

Request for Information (RFI)

Human Resources Management and Payroll System for Wood County, Wisconsin

Wood County, Wisconsin, is seeking information on a comprehensive Human Resources Management and Payroll System. We are primarily interested in cloud-based solutions but will consider on-premise systems. We are also open to outsourced solutions.

Background

Wood County is in central Wisconsin and is home to about 75,000 residents. The county government is based in Wisconsin Rapids and has several offices located across the county. The Human Resources and Finance departments provide HR and payroll services to approximately 550 full-time and 200 part-time employees.

Our current HR and Payroll system software is Sage HRMS. Replacement options are being considered due to difficulties operating and maintaining the current system. Implementation of a new system is planned to begin in 2026 with a completion date yet to be determined. Wood County's fiscal year begins January 1st and the Capital Improvement Plan is developed along with the yearly budget during the preceding late spring and summer.

System Requirements

General Requirements

1. Cloud-based system preferred, on-premise solutions will be considered
2. Full data migration of all existing history to be facilitated by the vendor
3. Web-based user interface preferred
4. Easy and quick periodic system updates, or updates handled by vendor

Core Functionality

1. Direct Deposit capabilities using NACHA file format
2. General Ledger integration (web-based)
 - Support for percentage-based distributions
 - Support for job code-based distributions
3. Comprehensive audit log of all data changes system-wide
4. Ability to track open positions and job history
5. Integrated wage scale with steps and grades
 - Automation of pay increases

Employee Self-Service Portal

1. Web-based, mobile-friendly interface or dedicated app
2. Features:
 - Benefit elections
 - Pay stub access
 - Tax form and W2 submission and download
 - Employee demographic information management
 - Approval process for Human Resources staff to verify changes

Recruitment Portal

1. Web-based interface
2. Ability to list open positions for application
3. Accept applications and attachments from the public
4. Delegate view and approval of applications to department managers

Organizational Management

1. Integrated organizational charts
2. Direct report and manager information

Time and Attendance

1. Import capabilities for timecard data from external systems

Reporting and Data Export

1. Support for standard state and federal employer reporting
 - Quarterly tax filing and W2 submission
2. Support for Wisconsin Retirement System pension plan
 - Payroll codes
 - Reports
 - Data exports
3. Support for departmental time and cost reports
4. Included report builder for end-users (preferred)

Security

1. Proactive security policies including:

- Regular updates to software packages to address known vulnerabilities
- Encryption for data in transit and at rest
- Multifactor Authentication support
- Role-based application security

Additional Features

1. Training and certification tracking with notification system
2. Employee performance score tracking
3. Support for bi-weekly or monthly benefit premium calculation
 - Ability to modify premium payments for months with 3 pay periods

Vendor Information Required

Please provide the following information in your response:

1. Company overview and experience in providing HR and Payroll systems
2. Detailed description of your solution and how it meets our requirements
3. Implementation process and timeline
4. Data migration capabilities and approach
5. Training and support offerings
6. Pricing structure and licensing model
7. Security measures and compliance certifications
8. Client references, preferably from similar government entities
9. Any additional features or capabilities not mentioned in our requirements

Please include a budget estimate to facilitate our capital improvement planning. Please submit your response by March 25, 2025.

For any questions regarding this RFI and to submit your response, please email helpdesk@woodcountywi.gov.

Thank you for your interest in partnering with Wood County, Wisconsin.