project Type	Request For Proposal
Release Date	February 28, 2024
Due Date	April 17, 2024
Procurement Agent	Precious Merriweather
Evaluators	Timica Adorno, Heather Akpan, JOHNATHAN CRISWELL, Amy Childs, Colleen Duffy, Ryan Evans, Todd Hutchison, Mike Mathews
Project Description	Project Purpose: The County is requesting proposals for a comprehensive, fully integrated Human Capital Management (HCM) system including delivery, installation, integration with current systems, customization, data conversion, training, documentation and project management. The County intends to award a contract to the best qualified firm that offers a proposal deemed to be in the County's best interest.

Introduction

Summary

Alachua County Board of County Commissioners (hereinafter, the "County" or "Alachua County") is seeking proposals from qualified individuals or entities (hereinafter, referred to as "Consultant" or the "proposer") for the provision of RFP 25-14-PM New Human Capital Management System for Alachua County Human Resources Department.

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

The following apply to this request for proposal: [Instruction to Proposers](#), [Terms and Conditions](#), [Insurance](#), [Scope of Work](#), [Proposal Requirements and Organization](#), [Request for Proposal Selection Procedures](#), [Evaluation Phases](#), [Attachments](#), [Submittals](#) and [Sample Agreement](#).

Project Purpose: The County is requesting proposals for a comprehensive, fully integrated Human Capital Management (HCM) system including delivery, installation, integration with current systems, customization, data conversion, training, documentation and project management. The County intends to award a contract to the best qualified firm that offers a proposal deemed to be in the County’s best interest.

Background

Location: Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

Form of Government: Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

Contact Information

Precious Merriweather

Procurement Agent I

Email: pmerriweather@alachuacounty.us

Phone: [\(352\) 337-6269](tel:(352)337-6269)

Department:

Office of Management and Budget

Timeline

Solicitation Release Date	February 28, 2024
Question Submission Deadline	April 7, 2024, 12:01am
Solicitation Submission Deadline	April 17, 2024, 2:00pm

<p>Solicitation Opening – Teams Meeting</p>	<p>April 17, 2024, 2:00pm</p> <p>The scheduled solicitation opening will occur via Teams Meeting; the information to join is provided below. Attendance (live viewing) of the proposals opening is not required.</p> <p>Join Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting</p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</p> <p>Meeting ID: 259 625 692 241 Passcode: yX9G3Q Download Teams Join on the web Or call in (audio only) +1 469-998-7938,,366862554# United States, Dallas Phone Conference ID: 366 862 554#</p> <p>If you have a disability and need an accommodation in order to participate, please contact the Alachua County ADA Coordinator at ADA@alachuacounty.us or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. If you are unable to notify the Office prior to the event, please inform an Alachua County employee that you need assistance. TDD/TTY users, please call 711 (Florida Relay Service).</p>
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SOLICITATION STATUS HISTORY

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Date	Changed To	Changed By
Nov 8, 2023 11:55 AM	Draft	Precious Merriweather
Jan 30, 2024 2:14 PM	Review	Precious Merriweather
Feb 27, 2024 3:39 PM	Final	Precious Merriweather
Feb 27, 2024 3:39 PM	Post Pending	Precious Merriweather
Feb 28, 2024 8:35 AM	Open	OpenGov Bot
Apr 17, 2024 2:00 PM	Pending	OpenGov Bot
Apr 25, 2024 1:53 PM	Evaluation	Precious Merriweather

PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	5712914119	Jay Colavita jay@vertosoft.com	Apr 16, 2024 10:52 PM
Submitted	Alight Solutions LLC	Matthew Friedman matthew.friedman@alight.com	Apr 16, 2024 10:22 AM
Submitted	Creoal Consulting	Kelley Fitzpatrick kelley.fitzpatrick@creoal.com (215) 962-6213	Apr 17, 2024 10:45 AM
Submitted	Dayforce	Keith Martin keith.martin@dayforce.com	Apr 17, 2024 10:48 AM
Submitted	Denovo Ventures, LLC	Carolyn Terry cterry@denovo-us.com (303) 827-2746	Apr 17, 2024 1:40 PM
No Bid	Network Craze	Michael Featherstone mfeatherstone@networkcraze.com	Feb 28, 2024 8:37 AM
No Bid	Pitsco Education, LLC	Angela Watson bids@pitsco.com (800) 835-0686	Feb 28, 2024 8:44 AM
Excluded	D Group Consulting Services Inc.	Dorette Nysewander dorette@dgroupconsulting.com (904) 859-1425	Apr 17, 2024 12:47 PM
Excluded	Empxtrack	Pulkit Sharma pulkit@empxtrack.com	Apr 17, 2024 8:28 AM
Excluded	Governmentjobs.com Inc., DBA NEOGOV	Joseph Hiraldo bids@neogov.net	Apr 12, 2024 5:20 PM
Excluded	Monad Solutions, Inc	john gabriel john.gabriel@monadsolutions.com	Apr 17, 2024 10:57 AM

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	5712914119	Alight Solutions LLC	Creoal Consulting	Dayforce
Corporate Resolution Granting Signature	Pass	Pass	Pass	Pass
State Compliance	Pass	Pass	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	Fail	No Response	No Response
Small Business Enterprise Option 1: SBE Proposer	Pass	Pass	Pass	Pass
Alachua County Small Business Enterprise Certificate	No Response	No Response	No Response	No Response
Small Business Enterprise Option 2: 30% SBE Proposer Participation	Pass	Pass	Pass	Pass
Alachua County Small Business Enterprise Certificate	No Response	No Response	No Response	No Response
Small Business Enterprise Option 3: 15% - 29% SBE Prosper Participation	Pass	Pass	Pass	Pass
Alachua County Small Business Enterprise Certificate	No Response	No Response	No Response	No Response
Small Business Enterprise Option 4: No Subcontractors	Pass	Pass	Pass	Pass

