Request for Proposal RFP 27-07

City of Mableton Human Resources Information System (HRIS)

Procurement Schedule of Events

The schedule below establishes the City's anticipated procurement sequence. The City may revise the schedule by written addendum. Respondents are responsible for monitoring the Georgia Procurement Registry (GPR) for updates.

RFP Event Information	Date	Time
RFP Reissued	10.22.2026	3:30 PM EST
Questions Due	11.05.2026	3:30 PM EST
Addendum Issued if any	11.12.2026	3:30 PM EST
Proposals Due	11.23.2026	3:30 PM EST
Evaluation Deadline	12.07.2026	3:30 PM EST
Interviews or BAFO if requested	TBD	TBD
Notice of Intent to Award	TBD	TBD
Mayor Council Consideration	TBD	TBD

Notice to Proposers

The City of Mableton seeks qualified HRIS, human capital management, payroll, and implementation providers to furnish, configure, implement, integrate, host, support, and maintain a secure, cloud-based solution. The selected solution will replace fragmented and manual processes with an integrated system of record for human resources, payroll, time, benefits, talent, and workforce information.

The City intends to acquire a vendor neutral solution that uses 80 active employees as a preliminary pricing assumption, subject to City confirmation before issuance, and can scale as the municipal workforce and service model evolve. The preferred approach is a unified platform. A good partner solution may be proposed only when one prime contractor accepts responsibility for integration, data migration, implementation, support, maintenance, and end-to-end performance.

At a minimum, the scope includes core HR and employee records; payroll and tax services; employee and manager self-service; mobile access; time and attendance; advanced scheduling; benefits administration and carrier connections; ACA support; recruiting and onboarding; performance, goals, compensation, succession, learning, workforce analytics, reporting, employment and income

verification, and related integrations. Employee engagement/collaboration and IT device lifecycle capabilities may be identified as optional modules where separately priced.

The selected provider will lead discovery, configuration, conversion of historical and active data, interface development, security design, testing, training, change management, go-live, hypercare, and ongoing service. The solution must protect confidential employee and payroll data, provide role-based access and auditability, support business continuity and data portability, and comply with applicable accessibility, privacy, employment, payroll, tax, and records requirements.

The City expects a clear implementation plan, measurable acceptance criteria, transparent pricing, defined service levels, responsive account management, and complete documentation. Respondents shall identify all assumptions, dependencies, third-party products, transaction charges, optional features, and services that are not included in the base proposal.

Upon completion, the HRIS will serve as the City's authoritative workforce platform and support accurate payroll, consistent employee lifecycle processes, reliable reporting, employee self-service, compliance administration, and informed workforce decisions. The resulting agreement must provide a sustainable operating model, predictable total cost of ownership, secure access to City data, and an orderly transition path at contract closeout.

Intent to Submit a Proposal

Interested firms are encouraged to notify purchasing@mableton.gov of their intent to submit. Procurement will maintain a contact list and provide solicitation information. Notice of intent is not a condition of eligibility. Firms remain responsible for obtaining the complete solicitation, monitoring the Georgia Procurement Registry, and acknowledging all addenda.

Reissue Review

All interested firms, including prior respondents, must submit a new complete proposal. No prior score, demonstration, selection, or communication creates a preference or contractual right. Final or any current Addenda governs this competition.

City of Mableton

Proposal Submission Requirements

All proposals and addenda shall be submitted electronically on one USB flash drive enclosed in a sealed package. Files must be searchable, unencrypted, and free of password protection. Include the proposal and signed forms as PDFs and the pricing and requirements response as editable Excel files. Paper proposals submissions will not be accepted. You can email your proposals to purchasing@mableton.gov.

You can also mail the proposals to the address below. HAND DELIVERY IS NOT ACCEPTED! I REPEAT HAND DELIVERY IS NOT ACCEPTED!

Each USB flash drive shall be enclosed in a sealed package clearly labeled with:

- Firm Name
- Firm Address
- Solicitation Number RFP 27-07
- Project Title City of Mableton Human Resources Information System (HRIS)

Proposals can also be ONLY mailed to: HAND DELIVERY IS NOT ACCEPTED!

City of Mableton – Procurement Division
5656 Mableton Parkway
Mableton, GA 30126

Proposal Due Date 11.23.2026 AT 3:30 PM EST

Late proposals will not be accepted. A deadline may change only by City addendum.

Questions Regarding Solicitation

Submit all questions, clarification requests, and interpretations to purchasing@mableton.gov during the published Q&A period. Telephone calls and oral statements do not modify the solicitation. Do not contact elected officials, evaluators, or other City personnel concerning this competition without written Procurement authorization.

- **Addenda: All clarifications, corrections, and amendments will be posted on the Georgia Procurement Registry. Each proposer must monitor the posting and acknowledge all addenda in its Proposal Letter and Certification.**

Business License Requirements

A City of Mableton business license is not required merely to submit a proposal. Provide current business license or equivalent legal registration evidence as applicable. The successful proposer must satisfy applicable City licensing requirements before contract execution.

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Vendor Registration and Required Documents

Prospective vendors may review the City's vendor requirements at **www.mableton.gov under Finance, Procurement, and How to Become a Vendor.** Required documents are divided by submission stage to avoid conflicting instructions.

Required With the Proposal

- ✦ Signed Proposal Letter and Certification with all addenda acknowledged.
- ✦ Contractor E-Verify affidavit in Exhibit A when applicable, or legally supported exemption documentation.
- ✦ Notarized Non-Collusion Affidavit in Exhibit C and signed Drug-Free Workplace Certification in Exhibit D.
- ✦ Completed Exhibit E, detailed pricing workbook, technical proposal, requirements workbook, and identified exceptions.
- ✦ Specific confidentiality claims with a supporting affidavit where required, plus a proposed redacted copy and redaction log when claiming protected material.

