

SUBMITTAL FORM A – OFFEROR INFORMATION submission of this form is a mandatory requirement
SOQ Number: **26-021**

SOQ Name: **Human Capital Management (HCM) solution**

Offeror Information

Name of Organization:

Address:

Person to Contact, identify an individual that can be contacted for clarification on the submission:

Name:

Title:

E-Mail Address:

Telephone Number:

STATEMENT OF CERTIFICATIONS AND ASSURANCES

1) The Offeror has thoroughly reviewed this SOQ, contract documents, and all pertinent appendices, exhibits, and attachments included as part thereof, and that we fully understand all elements required for the full completion of the project as defined therein. 2) The Offeror further certifies that, if selected as the successful firm, we will enter into a contract agreement. 3) The prices in this Submission have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other firms or with any other competitor. 4) By signature below the signatory certifies legal authority to bind the responding entity to the provisions of this SOQ and any contract awarded pursuant to it. The Board may, at its sole discretion and at any time, require evidence documenting the signatory's authority to be personally bound or to legally bind the responding entity.

Authorized Representative Signature

Date

Printed Name & Title

Include the following as attachments with submittal Form A:

- ☐ Offeror must disclose any litigation involving the organization during the past five (5) years.
- ☐ Offeror confirms no Conflict of Interest exists as defined in section 7.5, if not, attach a statement explaining the conditions.
- ☐ Provided status as a Foreign-owned/foreign-controlled firm and any contemplated foreign national employees on this effort
- ☐ Offeror shall submit documentation and proof of entity (e.g. IRS 501(c)3 determination); copy of Articles of Incorporation or document under which the organization is constituted/organized from its inception;

SUBMITTAL FORM B: SOLUTION FEATURES

Vendors must respond to each requirement using one of the following values: Yes, No, or Other, as defined below, indicate with an “X” in the appropriate response:

Yes – The proposed solution fully meets the requirement out-of-the-box, as part of the standard product offering, without requiring custom development, additional modules, third-party tools, or significant configuration beyond standard implementation practices. A “Yes” response indicates the functionality is natively available and production-ready within the current generally available release of the product. Responses that require clarification, dependencies, or additional effort must not be marked as “Yes.”

No – The proposed solution does not currently meet the requirement.

Other – The requirement can be met only with customization, configuration outside standard implementation, additional cost, third-party components, or future roadmap functionality. Vendors must provide a detailed explanation, including any dependencies, required effort, timeline, and associated costs.

	Yes	No	Other
2.1. Applicant Tracking System (ATS)			
A. Job posting and applicant management			
B. Electronic applications			
C. Interview scheduling and communication tracking			
D. Hiring analytics			
E. Configurable recruiting workflows and approval processes			
F. Automated notifications and candidate status updates			
G. Integration with onboarding and Core HR modules			
2.2 Onboarding			
A. Collection and tracking of required pre-employment documentation :			
a. Background checks			
b. Drug testing tracking			
c. Professional licenses and certifications			
d. College transcripts			
e. Reference checks			
B. Configurable onboarding workflows by employee group			
C. Automated alerts, reminders, and task assignments for HR, managers, and new hires			
2.3 Performance Management & Development			
A. Goal setting and performance tracking			
B. Performance evaluations and review cycles			
C. Employment development tracking including performance improvement plans, disciplinary actions.			
D. Learning and development management capabilities (if available)			
E. Configurable workflows and automated reminders for evaluations and approvals			

SUBMITTAL FORM B: SOLUTION FEATURES page 2

2.4 Compensation & Payroll Processing	Yes	No	Other
A. Multiple compensation structures by position and employee group			
B. Merit increases and pay adjustments (including retroactive adjustments)			
C. Shift premiums			
D. Longevity pay with:			
a. Multiple eligibility rules			
b. Milestone based payouts			
E. Multiple pay codes (i.e. bereavement, PTO, holiday, FMLA, etc.)			
F. Voluntary and involuntary (garnishment) deductions			
G. Pretax vs. post tax deductions			
H. Ability to support 26 annual pay frequency (every 2 weeks) and ability for special pay runs (i.e. bonus)			
I. Automatically add Holiday Banked as well as other flexible holiday hours to employee banks based on their schedule (8, 10, 12 hours etc.)			
J. Easily add Supplemental Pay as needed – shift pick-ups, Doctor On Call, Retro pay, Bonuses, Severance Pay, and Payoff when employees terminate			
K. Special wage adjustments for individual employee types			
L. Ability to process PTO buyouts to various options, i.e. direct deposit, check, retirement accounts, etc.			
M. Allows for easy cost center changes on the timecard during daily work activities			
N. Easily process payroll corrections as needed			
O. Ability to handle complex PTO accruals based on seniority			
P. Allows for easy review and adjustment of PTO accruals as needed			
Q. Allows for an efficient method for deducting reimbursements from employee's gross pay			
R. Direct Deposit processing			
S. Tax administration			
T. W-2 processing			
U. Configurable payroll workflows and automated alerts			
V. Compliance with applicable public sector payroll regulations			
2.5 Timekeeping & Scheduling			
A. Shift scheduling with customization by employee group			
B. Multiple clock in and clock out methods			
C. Automated lunch deductions			
D. Overtime tracking with configurable rules			
E. Compensatory time tracking and accrual rules			
F. Ad hoc and last minute schedule changes			
G. Tardiness tracking and rule enforcement			
H. Automated alerts and exception reporting			