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Question Title	5712914119	Alight Solutions LLC	Creoal Consulting	Dayforce
Consultant Small Business Enterprise Good Faith Effort Option 5.	Pass	Pass	Pass	Pass
Alachua County Government Minimum Wage	Pass	Pass	Pass	Pass
Alachua County Location Preference	Pass	Pass	Pass	Pass
Drug Free Workplace	Pass	Pass	Pass	Pass
Vendor Eligibility	Pass	Pass	Pass	Pass
NON-SBE Subcontractors	Pass	Pass	Pass	Pass
Responsible Agent Designation	Pass	Pass	Pass	Pass
Conflict of Interest	Pass	Pass	Pass	Pass
Request for Proposal Submittal Documentation	Pass	Pass		
Acknowledgement of Requirements	Pass	Pass		

Question Title	Denovo Ventures, LLC
Corporate Resolution Granting Signature	Pass
State Compliance	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass
Small Business Enterprise Option 1: SBE Proposer	Pass
Alachua County Small Business Enterprise Certificate	No Response
Small Business Enterprise Option 2: 30% SBE Proposer Participation	Pass
Alachua County Small Business Enterprise Certificate	No Response
Small Business Enterprise Option 3: 15% - 29% SBE Prosper Participation	Fail
Alachua County Small Business Enterprise Certificate	Fail

EXECUTIVE SUMMARY

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New Human Capital Management System for Alachua County Human Resources Department

Question Title	Denovo Ventures, LLC
Small Business Enterprise Option 4: No Subcontractors	Pass
Consultant Small Business Enterprise Good Faith Effort Option 5.	Pass
Alachua County Government Minimum Wage	Pass
Alachua County Location Preference	Pass
Drug Free Workplace	Pass
Vendor Eligibility	Pass
NON-SBE Subcontractors	Pass
Responsible Agent Designation	Pass
Conflict of Interest	Pass
Request for Proposal Submittal Documentation	Pass
Acknowledgement of Requirements	Pass

QUESTIONS AND ANSWERS

Approved, Unanswered Questions

Approved, Answers Provided

1. Current ERP and HCM Systems

Feb 28, 2024 12:41 PM

Question: Can you provide what the County is currently using for HCM, and for ERP.

Feb 28, 2024 12:41 PM

Answered by Mike Mathews: We are currently using Tyler New World as our EPR software, and it is the system of record for employee information. NeoGov software is currently used for recruitment.

Feb 28, 2024 2:31 PM

2. RFP Intent

Mar 4, 2024 9:42 AM

Question: Is this RFP for a Consultant to provide HCM system advisory services in advance of a software and implementation proposal or are you looking for the actual Software, Implementation and Services vendors to respond?

Mar 4, 2024 9:42 AM

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Answered by Mike Mathews: We are looking for software, implementation and Services vendors for responses, we are not currently seeking a consultant firm for this project.

Mar 4, 2024 3:33 PM

3. No subject

Mar 4, 2024 2:43 PM

Question: How many full-time, part-time and seasonal employees will be accessing the system?

Mar 4, 2024 2:43 PM

Answered by Mike Mathews: If I am understanding your question correctly, there would be less than 50 staff members that will be actively logging into and working in the system.

Mar 5, 2024 11:14 AM

4. RFP Intent

Mar 4, 2024 4:24 PM

Question: What is your budget?

Mar 4, 2024 4:24 PM

Answered by Precious Merriweather: \$1,000,000.00

Mar 5, 2024 9:04 AM

5. Benefit Administrative Services

Mar 5, 2024 11:11 AM

Question: Is the County looking for outsourced Payroll and or Benefit Services as a compliment to the HCM system upgrade?

Mar 5, 2024 11:11 AM

Answered by Mike Mathews: We are not currently looking to outsource Payroll or Benefit Services as part of this project.

Mar 5, 2024 11:18 AM

6. No subject

Mar 5, 2024 12:07 PM

Question: How many Eligible Employees will be tracked in the system?

Mar 5, 2024 12:07 PM

EXECUTIVE SUMMARY

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New Human Capital Management System for Alachua County Human Resources Department

Answered by Mike Mathews: Currently we are anticipating tracking approximately 1,600 employees in the system.

Mar 5, 2024 2:42 PM

7. Integrations

Mar 11, 2024 11:08 AM

Question: Are you able to provide an integrations list? Would like to understand HCM applications you intend to keep and any FINs related integrations.

Mar 11, 2024 11:08 AM

Answered by Mike Mathews: The financial integration would be to Tyler New World ERP, we are looking to consolidate the HCM processes where beneficial.

Mar 12, 2024 10:43 AM

8. No subject

Mar 12, 2024 10:49 AM

Question: Are there plans to replacing Tyler New World? If so, what is the plan and roadmap? If not, can we propose a new finance/ERP system as optional?

Mar 12, 2024 10:49 AM

Answered by Mike Mathews: At the current time we are not looking to replace Tyler New World. The focus of this project is on the HCM, if replacing the ERP would be required as part of the overall HCM offering it would need to be included in the proposal.

Mar 12, 2024 11:04 AM

9. Due Date

Mar 13, 2024 1:41 PM

Question: Would the County consider a two-week extension to the proposal due date?

Mar 13, 2024 1:41 PM

Answered by Precious Merriweather: The County considers extensions on a case-by-case basis; at this time the County is not looking to extend the proposal due date.

Mar 13, 2024 3:03 PM

10. Project Timeline Clarification

Mar 25, 2024 2:13 PM

EXECUTIVE SUMMARY

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New Human Capital Management System for Alachua County Human Resources Department

Question: Can you please provide insight to your desired project timeline: Start month, Desired Go-live?

Mar 25, 2024 2:13 PM

Answered by Mike Mathews: It is anticipated that the project will kick off within 90 days of the project being awarded. The go-live date is to be determined and mutually agreed upon between the Alachua County team and the awarded vendor.

Mar 26, 2024 12:37 PM

11. Time/Attendance question

Mar 27, 2024 12:36 AM

Question: Questions regarding the full scope of the RFP, is there a reason why Time/Attendance was included in the functionality?