Required From the Awarded/Selected Proposer

- ✦ Vendor registration forms and W-9.
- ✦ Business-license or applicable legal registration evidence.
- ✦ Certificates of insurance and required endorsements.
- ✦ Applicable subcontractor affidavits within legally required timeframes and before applicable services begin.
- ✦ Final City-approved agreement, scope, implementation plan, pricing, acceptance criteria, service levels, and security terms.

The City will state the deadline for award stage records in its written request. These requirements do not defer a document legally required with the proposal. Work may begin only after authorized execution, applicable purchase order, and written notice to proceed.

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PROPOSAL LETTER

We propose to furnish and deliver all the deliverables and services named in the attached Request for Proposal (RFP). The price or prices offered herein shall apply for the period stated in the RFP. We further agree to strictly abide by all the terms and conditions contained in the City of Mableton Vendor Manual as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this statement of Proposal and proposal constitutes an offer, which when accepted in writing by the Purchasing Division, City of Mableton, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Mableton.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this statement is made by the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this statement meet or exceed all such City specifications. We further agree, if you awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Mableton reserves the right to reject any or all offers, waive technicalities, and informalities, and to make an award in the best interest of the city.

It is understood and agreed that this statement of Proposal and proposal shall be valid and held open for a period of sixty (60) days from the opening date.

Additionally, the proposer certifies compliance with the applicable provisions of the Official Code of Georgia Annotated (O.C.G.A.) Title 13, which governs public contracts, and Title 50, Chapter 5, which addresses procurement and bidding processes for public entities in the State of Georgia. The proposer acknowledges that any violation of these statutes may result in disqualification from future contracts and potential legal penalties.

Furthermore, the proposer acknowledges compliance with O.C.G.A. § 45-10-20 et seq., which prohibits conflicts of interest in public contracting and ensures that no public officer or employee has a direct financial interest in the contract. The proposer also certifies adherence to Georgia's Illegal Immigration Reform and Enforcement Act of 2011 (O.C.G.A. § 13-10-91), confirming that the proposer and all subcontractors have registered and participated in the federal E-Verify program to verify employment eligibility.

PROPOSAL SIGNATURE AND CERTIFICATION

(Proposer to sign and return)

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer

I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect throughout the contract.

_____	_____
Authorized Signature	**Date**
_____	_____
Name	**Company Name Here**

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Request for Proposal (RFP) 27-07

City of Mableton Human Resources Information System (HRIS)

RFP No. 27-07

Section 1: Purpose and Background

1.1 Purpose

The City of Mableton ("City") invites qualified providers to propose a secure, cloud-based Human Resources Information System (HRIS) and related implementation and ongoing services. The City seeks an integrated platform that improves accuracy, control, transparency, employee service, compliance administration, and workforce reporting while reducing duplicate entry and manual processes. The selected contractor will furnish all software subscriptions, implementation leadership, configuration, data conversion, integrations, testing, training, documentation, go-live support, service management, maintenance, upgrades, and transition assistance necessary for a complete solution. Requirements stated in this RFP are minimum requirements and do not limit a respondent from proposing additional value when clearly identified and separately priced.

1.2 Organizational Context

The City of Mableton is a recently established municipality and continues to develop municipal operating systems, internal controls, policies, and service-delivery capacity. The HRIS is expected to support a preliminary pricing assumption of 80 active employees, to be confirmed by the City before issuance, and must scale without material redesign as staffing, departments, pay groups, benefit plans, work locations, and service responsibilities change. The City intends to designate Human Resources, Finance/Payroll, Information Technology, Procurement, department leadership, managers, and employees as key stakeholder groups. The selected contractor shall validate current-state processes, data sources, pay practices, timekeeping rules, security roles, reporting needs, interfaces, retention requirements, and implementation assumptions during discovery.

1.3 Desired Outcomes

- ✦ One authoritative employee and workforce system of record with controlled, auditable data.
- ✦ Accurate and timely payroll, tax filing, deductions, garnishments, year-end processing, and general ledger integration.
- ✦ Consistent employee lifecycle workflows from recruiting and onboarding through development, performance, benefits, and separation.
- ✦ Convenient employee and manager self-service through accessible web and mobile experiences.
- ✦ Integrated time, attendance, leave, scheduling, benefits, talent, learning, analytics, document, and verification capabilities.
- ✦ Secure data exchange, strong access controls, reliable business continuity, responsive support, and complete data portability.
- ✦ Transparent implementation governance, objective acceptance criteria, and predictable total cost of ownership.

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Section 2: Project Objectives and Guiding Principles

2.1 Objectives

- Standardize and automate HR, payroll, time, benefits, talent, and workforce administration processes.
- Reduce duplicate data entry and reconcile data through reliable integrations and configurable workflows.
- Provide timely operational, financial, compliance, and workforce reports with drill-down and export capability.
- Improve employee and manager access to information, requests, approvals, pay statements, tax forms, schedules, learning, and benefits.
- Protect confidential workforce data through least privilege access, multifactor authentication, encryption, logging, monitoring, and tested recovery capabilities.
- Implement a maintainable solution that City administrators can configure and report from without routine vendor professional services.
- Establish measurable service levels, escalation paths, issue ownership, release management, and account management.

2.2 Guiding Principles

Principle	Application
Integrated	A unified platform is preferred. One prime contractor remains accountable for partner integration, migration, support, maintenance, and performance.
Secure and private	Security, confidentiality, legal compliance, auditability, recovery, and City data ownership are designed into the solution.
User-centered	Workflows are intuitive, accessible, mobile ready, and appropriate to each role.
Configurable	City administrators can maintain rules, workflows, fields, security, reports, notifications, and content without custom code.
Transparent	Identify inclusions, exclusions, assumptions, third parties, implementation effort, transaction charges, optional costs, and roadmap features.
Scalable	Licensing, data, performance, security, and support accommodate organizational growth and changing municipal needs.

