



Understanding the HRIS RFP Process

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RFP = Request for Proposal

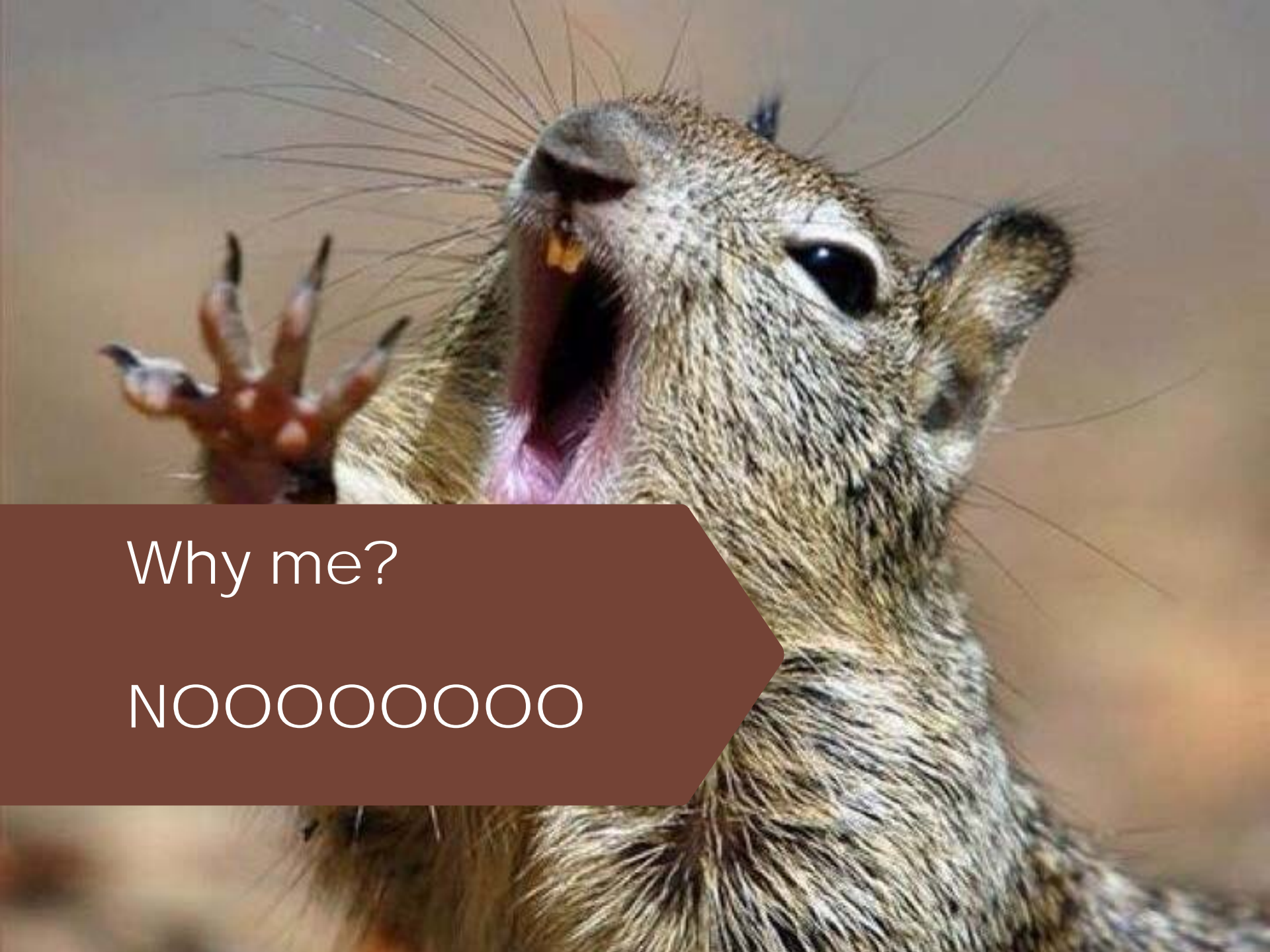
RFP also =

- Roadmap
- Outline for Objectives
- Needs Assessment
- Selection Tool



**My initial
reaction..**

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Why me?

NOOOOOOOOO

And then:
Where do
I begin ?



Phase One: Get Started



- Identify a team of stakeholders **NOT** just HR and PR staff;
- Define what you **THINK** you want and need

Phase One: Get Started



- Understand the current capabilities you have and do not want to lose
- Clarify the Voids in your current system.
Research current and future trends/needs



Establish a general budget

Phase Two: The bulk of the RFP

- Vet Vendors
- Meet vendors
- Rate your finding
- Survey your team ..over and over
 - The full team MUST be engaged
 - Be cognizant & respectful of their time investment



..and then I
met Vince
Pinto



- A full service HRIS technology broker
- Introduced to me and sponsored by Walsh Duffield

- *def: angel*



What NFP offers:

- Savior of sanity
- Streamline the main RFP processes
- Know what to ask: system specific needs questions
- Listen openly to your team



- Have the vendor contacts
- Organize the responses
- Sounding board and trusted partner
- Look out for your agency...advise on which vendors were not right for our size, needs and budget



Final Phase

- **Make a decision**
 - Reach consensus that all will approve of and embrace



Develop a Timeline for Implementation

- Wise to figure it will take some time in the que and up to 2 calendar quarters to be *partially* up and running
- Phase in modules
- Understand the terms of service and implementation guidance
- Understand the training lift

Key terms/questions :

Know the difference between:

- Customizable (\$\$) and Configurable
- Know what level of service you can expect
- Ease of future upgrades vs. "See ya later"
- What "Modules " do you need vs. want to purchase?
- How far away are those promised coming attractions?
- Will you need to add staff to maintain the system going forward

Thank you

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