Mar 27, 2024 12:36 AM

Answered by JOHNATHAN CRISWELL: Time and Attendance is not included in this RFP

Mar 28, 2024 11:26 AM

12. Fee schedule

Mar 27, 2024 9:24 AM

Question: Is there a fee schedule you would like everyone to use or are you requesting for everyone to create their own fee schedule?

Mar 27, 2024 9:24 AM

Answered by JOHNATHAN CRISWELL: Please provide your own fee schedule.

Mar 28, 2024 11:26 AM

13. 13. System Integration

Mar 28, 2024 4:02 AM

Question: Anonymous. With the interest in SaaS Technology, does Alachua County intend to integrate all current and future software programs into one system, e.g., finance, benefits, HR, et al?

Mar 28, 2024 4:02 AM

Answered by JOHNATHAN CRISWELL: The county is open to integrating as many systems and process that are beneficial to overall processes.

Mar 28, 2024 11:26 AM

14. Need Clarification

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Mar 28, 2024 11:41 AM

Question: There are 56 questions related to Time and Attendance in the Capabilities Grid document. You answered a question and said that Time and Attendance is not included in the RFP. Are we to provide pricing based solely on the following items? • Applicant Tracking System and Onboarding Tools • Employee Information Management • Employee Compensation and Benefits Administration • Advanced Reporting and HR Analytics • Performance and Talent Management • Leaves of Absence Tracking • New Hire and Termination Reporting • Benefits Administration, ACA Tracking, and COBRA Administration • Self-Service • Learning and Knowledge Management

Mar 28, 2024 11:41 AM

Answered by Precious Merriweather: Time and Attendance is included in the grid to see the full capabilities of a system, but it is not a requirement of the RFP

Mar 28, 2024 11:54 AM

15. Project Methodology

Mar 28, 2024 4:42 PM

Question: Are you considering to have a big bang go live or will you consider implementing incrementally in different phases? If incremental, have you prioritized the modules?

Mar 28, 2024 4:42 PM

Answered by JOHNATHAN CRISWELL: The county will coordinate with the selected vendor to come up with an implementation plan that follows best practices and suites the counties needs the most efficiently.

Mar 29, 2024 11:49 AM

16. Project Dates

Mar 28, 2024 4:43 PM

Question: Could you please confirm if the implementation time for the whole project is October 2024 - September 2026? if not, what is the correct schedule?

Mar 28, 2024 4:43 PM

Answered by JOHNATHAN CRISWELL: The county will coordinate with the selected vendor to come up with an implementation plan that follows best practices and suites the counties needs the most efficiently. The timeline mentioned above is the best estimation the county had for the RFP from previous projects with similar tasks.

Mar 29, 2024 11:49 AM

17. Historical Data

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Mar 28, 2024 4:43 PM

Question: Shall we consider migrating history information for employees and the mentioned modules? if so, how many years?

Mar 28, 2024 4:43 PM

Answered by JOHNATHAN CRISWELL: Yes, the county would require migration of historical information related to all modules and their specific retention periods defined in the State of Florida GS1-SL record retention policy for State and local Governments. (<https://dos.fl.gov/library-archives/records-management/general-records-schedules/>)

Mar 29, 2024 11:49 AM

18. Integrations

Mar 28, 2024 4:44 PM

Question: There is no mention of any integrations with third party systems (besides the ones mentioned in recruiting), should we consider any other integration?

Mar 28, 2024 4:44 PM

Answered by JOHNATHAN CRISWELL: New World ERP a Tyler Technologies ERP system.

Mar 29, 2024 11:49 AM

19. Absence Types

Mar 28, 2024 4:44 PM

Question: How many absence types do you manage?

Mar 28, 2024 4:44 PM

Answered by JOHNATHAN CRISWELL: Currently we are managing FMLA, Military Deployment, Parental Leave, and are currently reviewing the Pregnant Workers Fairness Act for possible leave implications.

Mar 29, 2024 11:49 AM

20. Validations

Mar 28, 2024 4:45 PM

Question: Do you have a list of validations that should be applied to the employee hours? if so, can you share it?

Mar 28, 2024 4:45 PM

Answered by JOHNATHAN CRISWELL: We validate employee hours and timesheets based of the policies that are found on the county website for non bargaining employees.

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

(<http://www.alachuacounty.us/Depts/HR/Pages/Policy-Manual.aspx>). Bargaining employees are validated with a combination of policies and their negotiated Collective Bargaining Agreement.

Mar 29, 2024 11:49 AM

21. Scope

Mar 28, 2024 5:05 PM

Question: Is the county using Tyler for Payroll and Benefits? Are those solutions in scope for this RFP or is the scope of this RFP only HCM?

Mar 28, 2024 5:05 PM

Answered by JOHNATHAN CRISWELL: The county is open to solutions that could replace the Benefits and Payroll services that are provided by Tyler technologies. The county will retain New World ERP by Tyler Technologies for Financial services.

Mar 29, 2024 11:49 AM

22. Due Date Extension

Mar 28, 2024 4:47 PM

Question: Since the questions will be answered shortly before the proposal is due, we are respectfully requesting a two week extension of the proposal due date.

Mar 28, 2024 4:47 PM

Answered by Precious Merriweather: Thank you, your request has been acknowledged, please reference Addendum #1 for the extended due date.

Mar 29, 2024 12:14 PM

23. Pricing clarification

Mar 29, 2024 12:44 AM

Question: Can you confirm if we should only price out what's included on page 11 of the RFP in terms of the scope?

Mar 29, 2024 12:44 AM

Answered by JOHNATHAN CRISWELL: Please include any prices for modules that vendors are prepared to present as a response to the RFP.

Mar 29, 2024 11:49 AM

24. Legal

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Mar 29, 2024 4:09 PM

Question: Section 2.1 states proposals become property of the County, with an asserted right to use the documents, statements and ideas. This language could be read as a transfer of ownership of the intellectual property rights in these proposal materials. Such a transfer would be unreasonable without negotiation as to scope, and applicable payment. Please delete this statement, or alternatively change it to state that the County is entitled to retain a copy of of the proposal, but does not assert intellectual property rights in the materials submitted.