Section 3. Scope of Services

The following scope establishes minimum requirements. Respondents shall provide a complete solution, and a line-by-line required response. Phased or optional approaches must be clearly identified. A unified platform is preferred; a best-of-breed approach is acceptable only when the respondent serves as prime contractor and accepts end-to-end responsibility for implementation, integration, data conversion, support, maintenance, security coordination, and service performance.

3.1 Project Initiation, Discovery, and Management

- ✦ Conduct a kickoff meeting and structured discovery sessions with Human Resources, Finance/Payroll, Information Technology, Procurement, department representatives, managers, and other City stakeholders.
- ✦ Prepare a project management plan with governance, roles, decision rights, work breakdown structure, detailed schedule, resource plan, meeting calendar, deliverable review cycle, quality controls, risk/issue/decision logs, escalation procedures, and communication plan.
- ✦ Document current-state and future-state workflows, functional and technical requirements, configuration decisions, data sources, integrations, security roles, reports, forms, notices, and dependencies.
- ✦ Maintain a fit-gap matrix identifying whether each requirement is delivered as standard, configured, custom, roadmap, third-party, optional, or not available, together with cost and schedule impacts.
- ✦ Provide written status reports showing accomplishments, planned work, schedule and budget status, decisions required, risks, issues, dependencies, and mitigation actions.

3.2 Functional Requirements

A. Core HR, Employee Records, and Workflow

- ✦ Maintain effective-dated employee, position, job, department, supervisor, location, compensation, status, demographic, contact, credential, emergency contact, and employment history records.
- ✦ Support configurable hire, rehire, transfer, promotion, compensation change, leave, return, separation, and other lifecycle workflows with approvals, notifications, audit history, attachments, and electronic acknowledgments.
- ✦ Provide organization charts, position and headcount views, employee development tracking, policy acknowledgment, compliance reporting, document storage, retention controls, communication broadcasts, and total rewards statements.
- ✦ Support configurable fields, forms, business rules, alerts, tasks, templates, mass updates, imports, exports, and role-based dashboards.
- ✦ Support multilingual user experiences where available and identify any country-specific or multi-currency capabilities and limitations.

B. Payroll, Tax, Wage Payment, and General Ledger

- ✦ Process regular, supplemental, off-cycle, correction, void, reversal, retroactive, and final payrolls with configurable pay groups, frequencies, earnings, deductions, taxes, benefits, leave, labor allocation, and approval controls.
- ✦ Provide gross-to-net calculation, payroll preview and audit, exception reporting, configurable validation, variance analysis, reconciliation, funding reports, direct deposit, paycard support, printed checks or statements when requested, and online pay statements.
- ✦ Provide federal, state, and local payroll tax calculation, deposit, filing, reconciliation, amendment support, agency notices, new-hire reporting, and year-end W-2 and 1099 processing, with all jurisdictions and transaction charges disclosed.

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- ✦ Administer wage garnishment calculations and payment processing, group-term life calculations, taxable and non-taxable items, expense reimbursement, and other common municipal payroll requirements.
- ✦ Generate configurable general ledger files and reports with mapping by fund, department, account, project, location, earning, deduction, and other City dimensions; support balancing, control totals, reprocessing, and audit trails.
- ✦ Provide employees with secure access to pay statements and year-end forms through web and mobile self-service and support paperless delivery where authorized by the City.

C. Employee and Manager Self-Service / Mobile

- ✦ Allow employees to view and maintain authorized personal, contact, tax withholding, direct deposit, emergency contact, dependent, beneficiary, benefit, document, time, leave, pay, learning, goal, and performance information.
- ✦ Allow managers to initiate and approve authorized personnel actions, timecards, leave, schedules, goals, reviews, learning, requisitions, offers, and related workflows within their assigned organizational scope.
- ✦ Provide a responsive web interface and supported mobile application with equivalent security, role enforcement, notifications, accessibility, and auditability.
- ✦ Provide configurable content, links, news, alerts, recognition, surveys, or employee feedback features and clearly distinguish standard from optional collaboration capabilities.

D. Time, Attendance, Leave, and Advanced Scheduling

- ✦ Support multiple time-capture methods, including browser, mobile, kiosk, import, and physical device options, with geolocation or biometric features identified separately and subject to City approval.
- ✦ Apply policy-based rules for hourly and salaried employees, schedules, meal and rest periods, rounding, overtime, premiums, differentials, call-back, comp time, leave, holidays, exceptions, and approvals.
- ✦ Provide real-time calculations, automated payroll worksheet or payroll transfer, timecard attestations, missing-punch alerts, manager review, correction workflows, audit history, and standard/custom reports.
- ✦ Support shift creation, assignment, templates, rotation, availability, open shifts, shift swapping, schedule rules, minimum staffing, overtime controls, schedule cost analysis, mobile access, and manager/employee notifications.
- ✦ Describe time-clock hardware, installation, connectivity, maintenance, replacement, shipping, ownership, subscription, return, and data retention requirements and costs.

E. Benefits Administration, ACA, and Carrier Connections

- ✦ Configure multiple benefit plan types, eligibility rules, waiting periods, life events, coverage tiers, age-banded and salary-based rates, employer contributions, deductions, dependents, beneficiaries, evidence-of-insurability, notifications, and approvals.

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- ✦ Provide employee new-hire, qualifying-life-event, and open-enrollment experiences with plan comparison and decision-support capabilities; identify accessibility and mobile features.
- ✦ Support ACA measurement, eligibility, affordability, audit reporting, evidence of benefit offering, and preparation and electronic filing of Forms 1094-C and 1095-C.
- ✦ Provide carrier enrollment and eligibility connections through secure API, EDI, or other supported methods for new hires, life events, open enrollment, changes, and terminations, together with transmission monitoring, error handling, reconciliation, and ownership.
- ✦ Provide invoice or premium reconciliation/auditing capabilities and identify supported carrier network, implementation lead times, connection fees, testing, ongoing maintenance, and third-party responsibilities.

