



City of Doral

Request for Proposals

HRIS and Payroll Software

RFP No. 2021-06

NOTICE: Pursuant to Article V of the City’s Code of Ordinance, the City of Doral (the “City”) hereby gives notice of its intent to seek sealed bids from interested parties in response to this Request for Proposal for “**RFP No. 2021-06 – HRIS and Payroll Software**” (the “RFP”) to provide the services described herein. Proposals must be received by **10:00 am on Thursday, May 6th, 2021.**

All submittals shall be publicly opened and recorded on 10:00 am, Thursday, May 6th, 2021. Late submittals shall not be accepted or considered. Proposals must be submitted electronically through DemandStar or Vendor Registry by the date and time stated above. Any proposals received after the due date and time specified, will not be considered. See attached instructions for further details on E-Bidding.

The City of Doral reserves the right to accept any bid deemed to be in the best interest of the City or to waive any informality in any submittal. The city may reject any or all bids and re-advertise.

PROJECT OVERVIEW

The City of Doral is seeking proposals for an all-encompassing, hosted solution for HRIS, Payroll, and Timekeeping system to process and maintain records for time, attendance, payroll and personnel for all City Employees; including local, state and federal reporting requirements for human resources, accounting, taxes and benefits. The City of Doral is in pursuit of a system that will improve internal efficiency and allow staff time to focus on other critical processes.

All questions and/or comments should be directed to Procurement at the following email at procurement@cityofdoral.com.

All inquiries must reference “**RFP No. 2021-06 – HRIS and Payroll Software**” in the subject line. No phone calls will be accepted in reference to this RFP.

Any communications regarding matters of clarification must be made in writing to the email address listed above. If it becomes necessary to provide additional clarifying data or information that revises any part of this RFP, supplements or revisions will be made available via written addendum.

Solicitations may be found via the City of Doral website (www.cityofdoral.com) under Procurement. To obtain the solicitation interested parties must follow the link to download the document.

The City's tentative schedule for this Request for Proposals is as follows:

Mandatory Pre-Bid Meeting:

April 13th, 2021 at 10:00 A.M.

From your computer, tablet or smartphone

<https://global.gotomeeting.com/join/755640981>

You can also dial in using your phone

United States: +1 (646) 749-3122

Access Code: 755-640-981

Cut-off Date for Written Questions:

April 23rd, 2021 at 5:00 P.M.

procurement@cityofdoral.com

Deadline for Submittals & Bid Opening:

May 6th, 2021 at 10:00 A.M.

From your computer, tablet or smartphone

<https://global.gotomeeting.com/join/330729605>

You can also dial in using your phone

United States: +1 (571) 317-3122

Access Code: 330-729-605

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<https://global.gotomeeting.com/install/330729605>

*****Late arrivals will not be permitted to join the conference and therefore forfeits all opportunities to bid on this project.**

During this conference all work will be discussed. The Procurement Division will respond to all questions submitted during the pre-bid conference by issuance of a written addendum to the RFP. All times noted are in Eastern Standard Time (EST).

The City reserves the right to delay or modify scheduled dates and will notify Bidders of all changes in scheduled dates.

Connie Diaz, MMC
City Clerk