Mar 29, 2024 4:09 PM

Answered by Theodore White: Per section 2.1 of the RFP, all the proposals become the property of Alachua County. That would include the information submitted within the proposal, but does not mention intellectual property rights as read above. "Upon submission, all proposals become the property of Alachua County. Alachua County then has the right to use any or all documents, statements, and ideas presented in any proposal submitted in response to this Request for Proposal, whether or not the proposal is accepted."

Apr 1, 2024 4:08 PM

ADDENDA & NOTICES

ADDENDA ISSUED:

Addendum #1

Mar 29, 2024 12:14 PM

Solicitation Submission Deadline has been extended to April 17, 2024, 2:00pm

Addendum #2

Apr 1, 2024 4:16 PM

Updated the Question and Answers timeline and Solicitation Opening timeline to match the extension provided.

Please use the [See What Changed](#) link to view all the changes made by this addendum.

ADDENDA ACKNOWLEDGEMENTS:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
Governmentjobs.com Inc., DBA NEOGOV	X	Apr 4, 2024 8:29 PM	Madeline Wilson
Alight Solutions LLC	X	Apr 8, 2024 3:15 PM	Matthew Friedman
5712914119	X	Apr 15, 2024 10:02 PM	Jay Colavita
Empxtrack	X	Apr 17, 2024 7:22 AM	Pulkit Sharma
Creoal Consulting	X	Apr 8, 2024 10:58 AM	Kelley Fitzpatrick

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Dayforce	X	Apr 8, 2024 5:16 PM	Keith Martin
Monad Solutions, Inc	X	Apr 17, 2024 8:24 AM	john gabriel
D Group Consulting Services Inc.	X	Apr 16, 2024 4:52 PM	Dorette Nysewander
Denovo Ventures, LLC	X	Apr 5, 2024 5:19 PM	Carolyn Terry

Addendum #2

Proposal	Confirmed	Confirmed At	Confirmed By
Governmentjobs.com Inc., DBA NEOGOV	X	Apr 4, 2024 8:29 PM	Madeline Wilson
Alight Solutions LLC	X	Apr 8, 2024 3:15 PM	Matthew Friedman
5712914119	X	Apr 15, 2024 10:02 PM	Jay Colavita
Empxtrack	X	Apr 17, 2024 7:22 AM	Pulkit Sharma
Creoal Consulting	X	Apr 8, 2024 10:58 AM	Kelley Fitzpatrick
Dayforce	X	Apr 8, 2024 5:16 PM	Keith Martin
Monad Solutions, Inc	X	Apr 17, 2024 8:24 AM	john gabriel
D Group Consulting Services Inc.	X	Apr 16, 2024 4:52 PM	Dorette Nysewander
Denovo Ventures, LLC	X	Apr 5, 2024 5:19 PM	Carolyn Terry

NOTICES ISSUED:

Notice #1

Apr 17, 2024 2:11 PM

Submittals Received

Attachments:

· [BT 25-14-PM](#)

Notice #2

Jun 21, 2024 8:31 AM

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on **Tuesday, July 2, 2024, at 2:00 PM**, to evaluate and make final recommendations of the proposals for competitive solicitation for RFP 25-14-PM New Human Capital Management System for Alachua County Human Resources Department. The final recommendations will be sent to the Board of County Commissioners.

Topic: Public Notice of Evaluation Committee Meeting 25-14-PM New Human Capital Management System for Alachua County Human Resources Department

Time: Tuesday, July 2, 2024, at 2:00 PM Eastern Time (US and Canada)

Location: County Administration Building
Third Floor Conference Room

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

12 SE 1st Street
Gainesville, FL 32601

Microsoft Teams [Need help?](#)

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTBIYWJiYtZDVhMC00YjA3LThiOGYtNTM3NWNmZTEyMjU1%40thread.v2/0?context=%7b%22id%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22oid%22%3a%22a7415bac-2a66-4acb-a196-d73a8994b0a7%22%7d

Meeting ID: 215 300 226 332

Passcode: Hm79Rg

Dial in by phone

[+1 469-998-7938](tel:+14699987938), [706487410#](tel:+1706487410) United States, Dallas

[Find a local number](#)

Phone conference ID: 706 487 410#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

If you have a disability and need an accommodation in order to participate in a County program, service or public meeting, please contact the Alachua County ADA Coordinator at ADA@alachuacounty.us or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. TDD/TTY users, please call 711 (Florida Relay Service)

Attachments:

· [PM Notice RFP 25-14-PM](#)

Notice #3

Jul 2, 2024 3:37 PM

Recording, Minutes, and Agenda for the Public Meeting held on July 2, 2024

Attachments:

· [RECORDING Public Meeting RFP 25-14-PM](#)

· [RFP 25-14-PM - Meeting Minutes](#)

· [RFP Agenda RFP 25-14-PM](#)

Notice #4

Jul 24, 2024 2:26 PM

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on Friday, August 30, 2024, at 11:30 AM, to evaluate oral presentations and make final recommendations of the proposals for competitive solicitation for RFP 25-14-PM New Human Capital Management System for Alachua County Human Resources Department. The final recommendations will be sent to the Board of County Commissioners.