F. Recruiting, Talent Acquisition, Onboarding, and I-9

- ✦ Provide requisition creation, approval, posting, workflow, status, reporting, talent pools, candidate screening, interview scheduling, evaluation, communications by email and text, offer generation, acceptance, and disposition tracking.
- ✦ Provide a mobile-ready, City-branded career site and identify included job board distribution, job slots, sponsored posting charges, and integration limitations.
- ✦ Support electronic onboarding packets, forms, policies, tasks, document collection, employee data transfer to core HR/payroll, Form I-9 workflow, E-Verify support where offered, and onboarding progress dashboards.
- ✦ Identify embedded intelligence, matching, screening, compensation benchmark, geographic benchmark, or generative AI features; disclose their data sources, human oversight, validation, explainability, bias testing, privacy controls, and opt-out capability.

G. Performance, Goals, Compensation, and Succession

- ✦ Provide configurable review templates, cycles, rating scales, competencies, workflows, reminders, calibration, acknowledgments, continuous feedback, peer/360-degree review, and manager dashboards.
- ✦ Support employee, team, and organizational goals with alignment, weighting, progress updates, comments, attachments, approval, and reporting.
- ✦ Provide compensation planning, budgets, guidelines, worksheets, approvals, statements, equity analysis, and audit history; identify whether compensation is standard or optional.
- ✦ Provide talent profiles, readiness, succession planning, critical-role assessment, development actions, talent pools, and appropriate security for sensitive talent information.

H. Learning Management

- ✦ Provide an included or separately priced library of compliance and professional development courses, with course catalog, assignment, enrollment, due dates, reminders, completion, certificates, and reporting.
- ✦ Allow the City to upload and administer custom and third-party content in common formats, including SCORM, xAPI, video, audio, and PDF, and identify storage or content limits.

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- ✦ Support employee self-enrollment through desktop and mobile, manager assignment, learning paths, instructor-led and virtual sessions, rosters, attendance, waitlists, and evaluation.
- ✦ Provide dashboards, configurable reports, recurring assignment rules, expiration tracking, and data export for audit and compliance purposes.

I. Analytics, Dashboards, and Reporting

- ✦ Provide a library of payroll, HR, benefits, time, recruiting, talent, learning, compliance, and operational reports with secure filtering by role and organization.
- ✦ Allow authorized users to create, schedule, distribute, export, and retain ad hoc reports and dashboards without vendor programming; identify query, calculated field, visualization, and data model capabilities.
- ✦ Provide preconfigured and configurable key performance indicators, executive dashboards, trend analysis, drill-down, benchmarking where available, and pay equity analytics with documented methods and limitations.
- ✦ Support secure exports and data feeds to common office, analytics, and archival formats and provide field definitions, data dictionaries, and report lineage.

J. Employment and Income Verification

- ✦ Support commercial, social-service, workers' compensation, immigration, and other authorized employment or income verification requests, with employee consent and legal requirements applied where appropriate.
- ✦ Provide electronic reports and administrative tools, dispute/correction processes, audit history, data quality controls, service continuation/termination rules, and a complete schedule of employer, verifier, and employee charges.
- ✦ Identify all verification agents or subcontractors, data shared, retention practices, post- termination use, consumer-reporting obligations, and City control over participation.

K. Optional Employee Collaboration and IT Lifecycle Management

- ✦ Separately identify optional interactive news feed, recognition and rewards, surveys, direct/group chat, content moderation, and integrations. Disclose third-party terms, moderation controls, records retention, export, accessibility, and privacy implications.
- ✦ Separately identify optional capabilities to procure, ship, inventory, assign, reassign, retrieve, support, and retire employee computers or other equipment. Disclose subcontractors, shipping risk, ownership, recovery, security, records, fees, and exit procedures.

3.3 Technical Architecture, Integrations, and Data

- ✦ Provide a current solution architecture identifying hosting, tenancy, environments, data locations, major components, integration platform, third parties, dependencies, release model, and product lifecycle.
- ✦ Support standards-based single sign-on and automated user provisioning where available; identify supported protocols, multifactor authentication, session controls, password standards, and administrative access safeguards.

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- Provide documented APIs, secure file transfer, webhooks, prebuilt connectors, integration monitoring, retry/error management, reconciliation, encryption, versioning, rate limits, and non-production testing capability.
- Integrate with the City's general ledger/financial system, benefits carriers, banking and payment services, tax agencies, identity services, email/collaboration tools, job boards, and other systems identified during discovery.
- Provide complete import/export capability, data dictionary, field definitions, metadata, retention configuration, archival method, and City-readable data extracts throughout the contract and at exit.
- State all integration, API, marketplace, connection, environment, storage, data egress, and professional service fees, including recurring third-party charges.

3.4 Security, Privacy, Compliance, Accessibility, and Continuity

- Maintain documented administrative, technical, and physical safeguards appropriate for payroll, tax, identity, benefit, financial, employment, and other confidential data.
- Provide role-based and field-level access where appropriate, least-privilege administration, segregation of duties, multifactor authentication, encryption in transit and at rest, key management, audit logging, monitoring, vulnerability management, secure development, and change control.
- Provide current independent assurance reports and certifications appropriate to the service, such as SOC 1 Type II and SOC 2 Type II; identify scope, exceptions, complementary user controls, penetration testing, and remediation practices.
- Notify the City promptly of suspected or confirmed security incidents, preserve evidence, cooperate with investigation and notification, provide root-cause and corrective-action reporting, and disclose relevant subcontractor incidents.
- Identify all subprocessors, hosting regions, cross-border processing, retention, deletion, backup, recovery, privacy request, legal hold, and data return practices. The City retains ownership of City data.
- Provide documented backup, disaster recovery, business continuity, recovery time and recovery point objectives, testing cadence, results, high availability, capacity management, and service restoration priorities.
- Public-facing and internal user experiences shall meet applicable accessibility requirements, with VPAT or equivalent documentation provided when available and remediation responsibilities defined.
- Identify all artificial intelligence or automated decision features, training and input data use, data retention, human review, explainability, bias/impact testing, security, intellectual property treatment, and City controls to disable or limit such features.