SUBMITTAL FORM B: SOLUTION FEATURES page 3

2.6 Reporting & Analytics	Yes	No	Other
A. Real time workforce, payroll, and timekeeping data			
B. Customizable dashboards for HR, leadership, and finance			
C. Standard and ad hoc reporting tools			
D. Automated alerts for exceptions, thresholds, and compliance risks			
E. Ability to create reports or have assistance with complex reports – reviewing payroll, management reports, payroll preview reports, etc.			
2.7 Employee & Manager Self Service Portal			
A. View and update personal information			
B. Access pay statements, tax forms, and PTO balances			
C. View/Update tax withholdings, HSA, dependent care deductions, retirement deductions etc.			
D. View/Update payment options/bank account information(checking, savings)			
E. Benefits management including open enrollment and dependent request changes			
F. Mobile friendly and self-service access capabilities			
G. Submit and approve time, leave, and workflow requests			
H. Receive automated notifications and alerts			
2.8 Core HR Management			
A. Centralized employee records			
B. Employee directories			
C. Personal profile information including home address, emergency contacts			
D. PTO and leave tracking			
E. Key date tracking such as hire date, position date, seniority dates			
F. Role based security and audit trails			
2.9 Accounting & System Integrations			
A. Integration with existing accounting and financial systems			
B. Secure data exchange between HR, payroll, timekeeping, and finance			
C. Vendor supported integrations or standard APIs			
2.10 Expense Management			
A. Electronic submission and approvals			
B. Reimbursement tracking			
C. Receipt management and efficiencies			
D. Policy verification at time of entry (meals, mileage rules, etc)			
E. Easy reporting and summarization by cost center and by employee.			
2.11 Benefit Management			
A. New hire enrollment			
B. Open enrollment			
C. Carrier integration			
D. ACA compliance			
F. Configurable workflows and approval chains			

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2.12 Technical Validation and Integration Requirements	Yes	No	Other
A. Integration Architecture (Required):			
a Vendors must provide a detailed integration architecture diagram (not marketing material)			
b. Clearly define supported methods (APIs, file-based, webhooks)			
Identify real-time vs. batch capabilities and data formats			
c. Identify real-time vs. batch capabilities and data formats			
d. Outline any middleware dependencies			
B. Data Ownership & Access			
a. GHS retains full ownership of all data			
b. Ability to export data on demand in standard formats			
c. Access to audit logs and raw data (no proprietary lock-in)			
C. Versioning & Change Management			
a. Document API versioning strategy			
b Define advance notice for changes (e.g., 90–180 days)			
c. Provide sandbox/testing access prior to production updates			
D. Testing & Implementation			
a. Provide a formal test plan approach (integration testing, UAT, etc.)			
b. Define vendor vs. client responsibilities			
c. Include sample test scripts/templates			
d. Provide a dedicated test environment			
e. Outline data migration validation process			
E Security & Compliance			
a. HIPAA-aligned controls and willingness to sign a BAA			
b. Encryption at rest and in transit			
c. MFA, role-based access controls, and audit logging			
d. Security certifications (e.g., SOC 2)			
F. Identity Integration			
a. Support for SSO (SAML/OIDC) and integration with Microsoft Entra ID			
b. Automated user provisioning/deprovisioning (SCIM preferred)			
G. Reporting & Data Integration			
a. Ability to integrate with our reporting/data environment			
b. Support for scheduled and/or real-time data feeds			
c. No reliance solely on in-system reporting tools			
H. Implementation Transparency			
a. Clear implementation timeline with phases			
b Clear delineation of vendor vs. GHS responsibilities			
c. Identification of key dependencies (e.g., payroll cycles, cutover timing)			

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Provide a detailed explanation, including any dependencies, required effort, timeline, and associated costs to the cited feature marked as 'Other'.

Add explanation here, please reference section number and item.

SUBMITTAL FORM C – REFERENCES provide References with similar integrations

Reference 1	
Client's Name:	
Business Address:	
Contact Name and Title:	
Phone and Email:	
Complexity of operation	
Outcomes achieved	
Reference 2	
Client's Name:	
Business Address:	
Contact Name and Title:	
Phone and Email:	
Complexity of operation	
Outcomes achieved	
Reference 3	
Client's Name:	
Business Address:	
Contact Name and Title:	
Phone and Email:	
Complexity of operation	
Outcomes achieved	