Topic: Public Notice of Evaluation Committee Meeting RFP 25-14-PM New Human Capital Management System for Alachua County Human Resources Department

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Time: Friday, August 30, 2024, at 11:30 AM Eastern Time (US and Canada)

Location: County Administration Building

Third Floor Conference Room

12 SE 1st Street

Gainesville, FL 32601

Microsoft Teams Need help? https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzJjOTExNWEtZDFiOS00ZmY3LTk0ODktZDQ3Njc0YWWM3NjYx%40thread.v2/0?cont%20ext=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22a7415bac-2a66-4acb-a196-d73a8994b0a7%22%7d

Meeting ID: 293 022 046 48

Passcode: 9Zuthc

Dial in by phone +1 469-998-7938,,768084890# United States, Dallas Find a local number

Phone conference ID: 768 084 890# For organizers: Meeting options | Reset dial-in PIN

These meetings are subject to change and/or cancellation. If you have any questions regarding these meetings, please call 352.384.3090. All persons are advised that, if they decide to contest any decision made at any of these meetings, they will need a record of the proceedings and, for such purpose, they may need to ensure that verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based. If any accommodations are needed for persons with disabilities, please contact the County's Equal Opportunity Office at (352)374-5275 or (TTD) (352)-374-5284

Attachments:

· [PM Notice RFP 25-14-PM - Public Meeting Aug 30 Oral Presentations](#)

Notice #5

Sep 4, 2024 3:30 PM

Public Meeting held on 8/30/2024 - Oral Presentation Recordings, Public Meeting Recording, Agenda and Meeting Minutes.

Attachments:

· [RFP Agenda RFP 25-14-PM Oral Presentation New Human Capital Management System for Alachua County Human Resources Department PDF](#)

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

· [RFP 25-14-PM - OP Meeting Minutes](#)

· [Public Meeting - Oral Presentation for RFP 25-14-PM-20240830 113017-Meeting Recording](#)

Notice #6

Oct 4, 2024 1:38 PM

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on **Thursday, October 17, 2024, at 9:00 AM**, to evaluate oral presentations and make final recommendations of the proposals for competitive solicitation for RFP 25-14-PM New Human Capital Management System for Alachua County Human Resources Department. The final recommendations will be sent to the Board of County Commissioners.

Topic: Public Notice of Evaluation Committee Meeting RFP 25-14-PM New Human Capital Management System for Alachua County Human Resources Department

Time: Thursday, October 17, 2024, at 9:00 AM Eastern Time (US and Canada)

Location: County Administration Building
Third Floor Conference Room
12 SE 1st Street
Gainesville, FL 32601

Microsoft Teams [Need help?](#)

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGE1YWZiYzQtNmE0Ni00NWRjLTgzYjQtMzAwYTFjOWE2YWZm%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22a7415bac-2a66-4acb-a196-d73a8994b0a7%22%7d

Meeting ID: 254 781 871 551

Passcode: z3pcyy

Dial in by phone

[+1 469-998-7938,,130992694#](#) United States, Dallas

[Find a local number](#)

Phone conference ID: 130 992 694#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

These meetings are subject to change and/or cancellation. If you have any questions regarding these meetings, please call 352.384.3090. All persons are advised that, if they decide to contest any decision made at any of these meetings, they will need a record of the proceedings and, for such purpose, they may need to ensure that verbatim record of the proceedings is made which

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

record includes the testimony and evidence upon which the appeal is to be based. If any accommodations are needed for persons with disabilities, please contact the County’s Equal Opportunity Office at (352)374-5275 or (TTD) (352)-374-5284.

Attachments:

· [PM Notice OP RFP 25-14-PM - Public Meeting OCT 17 Oral Presentations](#)

Notice #7

Oct 17, 2024 11:29 AM

Recording, Meeting Minutes and Agenda for the Public Meeting held on October 17.

Attachments:

· [RFP 25-14-PM - 2nd OPMeeting Minutes - Copy](#)

· [RFP Agenda RFP 25-14-PM 2nd Oral Presentation New Human Capital Management System for Alachua County Human Resources Department - Copy](#)

· [Public Meeting for RFP 25-14-PM-20241017 090132-Meeting Recording](#)

EVALUATION

PHASE 2

EVALUATORS

Name	Title	Agreement Accepted On
Timica Adorno	SR HR Generalist	May 1, 2024 5:57 PM
Heather Akpan	Director	May 7, 2024 12:31 PM
Amy Childs	Assistant Risk Manager	May 7, 2024 12:42 PM
JOHNATHAN CRISWELL	ERP Systems Manager	May 6, 2024 12:05 PM
Colleen Duffy	Employee Benefits Analyst	May 1, 2024 2:39 PM
Ryan Evans	Applications Manager	Jun 19, 2024 11:28 AM
Todd Hutchison	Finance Director	May 14, 2024 2:19 PM
Mike Mathews	ERP System Admin	Mar 4, 2024 3:43 PM

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Ability and Competency of the Consultant	Points Based	50 (12.5% of Total)

Description:

- A. Did the Consultant provide a brief statement of background, organization, and size?
- B. Does the Consultant have experience with past work of similar scope and budget?
Has the Consultant recently done this type of work for a state, or local government in the past?
- C. Does the Consultant’s workload and ability satisfy County requirements for this project?

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

- D. Is any of this work to be subcontracted? If so, what are the abilities of the firm(s) to be subcontracted?

Based on questions above, award points as follows:

- A. 50 - 40 points - Exceptional Experience
- B. 39 - 20 points - Average Experience
- C. 19 - 0 points - Minimal Experience

Criteria	Scoring Method	Weight (Points)
Project Manager and Project Team's Competency and Qualifications	Points Based	30 (7.5% of Total)

Description:

- A. Was a project team identified?
- B. Do the Project Manager, Project Team and Key Staff have experience with projects comparable in size and scope?
- C. Do the Project Manager, Project Team and Key Staff have experience with state or local government?
- D. Does the Project Manager have a stable job history?
- E. Is the team makeup appropriate for the project?
- F. Are there factors, such as unique abilities, which would make a noticeable (positive) impact on the project?
- G. Was a point of contact identified?
- H. Was there an alternate to the point of contact identified?
- I. Are the subcontractors, if any, identified?
- J. Does the subcontractor have experience with projects comparable in size and scope?

Based on questions above, award points as follows:

- A. If the work was acceptable, award up to ten (10) points.
- B. If the firm has not done this type of work, award zero (0) points.
- C. If the work was unacceptable, deduct up to ten (10) points and note why.