3.5 Data Conversion, Configuration, Testing, Training, and Go-Live

- Inventory source systems and files; define conversion scope, historical periods, data owners, extraction, cleansing, transformation, mapping, validation, reconciliation, mock conversions, defect correction, final cutover, and secure disposition.

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- ✦ Configure approved organizations, positions, jobs, pay groups, earnings, deductions, taxes, benefits, leave, time rules, schedules, workflows, roles, notifications, forms, reports, integrations, and other requirements in controlled environments.
- ✦ Prepare and execute unit, configuration, integration, conversion, payroll parallel, user acceptance, security, performance, accessibility, failover, and regression testing with traceability to requirements and documented entry/exit criteria.
- ✦ Perform sufficient parallel payroll cycles to demonstrate accurate gross-to-net, taxes, deductions, benefits, leave, time, general ledger, funding, and year-to-date balances before authorization to go live.
- ✦ Provide role-based training for project staff, HR, payroll, finance, IT/security, system administrators, managers, employees, and report writers using instructor-led, recorded, job aid, knowledge base, and train-the-trainer methods as approved.
- ✦ Prepare change, communication, readiness, cutover, rollback, contingency, support, and hypercare plans; obtain written City approval before production go-live.
- ✦ Provide production stabilization, issue triage, daily or agreed reporting, reconciliation, knowledge transfer, and defined hypercare exit criteria.

3.6 Ongoing Support, Service Levels, and Account Management

- ✦ Assign an accountable implementation manager and ongoing account/service manager and identify their responsibilities, availability, escalation authority, backup coverage, and maximum client portfolio where relevant.
- ✦ Provide support channels, hours, severity definitions, response and restoration targets, escalation, status communication, root-cause analysis, knowledge base, release notices, and maintenance windows.
- ✦ Commit to measurable availability, payroll-critical support, interface monitoring, tax and filing support, service reporting, service credits or remedies, and chronic-issue escalation.
- ✦ Provide upgrades, regulatory updates, security patches, compatibility, documentation, training, sandbox or test access, release previews, regression support, and advance notice of material product or service changes.
- ✦ Provide periodic service reviews covering incidents, performance, adoption, roadmap, risks, fees, open commitments, security, compliance, and continuous improvement.
- ✦ Provide termination and transition assistance, complete data export, configuration and integration documentation, knowledge transfer, reasonable overlap, secure deletion certification, and continued access during the transition period.

3.7 Requirements Response and Demonstrations

- ✦ Complete the City's requirements matrix using only the response options specified by the City and explain every partial, roadmap, third-party, custom, or optional response.
- ✦ Identify whether each capability is included in the proposed price, requires configuration or services, carries a transaction or connection fee, or is subject to separate third-party terms.

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- ✦ Participate in scripted demonstrations using the proposed production software and proposed integrations or clearly labeled simulations. Unsupported demonstrations may receive reduced scores under the published criteria.
- ✦ Provide requested follow-up evidence, sample reports, security documentation, service reports, implementation work products, and clarification responses within the City's stated timeframe.

4. Deliverables and Acceptance

4.1 Minimum Deliverables

Deliverable	Minimum Content	Required Format
Project Management Plan	Governance, roles, schedule, resources, meetings, quality controls, risks, issues, decisions, communications, and reporting.	PDF and editable source
Requirements and Fit-Gap Workbook	Validated requirements, disposition, configuration, gaps, third parties, assumptions, costs, and traceability.	Excel and PDF
Solution and Configuration Design	Future-state processes, configuration, roles, reports, forms, integrations, environments, and decisions.	PDF and editable source
Data Conversion Package	Inventory, mappings, cleansing, mock loads, reconciliation, exceptions, signoffs, and disposition.	Excel or data files and PDF
Integration and Security Design	Interfaces, controls, monitoring, data flows, identity services, subprocessors, continuity, and support ownership.	PDF and editable diagrams
Test Plan and Results	Test cases, payroll parallels, defects, evidence, reconciliation, and security and accessibility results.	PDF and editable tracker
Training and Change Package	Role-based guides, recordings, job aids, administrator procedures, communications, and completion records.	Accessible and editable files
Cutover Go-Live and Hypercare Plan	Readiness, cutover, rollback, contingency, support, issue management, and stabilization criteria.	PDF and editable tracker
Production Solution and Documentation	Configured system, interfaces, reports, roles, workflows, manuals, data dictionary, and support procedures.	Production access and editable documentation
Closeout and Transition Package	Open items, knowledge transfer, inventory, control handoff, data export, retention, deletion, and lessons learned.	PDF editable files and data

4.2 Review and Acceptance Procedure

- ✦ The contractor shall submit complete deliverables after internal quality control and shall identify the requirements and acceptance criteria addressed.
- ✦ The City will provide consolidated comments when practicable. The contractor shall maintain a response matrix and correct omissions, defects, unsupported claims, and nonconforming work without additional charge when within the approved scope.
- ✦ Acceptance requires written confirmation by the City's authorized project manager. Meeting attendance, system access, invoice payment, partial use, or failure to immediately identify a defect does not constitute acceptance.

- ✦ The City may withhold milestone approval or go-live authorization until critical defects are resolved, conversion and payroll results reconcile, security and access controls are approved, required documentation is complete, and readiness criteria are met.
- ✦ Acceptance does not waive latent defects, warranty obligations, data correction, tax or payroll remediation, security responsibilities, service levels, or other contractual remedies.

