



Request for Proposal (RFP) for Human Resource and Payroll Systems for a two (2) year contract.

Issue Date: November 15, 2024

Response Due Date: December 15, 2024

Organization Name: Comanche Nation

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Introduction

The Comanche Nation Human Resources Department play a pivotal role in supporting the Nation's mission by managing and improving all aspects of employee relation, benefits, and workforce development. We strive to create an environment that values collaboration, efficiency, and the well-being of our employees.

Purpose of the RFP

The purpose of this RFP is to solicit proposals for a comprehensive Human Resource and Payroll system to support our organization's Human Resource and payroll operations for a period of two (2) years ending approximately March 2027. The selected vendor will provide a solution that addresses our needs, integrates smoothly with existing processes, and delivers strong security, compliance, and user experience.

Scope of Work

The selected vendor will be responsible for:

- Providing a robust Human Resource management system that covers core Human Resource functions, including employee onboarding, tracking, performance management, and payroll.
- Implementing an efficient and reliable payroll processing solution, ensuring accurate and timely employee compensation.
- Offering technical support, software updates, and system maintenance for two years.

Proposal Requirements

Vendor Information:

- Company history and years in business
- Relevant experience with Human Resource and Payroll solutions for similar organizations



- References from current or previous clients

Solution Description:

- Overview of the proposed Human Resource and Payroll system
- Key features and modules (employee self-service, benefits management, timekeeping, etc.)
- Compliance with local, state, and federal regulations

Technical Requirements:

- Software architecture and integration capabilities
- Data security and compliance standards
- Scalability and flexibility of the solution
- User training and ongoing support

Implementation Plan:

- Project timeline from initiation to full deployment
- Roles and responsibilities of vendor and client staff
- Data migration process (if applicable)

Pricing:

- Detailed breakdown of costs for software licensing, implementation, and ongoing support
- Any additional fees (e.g., customizations, training)

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Technical capabilities and ease of use
- Compliance with requirements
- Implementation timeline
- Pricing and total cost



- Vendor experience and references
- Support and maintenance offerings

Submission Instructions

Deadline: All proposals must be submitted by December 15, 2024.

Format: Proposals should be submitted in PDF format to administration@comanchenation.com.

We look forward to receiving your proposal. Thank you for your interest in partnering with Comanche Nation.