Criteria	Scoring Method	Weight (Points)
Project Understanding and Approach	Points Based	50 (12.5% of Total)

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Description:

- A. Did the proposal indicate a thorough understanding of the project, the scope, and objectives through a concise narrative?
- B. Did the Consultant describe the approach to the provision of services as required and the specific work plan to be employed to implement it?
- C. Is the appropriate emphasis placed on the various work tasks?
- D. Did the firm develop a workable approach to the project?
- E. Does the proposal specifically address the County's needs or is it "generic" in content?
- F. Does the proposal indicate how this project fits into the total workload of the Consultant during the project period?

Based on questions above, award points as follows:

- A. If the work was acceptable, award up to twenty-five (25) points.
- B. If the firm has not done this type of work, award zero (0) points.
- C. If the work was unacceptable, deduct up to ten (10) points and note why.

Criteria	Scoring Method	Weight (Points)
Ability to meet Project Schedule and Budget Requirements	Points Based	30 (7.5% of Total)

Description:

- A. Did Consultant provide a draft project schedule that includes: milestones, individual tasks and major deliverable deadlines?
- B. Is the draft project schedule reasonable based on quantity of personnel assigned to the project?
- C. Did the Consultant provide the Project Manager, Project Team, and Key Staff's percentage of involvement, tasks and/or hours assigned?
- D. Are the hours assigned to the various team members for each task appropriate?
- E. Is the pricing provided reasonable for the project's tasks?
- F. Is the pricing in line with the County's budget?
- G. Does the information contained in the proposal indicate that the firm will, or will not, meet time and budget requirement?

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Criteria	Scoring Method	Weight (Points)
Proposal Organization	Points Based	10 (2.5% of Total)

Description:

- A. Was proposal organization per the RFP? Did Consultant include a letter of interest?
- B. Was all required paperwork submitted and completed appropriately?
- C. Did the proposal contain an excessive amount of generic boilerplate, resumes, pages per resume, photographs, etc.?

Criteria	Scoring Method	Weight (Points)
Volume of Previous Work (VOW) awarded by the County	Points Based	5 (1.3% of Total)

Description:

Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Location	Points Based	10 (2.5% of Total)

Description:

Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Small Business Enterprise Participation (SBE)	Points Based	15 (3.8% of Total)

Description:

Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Demonstration of Software	Points Based	50 (12.5% of Total)

Description:

- A. Did the presentation indicate a thorough understanding of the project? Is the appropriate emphasis placed on the various work tasks?
- B. Was the presentation more specific to the County's project or a "generic" presentation?

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

C. Did the firm develop a workable approach to the project?

Criteria	Scoring Method	Weight (Points)
Responsiveness to Questions	Points Based	40 (10% of Total)

Description:

- A. Were questions answered directly or evasively?
- B. Were answers to questions clear and concise or scrambled and verbose?

Criteria	Scoring Method	Weight (Points)
Project Team	Points Based	50 (12.5% of Total)

Description:

- A. Did the project team participate?
- B. Was project team plan of action presented and how specifically did it address the project?
- C. Was there participation from any subcontracted firms? What was the impact of their participation?

Criteria	Scoring Method	Weight (Points)
Project Manager	Points Based	50 (12.5% of Total)

Description:

- A. Does the project manager have experience with responsibility for projects of comparable size and scope? Did he/she have a good understanding of this project?
- B. Did the project manager participate in the presentation? How effectively did he/she communicate ideas and respond to questions?

Criteria	Scoring Method	Weight (Points)
Other	Points Based	10 (2.5% of Total)

Description:

- A. Award additional points for unique experience or abilities; organization of approach; understanding of "why it is to be done", as well as, "what is to be done," etc. Do not award points for excessive boilerplate, excessive participation by "business development", and use of "professional" presenters.

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

- B. The Other Factors to be considered, but not limited to, are those items, such as Small Business Enterprise status, past performance, and previous amount of work for Alachua County. Fee proposals, when requested and deemed appropriate, are also to be considered in the evaluation process, where the request for such fees is in accordance with the County's Procurement Code.

AGGREGATE SCORES SUMMARY

Vendor	Timica Adorno	Heather Akpan	Amy Childs	JOHNATHAN CRISWELL
Alight Solutions LLC	312	341	344	265
Dayforce	295	236	343	312
Creoal Consulting	244	290	336	288
5712914119	265	253	293	276
Denovo Ventures, LLC	250	255	290	309
Monad Solutions, Inc Excluded	112	50	150	140
Empxtrack Excluded	82	22	105	113
Governmentjobs.com Inc., DBA NEOGOV Excluded	84	48	130	103
D Group Consulting Services Inc. Excluded	74	13	100	80

Vendor	Colleen Duffy	Ryan Evans	Todd Hutchison	Mike Mathews
Alight Solutions LLC	339	328	318	293
Dayforce	333	342	227	282
Creoal Consulting	322	265	310	300
5712914119	314	305	296	294
Denovo Ventures, LLC	304	300	310	266
Monad Solutions, Inc Excluded	150	82	123	125
Empxtrack Excluded	147	95	128	113
Governmentjobs.com Inc., DBA NEOGOV Excluded	133	105	117	83

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Vendor	Colleen Duffy	Ryan Evans	Todd Hutchison	Mike Mathews
D Group Consulting Services Inc.	113	82	101	15
Excluded				

Vendor	Total Score (Max Score 400)
Alight Solutions LLC	317.5
Dayforce	296.25
Creoal Consulting	294.38
5712914119	287
Denovo Ventures, LLC	285.5
Monad Solutions, Inc	116.5
Excluded	
Empxtrack	100.63
Excluded	
Governmentjobs.com Inc., DBA NEOGOV	100.38
Excluded	
D Group Consulting Services Inc.	72.25
Excluded	