4.3 Deliverable Standards

- ✦ Use plain language, consistent terminology, version control, approval status, complete references, documented assumptions, and a clear revision history.
- ✦ Digital documents shall be searchable and accessible, with headings, reading order, alt text, meaningful links, sufficient contrast, and usable tables.
- ✦ Provide editable native files without passwords, complete data dictionaries and field definitions, and machine-readable exports in City-approved formats.
- ✦ Do not include third-party restrictions that prevent the City from using, maintaining, reproducing, modifying, or disclosing project specific work products for governmental purposes, subject to lawful confidentiality.

5. Project Governance and Responsibilities

5.1 Contractor Responsibilities

- ✦ Designate qualified project, functional, payroll, benefits, time, integration, data, security, testing, training, and support resources with authority and availability appropriate to the work.
- ✦ Coordinate all subcontractors and third parties and remain accountable for their performance, security, schedules, deliverables, fees, and issue resolution.
- ✦ Maintain plans, agendas, minutes, action items, decisions, risks, issues, requirements, defects, configuration, and deliverable status in an organized project repository.
- ✦ Validate information and promptly disclose scope gaps, product limitations, roadmap dependencies, resource constraints, schedule or cost risk, security concerns, and material changes.
- ✦ Protect City data, use it only to perform authorized services, and obtain City approval before production access, material data movement, or release of City-facing communications.

5.2 City Responsibilities

IT must participate in source-data formats, extraction and transfer, architecture, interfaces, identity and access controls, security review, testing, and production readiness. HR and Finance/Payroll validate business rules and payroll results; Procurement coordinates contractual matters.

- ✦ Designate a project manager, executive sponsor, subject matter experts, decision makers, and technical/security contacts.
- ✦ Provide available policies, calendars, data, file layouts, reports, interfaces, forms, plans, contacts, and background information without warranting completeness or accuracy.
- ✦ Provide timely access to stakeholders, source-system representatives, banking and carrier contacts, identity and financial system teams, and approved testing participants.

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- ✦ Review deliverables, consolidate comments, make decisions, complete assigned data validation and testing, and approve communications and go-live readiness.
- ✦ Process accepted invoices in accordance with the executed agreement and applicable City procedures.

5.3 Governance and Decision Rights

The kickoff meeting will establish governance, approval authority, escalation, change control, security review, project reporting, and communication protocols. Only the City's authorized contracting representative may approve a change in scope, price, term, or contractual obligation. Product demonstrations, email discussions, project meetings, work requests, or informal direction do not amend the contract.

6. Schedule and Contract Term

6.1 Anticipated Implementation

The City expects respondents to propose a realistic implementation and go-live schedule based on the scope, staffing, integrations, data quality, payroll calendar, benefits calendar, testing, training, and required City approvals. The schedule shall identify the critical path, City effort, contractor effort, dependencies, freeze periods, decision dates, contingency, and assumptions. The final implementation period will be established in the executed agreement.

6.2 Minimum Milestones

Milestone	Target from Notice to Proceed
Kickoff and project management plan	Within 10 business days
Discovery and validated requirements	Respondent to propose
Configuration design approval	Respondent to propose
Mock conversions and interface testing	Respondent to propose
Payroll parallels and user acceptance	Respondent to propose
Training cutover and readiness	Respondent to propose
Production go-live	Respondent to propose
Hypercare exit and closeout	Respondent to propose

6.3 Contract Term

[CITY TO COMPLETE BEFORE POSTING: initial subscription term and renewal options.] A five-year pricing comparison does not create a five-year commitment. Proposers must identify one-time, recurring, transaction, optional, and exit costs. Continuation is subject to lawful appropriation and authorized execution; renewal is not guaranteed.

7. Proposal Submission Requirements

7.1 General Instructions

- ✦ Submit a complete, concise, and responsive proposal in the order listed below. Cross-reference attachments rather than requiring evaluators to infer compliance from marketing material.
- ✦ Use the legal name of the proposed prime contractor consistently and identify every subcontractor, partner product, hosting provider, verification agent, payment provider, carrier connector, or other material third party.
- ✦ Clearly identify confidential or proprietary material. Blanket designations are discouraged and do not control the City's obligations under the Georgia Open Records Act.
- ✦ Proposals shall remain valid for at least 60 calendar days after the due date unless the final solicitation states a different period.
- ✦ The requirements response, pricing workbook, and requested forms must not be password protected and must remain searchable and machine readable.

7.2 Required Proposal Organization

Section	Required Content
1. Proposal Letter and Certification	Authorized signature, legal entity, contact, and all addenda acknowledged.
2. Executive Summary and Project Understanding	Objectives, risks, solution, implementation strategy, benefits, and assumptions.
3. Vendor Team and Subcontractor Qualifications	Capacity, organization, personnel, availability, partners, and subcontractors.
4. Solution and Requirements Matrix	Modules, editions, licensing, functional response, delivery methods, and gaps.
5. Technical Security Privacy and Continuity	Architecture, interfaces, controls, hosting, assurance, accessibility, AI, and recovery.
6. Implementation Conversion Testing and Training	Work plan, staffing, City effort, conversion, parallels, acceptance, cutover, and hypercare.
7. Support and Account Management	Hours, severity, response, restoration, availability, escalation, and remedies.
8. Demonstration and Evidence	Acknowledgment of common scripts, sample reports, and supporting evidence.
9. Experience and References	At least three comparable clients, scope, dates, workforce, outcomes, and current contacts.
10. Cost and Total Cost of Ownership	Exhibit E and workbook with startup, recurring, transaction, third-party, growth, and exit fees.
11. Exceptions Conflicts and Litigation	Requested changes, conflicts, material claims, exclusions, and third-party terms.
12. Forms and Disclosures	Proposal-stage signed and notarized forms; award-stage documents as specified on page 4.

7.3 Requirements Matrix Instructions

Provide an editable Excel workbook with a separate row for every Section 3 bullet. Identify the subsection and bullet number; copy the full requirement; state delivery status, product and provider, evidence, limitations, dependencies, timing, and price inclusion. Reconcile all charges to Exhibit E.

