



TOWN OF WESTWOOD COMMONWEALTH OF MASSACHUSETTS

Request for Proposal Westwood Onboarding Solution RFP # IT-23-R-007

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS

- All Proposals must be delivered by **11:00 am on March 7, 2023.**
- Proposals received after the time and date established herein **SHALL NOT** be accepted or considered, regardless of the cause for delay in the receipt of such bid(s).
- Proposals shall be emailed to procurement@townhall.westwood.ma.us. Proposals shall NOT be mailed to any other email addresses.
- Proposals for this project will be broken into two (2) sections: The Non-Price Proposal and the Price Proposal. Each section shall be emailed separately and signed by an authorized representative of the proposer. Vendors are also offered the opportunity to provide an Oral Presentation. This shall be considered part of the Non-Price Proposal.
- **Non-Price Proposal** shall contain:
 - Email submitting the proposal shall be titled “***Non- Price Proposal # IT-23-R-007, Onboarding.***”
 - Non-Price Proposals shall be limited to 10 pages (excluding supplemental attachments).
 - A comprehensive point-by-point response to all items listed in Attachment A, Scope of Work, to include:
 - Vendor qualification
 - Implementation narrative
 - Technology narrative
 - Support and maintenance narrative
 - Project schedule
 - Tax Compliance Certification
 - Non-collusion Certification
 - Signature Form
 - Oral Presentations may be part of the overall proposal. As part of the proposal evaluation process, each proposer may be invited to make an Oral Presentation to the Town. These presentations will be scheduled upon receipt of the proposals. Oral Presentations are not mandatory and Vendors may decline the opportunity to make a presentation. Oral Presentations may be made in person or remotely. Any presentation material used will be submitted to the Town. Oral Presentations shall



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not include any price or cost information. Detailed information regarding these presentations will be sent to the proposer-provided email. For planning purposes, these presentations will likely be scheduled on or about March 13, 2023.

- **Price Proposal**

- Email submitting the proposal shall be titled “*Price Proposal # IT-23-R-007, Onboarding.*”
- Price proposal shall include all work to accomplish the scope. The price must encompass all design, production, and any hardware or software acquisitions necessary for development and maintenance of the Onboarding Solution. Specifically identify the following:
 - A list of one-time costs and fees. Itemize where possible. This list should be detailed in listing and describing services and the corresponding fees
 - Any recurring costs or fees and again be as detailed as possible.
 - Identify any other options that are not included in the basic costs but are offered by the vendor.

- **The proposal must also include a Signature Form.** When the Bid Signature Form is completed, it declares:

- The only parties interested in this bid are the Principals named herein.
 - No officer, agent or employee of the Town of Westwood has a direct or indirect interest in this bid.
 - In case of death, disability, or other unforeseen circumstances affecting the bidder, which materially impairs the bidder’s ability to execute an Agreement and perform the required service, such bid deposit may be returned to the bidder by the Town.
 - The proposal must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
- Any proposal may be withdrawn prior to the bids submittal due date. However, bidders may not withdraw or modify their bid for a period of ninety (90) days following the opening of bids.
 - **Questions** concerning this Request for Proposals must be submitted in writing to: Procurement Department, Westwood Town Hall, 580 High Street, Westwood MA 02090 or by email at Procurement@townhall.westwood.ma.us. Questions may be delivered or mailed. Written responses will be posted on the Westwood Town Hall website.



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- Any and/or all work is subject to available funds. The Town reserves the right to waive any informalities in, or to reject, any or all bids should the Town deem it to be in the Town's best interest to do so.
- The Town of Westwood may cancel this RFP, or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.
- Below is a list of all Attachments. Bidders should note that Attachments B-F **must be completed and be submitted** with the bid documents. Attachments B shall be Included in Price Proposal. Attachments C-E shall be Included in Non- Price Proposal.
 - Attachment A – Scope of Work
 - Attachment B – Bid Form
 - Attachment C – Tax Compliance Certification
 - Attachment D – Non-Collusion Certification
 - Attachment E – Signature Page
 - Attachment F - References

II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICES

- As stated in Attachment A, Scope of Services, this contract shall furnish and install an Employee Onboarding Solution that enables the Town to streamline the management of onboarding employees and to automate its currently paper-driven onboarding process. The system will be primarily driven by the Human Resources Department and will be used to hire all full-time, part-time, and seasonal Town employees.
- **Delivery Requirements:** All delivery charges shall be included in the price of the service. The Deliveries shall be made to:
 - Town of Westwood
 - Human Resources Department
 - 580 High Street
 - Westwood MA 02090

III. QUALITY REQUIREMENTS

- Bidders must provide all of the items described in Attachment A, Scope of Work. Evaluation criteria is established in Attachment A, Scope of Work.



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IV. RULE FOR AWARD

- The Town will select the responsive and responsible Contractor submitting the most advantageous proposal, taking into consideration the evaluation criteria, references and the proposal price.
- The Town of Westwood reserves the right, in its sole discretion, to determine the completeness or compliance of any proposals, the eligibility or qualification of any application, to reject at any time any or all proposals, to withdraw the RFP, and to negotiate with one or more applicants.



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ATTACHMENT B

BID FORM

Bidder: _____

Bid form shall be completed in legible ink or typed. Bid form shall provide a cost for all services necessary as outlined in Attachment A, Scope of Services. As a minimum, costs shall be provided for the categories listed in the Bid Form. Additional cost detail may be added if necessary.

| | COST |
|--|-------------|
| PROJECT DISCOVERY | |
| DEVELOPMENT | |
| IMPLEMENTATION | |
| TRAINING | |
| | |
| TOTAL SYSTEM WORK | |
| | |
| ONGOING SUPPORT & MAINTENANCE | |
| OPTIONAL PRODUCTS & SERVICES (Provide detail) | |

Please specify all specifications for the above quoted item



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TOTAL PROPOSAL PRICE

\$ _____

Detailed pricing shall be attached.

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Name of business

Business Email



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ATTACHMENT C

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signed under the pains and penalties of perjury.

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Name of business



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**ATTACHMENT D
CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Printed Name of individual submitting bid or proposal

Name of business



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ATTACHMENT E

SIGNATURE PAGE

This Bid must bear the written signature of the Bidder or authorized agent of the Bidder. If the Bidder is a corporation or a partnership, the Bid must be signed by a duly authorized officer of such corporation or by a partner; the title of such officer must be stated.

The bidder hereby acknowledges the receipt of, and has included in this BID, the following Addenda:

(To be filled in by Bidder, if Addendums are issues.)

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Signature

Name of Corporation, Company or Individual

Printed Name of Person Authorized to Sign

Title

Email Address



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**ATTACHMENT F
REFERENCE FORM**

Bidder: _____

Bidder must submit a complete list of all supplies and contracts the past two (2) years of similar size and scope to this project, with contact names and telephone numbers.

Reference:
Address:
Contact:
Phone:
Fax:

Description and date(s) of supplies or services provided:

Reference:
Address:
Contact:
Phone:
Fax:

Description and date(s) of supplies or services provided:

Reference:
Address:
Contact:
Phone:
Fax:

Description and date(s) of supplies or services provided:

Attach additional sheets if necessary