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Ability and Competency of the Consultant Points Based 50 Points (12.5%)	Project Manager and Project Team's Competency and Qualifications Points Based 30 Points (7.5%)	Project Understanding and Approach Points Based 50 Points (12.5%)	Ability to meet Project Schedule and Budget Requirements Points Based 30 Points (7.5%)
Alight Solutions LLC	42.6	24.6	41.8	22.3
Dayforce	36.5	18.5	34.6	20.9
Creoal Consulting	38.6	25.4	39	21.1
5712914119	41.3	25.6	40	23.1
Denovo Ventures, LLC	41.1	24.9	40.9	24.3
Monad Solutions, Inc	34.1	23	33.4	19.9
Excluded				
Empxtrack	27.8	19.5	28.9	18.8
Excluded				
Governmentjobs.com Inc., DBA NEOGOV	37.4	13.8	27.6	16.4
Excluded				

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Vendor	Ability and Competency of the Consultant Points Based 50 Points (12.5%)	Project Manager and Project Team's Competency and Qualifications Points Based 30 Points (7.5%)	Project Understanding and Approach Points Based 50 Points (12.5%)	Ability to meet Project Schedule and Budget Requirements Points Based 30 Points (7.5%)
D Group Consulting Services Inc.	21.6	12.4	20.3	12.9
Excluded				

Vendor	Proposal Organization Points Based 10 Points (2.5%)	Volume of Previous Work (VOW) awarded by the County Points Based 5 Points (1.3%)	Location Points Based 10 Points (2.5%)	Small Business Enterprise Participation (SBE) Points Based 15 Points (3.8%)
Alight Solutions LLC	8	5	0	0
Dayforce	7	5	0	0
Creoal Consulting	6.9	5	0	0
5712914119	8	5	0	0
Denovo Ventures, LLC	7.4	5	0	0
Monad Solutions, Inc Excluded	6.1	0	0	0
Empxtrack Excluded	5.8	0	0	0
Governmentjobs.com Inc., DBA NEOGOV Excluded	5.3	0	0	0
D Group Consulting Services Inc. Excluded	5.1	0	0	0

Vendor	Demonstration of Software Points Based 50 Points (12.5%)	Responsiveness to Questions Points Based 40 Points (10%)	Project Team Points Based 50 Points (12.5%)	Project Manager Points Based 50 Points (12.5%)
Alight Solutions LLC	44.8	36.6	42.9	42.8
Dayforce	45.9	36.6	43	41.3
Creoal Consulting	40.4	34.5	40.4	38.4
5712914119	33.4	32.1	37.3	36.9

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Vendor	Demonstration of Software Points Based 50 Points (12.5%)	Responsiveness to Questions Points Based 40 Points (10%)	Project Team Points Based 50 Points (12.5%)	Project Manager Points Based 50 Points (12.5%)
Denovo Ventures, LLC	35.8	29.5	36.4	36
Monad Solutions, Inc Excluded	0	0	0	0
Empxtrack Excluded	0	0	0	0
Governmentjobs.com Inc., DBA NEOGOV Excluded	0	0	0	0
D Group Consulting Services Inc. Excluded	0	0	0	0

Vendor	Other Points Based 10 Points (2.5%)	Total Score (Max Score 400)
Alight Solutions LLC	6.3	317.5
Dayforce	7	296.25
Creoal Consulting	4.8	294.38
5712914119	4.4	287
Denovo Ventures, LLC	4.4	285.5
Monad Solutions, Inc Excluded	0	116.5
Empxtrack Excluded	0	100.63
Governmentjobs.com Inc., DBA NEOGOV Excluded	0	100.38
D Group Consulting Services Inc. Excluded	0	72.25

PHASE 1

EVALUATORS

Name	Title	Agreement Accepted On
Timica Adorno	SR HR Generalist	May 1, 2024 5:57 PM

EXECUTIVE SUMMARY

RFP No. RFP 25-14-PM

New Human Capital Management System for Alachua County Human Resources Department

Name	Title	Agreement Accepted On
Heather Akpan	Director	May 7, 2024 12:31 PM
Amy Childs	Assistant Risk Manager	May 7, 2024 12:42 PM
JOHNATHAN CRISWELL	ERP Systems Manager	May 6, 2024 12:05 PM
Colleen Duffy	Employee Benefits Analyst	May 1, 2024 2:39 PM
Ryan Evans	Applications Manager	Jun 19, 2024 11:28 AM
Todd Hutchison	Finance Director	May 14, 2024 2:19 PM
Mike Mathews	ERP System Admin	Mar 4, 2024 3:43 PM

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Ability and Competency of the Consultant	Points Based	50 (25% of Total)

Description:

- A. Did the Consultant provide a brief statement of background, organization, and size?
- B. Does the Consultant have experience with past work of similar scope and budget?
Has the Consultant recently done this type of work for a state, or local government in the past?
- C. Does the Consultant’s workload and ability satisfy County requirements for this project?
- D. Is any of this work to be subcontracted? If so, what are the abilities of the firm(s) to be subcontracted?

Based on questions above, award points as follows:

- A. 50 - 40 points - Exceptional Experience
- B. 39 - 20 points - Average Experience
- C. 19 - 0 points - Minimal Experience

Criteria	Scoring Method	Weight (Points)
Project Manager and Project Team's Competency and Qualifications	Points Based	30 (15% of Total)

Description:

- A. Was a project team identified?
- B. Do the Project Manager, Project Team and Key Staff have experience with projects comparable in size and scope?
- C. Do the Project Manager, Project Team and Key Staff have experience with state or local government?

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- D. Does the Project Manager have a stable job history?
- E. Is the team makeup appropriate for the project?
- F. Are there factors, such as unique abilities, which would make a noticeable (positive) impact on the project?
- G. Was a point of contact identified?
- H. Was there an alternate to the point of contact identified?
- I. Are the subcontractors, if any, identified?
- J. Does the subcontractor have experience with projects comparable in size and scope?

Based on questions above, award points as follows:

- A. If the work was acceptable, award up to ten (10) points.
- B. If the firm has not done this type of work, award zero (0) points.
- C. If the work was unacceptable, deduct up to ten (10) points and note why.