For each requirement, respondents shall select only one City defined response: Comply - Standard; Comply - Configuration; Partial; Custom/Professional Services; Roadmap; Third Party; Optional; or Not Available. Each response shall state the proposed module, edition, method, limitation, implementation effort, release availability, third party, and one-time or recurring cost. Unsupported checkmarks or blanket compliance statements may receive no credit.

8. Evaluation and Selection

8.1 Evaluation Criteria

Evaluation Criterion	Maximum Points
Alignment of Proposed System with the City's Functional Requirements	25
Implementation of conversion testing training and change approach	15
Architecture integrations security privacy, accessibility and continuity	15
User experience self-service mobile reporting and analytics	10
Team qualifications comparable experience and references	10
Support service levels account management and roadmap	10
Demonstration clarification and evidence	5
Cost proposal and total cost of ownership	10
TOTAL POSSIBLE SCORE	**100**

8.2 Evaluation Process and Demonstrations

- The City will review proposals for responsiveness and responsibility. Late, materially incomplete, conditioned, unsigned, misleading, or otherwise non-responsive submissions may be rejected.
- An evaluation committee may independently score responsive proposals, develop a consensus ranking, conduct reference and financial responsibility checks, request clarifications, validate requirements responses, and review security or technical evidence.
- The City may invite one or more respondents to scripted demonstrations, interviews, discovery workshops, presentations, proof-of-concept activities, or best and final offers. The City may rescore affected criteria based on the information presented.
- The City may negotiate scope, staffing, schedule, implementation, price, service levels, data/security terms, and contract language with the highest ranked respondent and may discontinue negotiations and proceed to another respondent if agreement is not reached.

- ✦ Selection or notice of intended award does not create a contract. Work may begin only after all required approvals, executed agreement, insurance and compliance review, system/security approvals, and written notice to proceed.

8.3 Best Value

Award, if made, will be to the responsible and responsive respondent whose proposal is determined to provide the best value to the City under the published criteria. Lowest price will not necessarily receive the award. The City may consider completeness, price realism, lifecycle cost, implementation risk, City resource demand, data and integration risk, security, service quality, contractual risk, and demonstrated performance.

9. Cost Proposal

9.1 Pricing Instructions

Use 80 active employees for each year of the preliminary five year comparison, subject to City confirmation before posting. Payroll runs, off-cycle runs, forms, tax jurisdictions, carrier connections, interfaces, conversion history, hardware, and training quantities. All firms must use the final common quantities. Price five consecutive 12-month subscription periods beginning at production go-live; identify any implementation-period subscriptions separately.

Base TCO equals startup costs plus five years of required recurring and usage charges, required hardware and third-party costs not already counted, and required standard data-return and transition charges. Exclude optional services and refundable payroll funding balances. Disclose units, quantities, minimums, tier thresholds, escalation, and bundled items without double counting.

- ✦ Complete Exhibit E and provide a detailed pricing workbook that reconciles to the exhibit. Prices shall be firm for the stated period and identify assumptions, units, quantities, minimums, tiers, and annual increases.
- ✦ Price all one-time implementation, project management, discovery, configuration, data conversion, integrations, testing, training, travel, hardware, shipping, cutover, hypercare, documentation, and transition services.
- ✦ Price all recurring subscriptions, support, environments, storage, carrier connections, APIs, SSO/provisioning, reporting, content, account management, maintenance, and third-party products.
- ✦ Price all transactional and usage fees, including payroll processing, employee/position charges, year-end forms, additional jurisdictions, payments, checks/statements, courier delivery, employment verification, job posting, carrier, messaging, hardware, data egress, and other applicable charges.
- ✦ Identify optional modules and services separately. The City is not obligated to purchase any option. Do not use an unpriced optional item to satisfy a mandatory requirement.
- ✦ Provide fully burdened hourly rates for authorized additional services and a five-year total cost of ownership using the City's stated assumptions. No charge outside the executed agreement is authorized without prior written approval.

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10. Contractual and Regulatory Requirements

10.1 Software, Subscription, and Services Agreement

The selected respondent will be required to execute an agreement approved by the City. The agreement will incorporate the accepted proposal, requirements matrix, scope, implementation plan, schedule, pricing, service levels, security/privacy obligations, data terms, insurance, compliance documents, and negotiated terms. All requested exceptions must be identified in the proposal; click-through, online, referenced, or third-party terms do not supersede the executed agreement unless expressly incorporated by an authorized City representative.

10.2 Compliance

- ✦ Comply with all applicable federal, state, and local laws, regulations, ordinances, codes, tax requirements, licensing requirements, and lawful City policies applicable to the services.
- ✦ Maintain required business registrations, licenses, professional credentials, and employment-verification compliance throughout the contract.
- ✦ Maintain a workplace free from unlawful discrimination and harassment and comply with applicable equal-employment, civil-rights, ethics, gratuity, lobbying, and procurement-integrity requirements.
- ✦ Promptly disclose actual or potential conflicts of interest and avoid activities that impair independent judgment or create unauthorized use of City information.

10.3 Insurance

Review commercial general liability, applicable automobile liability, workers compensation and employers' liability, professional or technology errors and omissions, and cyber/privacy coverage. The selected firm must provide acceptable certificates and endorsements before execution of contract. Identify proposed limits, exclusions, and exceptions in the proposal.

10.4 Data Ownership, Intellectual Property, and Portability

City data, including employee, payroll, tax, time, benefit, talent, document, configuration, transaction, audit, and derived City-specific records, remains City property. The contractor shall identify pre-existing materials and grant the City sufficient rights to use project-specific deliverables and documentation. The City shall be able to export complete data in documented, machine-readable formats during the term and at exit without unreasonable restriction, delay, or data egress charge. Contractor use of City data for advertising, unrelated product development, or model training is prohibited unless expressly authorized in the executed agreement.

