Narrative Response – Human Resource (HR)

Kenosha County RFP 2313

Provide a narrative response to each of the following:

1. Provide Highlights of any major features, functions, or areas of support that may differentiate your service offering from your competitor's offerings and which support the aims of the Kenosha County Division of Human Resource as outlined above.

CoreHR

2. Briefly describe your solution's CoreHR (personnel administration) offering.
3. Describe your solution's additional capabilities not otherwise addressed in the CoreHR functional requirement list?
4. Describe your HCM solution's organization structuring capabilities, including how structure is maintained.
5. Describe how your solution supports organization structures for different entities in the same database instance (e.g. one entity may use position management while another does not).
6. Describe how your solution provides CoreHR reporting and analytic capabilities to support decision making.

Human Resource Service Management (HRSM)

7. Explain the solution's process for interfacing the system with other insurance service providers.
8. Provide an example of a complete employee earning statement information and other relevant examples of how data is viewable by the employee.
9. Provide examples of typical reporting and explain how data can be filtered.
10. Describe your solution's additional capabilities not otherwise addressed in the HRSM requirement list?

Benefits Administration

11. Provide a brief description of your benefits administration capabilities, including whether this tool is a separate core HR module.
12. Describe how your solution manages and tracks employee benefits, including healthcare, retirement, and other benefits, and how it streamlines the enrollment and administration process for both employees and HR administration staff.
13. Describe tools offered by your solution to manage open enrollment process from an administrator's point of view.
14. Describe any social/collaboration features incorporated into your benefits offering, and include any unique/differentiating features.
15. Describe how your solution supports ACA compliance by tracking the notification/eligibility/change of status when an employee crosses average hours threshold? And what is part of the solution and what is delivered via partners? Describe how system uses ACA data to populate 1095c forms.
16. Describe your solution's ability to administer and update FSA elections mid-year.
17. Explain how your solution ensures compliance with various regulatory requirements, such as COBRA.
18. Describe your solution's ability to support deferred income/retirement/superannuation plans.
19. Describe your ability to support benefits billing reconciliation.

20. Describe the process the solution provider takes to manage and implement a change in a service provider.
21. What reporting and analytics tools are available to help HR teams make data-driven decisions regarding their benefit program?
22. Provide us an example of a recent update or system improvement to your benefit administration capabilities and how it improved your clients work efficiencies?
23. Describe your solution's additional capabilities not otherwise addressed in the benefits administration requirement list?

Talent Acquisition
24. Describe how the system posts to external job boards directly.
25. Provide screenshots of new hire form.
26. Describe your solution's additional capabilities not otherwise addressed in the talent acquisition requirement list?

Performance Management
27. Describe how your solution creates, stores, and utilizes department/division competencies through version history.
28. Describe how your solution transfers defined competencies to yearly performance evaluations.
29. Describe how your solution manages disciplinary actions including but not limited to reminders, warnings, suspension, demotions, terminations or other corrective actions.
30. Describe your solution's additional capabilities not otherwise addressed in the Performance Management requirement list?

Learning Management System (LMS)
31. Describe how your LMS capabilities can meet regulatory training requirements including, the notification, tracking, and compliance requirements.
32. Describe your solution's additional capabilities not otherwise addressed in the LMS requirement list?

Voice of the Employee
33. Provide a brief description of the scope of your VoE capabilities, including whether its basis is native development or acquisition.
34. Describe your solution's additional capabilities not otherwise addressed in the VoE requirement list?

Reporting
35. Explain and provide details on what is considered to be customizable reports.
36. Describe what level of customization is offered by your solution.
37. Describe any limits on customization of reports per month/year/user?
38. Describe your solution's additional capabilities not otherwise addressed in the reporting requirement list?

Training
39. Explain how training will be implemented for the system including the reporting function.