Criteria	Scoring Method	Weight (Points)
Project Understanding and Approach	Points Based	50 (25% of Total)

Description:

- A. Did the proposal indicate a thorough understanding of the project, the scope, and objectives through a concise narrative?
- B. Did the Consultant describe the approach to the provision of services as required and the specific work plan to be employed to implement it?
- C. Is the appropriate emphasis placed on the various work tasks?
- D. Did the firm develop a workable approach to the project?
- E. Does the proposal specifically address the County's needs or is it "generic" in content?
- F. Does the proposal indicate how this project fits into the total workload of the Consultant during the project period?

Based on questions above, award points as follows:

- A. If the work was acceptable, award up to twenty-five (25) points.
- B. If the firm has not done this type of work, award zero (0) points.
- C. If the work was unacceptable, deduct up to ten (10) points and note why.

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Criteria	Scoring Method	Weight (Points)
Ability to meet Project Schedule and Budget Requirements	Points Based	30 (15% of Total)

Description:

- A. Did Consultant provide a draft project schedule that includes: milestones, individual tasks and major deliverable deadlines?
- B. Is the draft project schedule reasonable based on quantity of personnel assigned to the project?
- C. Did the Consultant provide the Project Manager, Project Team, and Key Staff’s percentage of involvement, tasks and/or hours assigned?
- D. Are the hours assigned to the various team members for each task appropriate?
- E. Is the pricing provided reasonable for the project’s tasks?
- F. Is the pricing in line with the County’s budget?
- G. Does the information contained in the proposal indicate that the firm will, or will not, meet time and budget requirement?

Criteria	Scoring Method	Weight (Points)
Proposal Organization	Points Based	10 (5% of Total)

Description:

- A. Was proposal organization per the RFP? Did Consultant include a letter of interest?
- B. Was all required paperwork submitted and completed appropriately?
- C. Did the proposal contain an excessive amount of generic boilerplate, resumes, pages per resume, photographs, etc.?

Criteria	Scoring Method	Weight (Points)
Volume of Previous Work (VOW) awarded by the County	Points Based	5 (2.5% of Total)

Description:

Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Location	Points Based	10 (5% of Total)

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Description:

Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Small Business Enterprise Participation (SBE)	Points Based	15 (7.5% of Total)

Description:

Points Provided by Procurement.

AGGREGATE SCORES SUMMARY

Vendor	Timica Adorno	Heather Akpan	Amy Childs	JOHNATHAN CRISWELL
Alight Solutions LLC	124	166	164	122
Denovo Ventures, LLC	132	140	157	140
5712914119	120	153	148	134
Creoal Consulting	91	155	154	128
Dayforce	102	71	155	147
Monad Solutions, Inc	117	55	155	145
Empxtrack	87	27	110	118
Governmentjobs.com Inc., DBA NEOGOV	88	52	134	107
D Group Consulting Services Inc.	99	38	125	105

Vendor	Colleen Duffy	Ryan Evans	Todd Hutchison	Mike Mathews
Alight Solutions LLC	167	153	128	130
Denovo Ventures, LLC	159	148	141	131
5712914119	164	150	136	139
Creoal Consulting	158	125	149	132
Dayforce	157	148	80	123
Monad Solutions, Inc	155	87	128	130
Empxtrack	152	100	133	118
Governmentjobs.com Inc., DBA NEOGOV	137	109	121	87

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Vendor	Colleen Duffy	Ryan Evans	Todd Hutchison	Mike Mathews
D Group Consulting Services Inc.	138	107	126	40

Vendor	Total Score (Max Score 200)
Alight Solutions LLC	144.25
Denovo Ventures, LLC	143.5
5712914119	143
Creoal Consulting	136.5
Dayforce	122.88
Monad Solutions, Inc	121.5
Empxtrack	105.63
Governmentjobs.com Inc., DBA NEOGOV	104.38
D Group Consulting Services Inc.	97.25

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Ability and Competency of the Consultant Points Based 50 Points (25%)	Project Manager and Project Team's Competency and Qualifications Points Based 30 Points (15%)	Project Understanding and Approach Points Based 50 Points (25%)	Ability to meet Project Schedule and Budget Requirements Points Based 30 Points (15%)
Alight Solutions LLC	42.6	24.6	41.8	22.3
Denovo Ventures, LLC	41.1	24.9	40.9	24.3
5712914119	41.3	25.6	40	23.1
Creoal Consulting	39.1	25.4	39	21.1
Dayforce	36.5	18.5	35	20.9
Monad Solutions, Inc	34.1	23	33.4	19.9
Empxtrack	27.8	19.5	28.9	18.8
Governmentjobs.com Inc., DBA NEOGOV	37.4	13.8	27.6	16.4
D Group Consulting Services Inc.	21.6	12.4	20.3	12.9

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Vendor	Proposal Organization Points Based 10 Points (5%)	Volume of Previous Work (VOW) awarded by the County Points Based 5 Points (2.5%)	Location Points Based 10 Points (5%)	Small Business Enterprise Participation (SBE) Points Based 15 Points (7.5%)
Alight Solutions LLC	8	5	0	0
Denovo Ventures, LLC	7.4	5	0	0
5712914119	8	5	0	0
Creoal Consulting	6.9	5	0	0
Dayforce	7	5	0	0
Monad Solutions, Inc	6.1	5	0	0
Empxtrack	5.8	5	0	0
Governmentjobs.com Inc., DBA NEOGOV	5.3	4	0	0
D Group Consulting Services Inc.	5.1	5	10	10

Vendor	Total Score (Max Score 200)
Alight Solutions LLC	144.25
Denovo Ventures, LLC	143.5
5712914119	143
Creoal Consulting	136.5
Dayforce	122.88
Monad Solutions, Inc	121.5
Empxtrack	105.63
Governmentjobs.com Inc., DBA NEOGOV	104.38
D Group Consulting Services Inc.	97.25








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Final Audit Report

2024-10-18

Created:	2024-10-17
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-  Document created by Precious Merriweather (pmerriweather@alachuacounty.us)
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