10.5 Records, Audit, Retention, and Public Records

The contractor shall maintain complete implementation, configuration, security, service, support, subcontract, invoice, tax, payroll, and performance records for the period stated in the agreement and make them available for authorized review or audit. Records provided to or held by the City may be subject to the Georgia Open Records Act. The contractor shall promptly assist the City in identifying, preserving, exporting, and producing responsive records and potential lawful exemptions but shall not make final disclosure decisions for the City.

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10.6 Invoicing and Payment

Implementation invoices shall correspond to accepted milestones and identify deliverable status, current and cumulative charges, units, credits, expenses, and required support. Recurring and transactional invoices shall provide sufficient detail to validate employees/positions, modules, rates, quantities, periods, jurisdictions, forms, connections, transactions, credits, and adjustments. Disputed amounts may be withheld pending resolution. Final implementation payment is conditioned on accepted deliverables and complete closeout materials.

10.7 Accessibility and Data Security

The contractor shall use reasonable and appropriate administrative, technical, and physical safeguards; follow the approved security plan; collect and process only authorized data; control access; and promptly report suspected loss, misuse, or unauthorized disclosure. The contractor shall cooperate with City assessment, incident response, records, audit, accessibility, continuity, and remediation requirements. Public-facing and workforce digital services shall conform to accessibility standards identified in the executed agreement.

10.8 Subcontractors and Third Parties

The respondent shall disclose all material subcontractors, hosting providers, payment providers, verification agents, content providers, carrier connection partners, AI providers, and other third parties. The prime contractor remains responsible for their performance unless the executed agreement expressly states otherwise. No material subcontractor or data location may be changed without notice and any approval required by the agreement.

10.9 Service Continuity and Exit

The agreement will address service availability, payroll-critical continuity, security incidents, disaster recovery, regulatory change, data access, transition assistance, termination, suspension, chronic failure, remedies, and orderly migration to a successor. The contractor shall not withhold City data or materially impair payroll, tax, time, benefit, or employee access due to a disputed noncritical amount while the parties follow the agreement's dispute process.

11. Reservations, Public Records, and Protests

11.1 City Reservations

To the extent permitted by applicable law and City policy, the City reserves the right to reject any or all proposals; waive informalities that do not prejudice competition; request clarification; verify information; require demonstrations or additional evidence; negotiate with one or more respondents; reduce, expand, phase, or cancel the scope; make no award; or reissue the solicitation. Respondents bear all proposal preparation and participation costs.

11.2 Proposal Status and Public Records

A firm claiming trade-secret protection under O.C.G.A. § 50-18-72(a)(34) must attach an affidavit identifying the specific information and the basis for its claim. Supply a complete evaluation copy and a separate proposed redacted copy and log when claiming protection. A blanket confidentiality label does not establish an exemption. The City determines disclosure and follows applicable notice procedures.

Proposals and related procurement records may be subject to the Georgia Open Records Act. Respondents shall identify specific material claimed confidential or proprietary and provide the

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legal basis for the claim. The City will make disclosure determinations in accordance with law and does not guarantee that a respondent's designation will prevent disclosure.

11.3 Protests

Any bidder or proposer aggrieved in connection with this solicitation may submit a written protest to the City of Mableton Procurement Manager. The protest must identify the solicitation and state the reasons for the protest. It must be submitted within seven (7) calendar days after the first date the protesting party knew or should have known of the facts giving rise to the protest.

The Procurement Manager shall review the protest and issue a written decision as soon as practical. The protesting party may appeal that decision in writing to the City Manager within seven (7) calendar days after the date of the Procurement Manager written decision. The City Managers decision shall be final.

A timely protest shall stay the procurement until all administrative remedies have been exhausted and a final decision has been rendered. This stay shall not apply if the City Manager issues a written determination that executing a contract without delay is necessary to protect substantial interests of the City.

11.4 No Obligation Until Execution

No oral statement, selection notice, demonstration, negotiation, purchase request, project activity, click- through term, or draft agreement binds the City. The City is obligated only after an agreement is approved and signed by persons with authority, all preconditions are satisfied, funds are lawfully available, and a written notice to proceed is issued.

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Procurement Schedule of Events

The schedule below establishes the City's anticipated procurement sequence. The City may revise the schedule by written addendum. Respondents are responsible for monitoring the Georgia Procurement Registry for updates.

RFP Event Information	Date	Time
RFP Reissued	10.22.2026	3:30 PM EST
Questions Due	11.05.2026	3:30 PM EST
Addendum Issued if any	11.12.2026	3:30 PM EST
Proposals Due	11.23.2026	3:30 PM EST
Evaluation Deadline	12.07.2026	3:30 PM EST
Interviews or BAFO if requested	TBD	TBD
Notice of Intent to Award	TBD	TBD
Mayor Council Consideration	TBD	TBD

Times are Eastern Time, observing daylight saving time when applicable.

Compliance Document Timing

Exhibit A, when applicable, Exhibit C, Exhibit D, the Proposal Letter, Exhibit E, and proposal stage checklist items are due with the proposal. Exhibit B applies to subcontracted services within legally required timeframes and before those services begin. Vendor onboarding and insurance evidence are due from the selected firm before contract execution. These instructions control any conflicting general reference to post-award forms.

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EXHIBIT A

CONTRACTOR AFFIDAVIT

O.C.G.A. § 13-10-91(b)

Complete ONE path below: Section A if the contractor has employees or will hire employees to perform the contract; **Section B** only if the no employee exception in **O.C.G.A. § 13-10-91(b)(5)** applies.

SECTION A - CONTRACTOR AFFIDAVIT O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit for a contract subject to O.C.G.A. § 13-10-91 and attests as follows:

a) The Contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program.

b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof.

c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof.

d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of the Contract.

e) The Contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the same information required by **O.C.G.A. § 13-10-91(b)(1)(A), (B)**, and **(C). O.C.G.A. § 13-10-91(b)(1)(D)**.

f) The Contractor acknowledges and agrees that these requirements shall be incorporated into any contract(s) subject to **O.C.G.A. § 13-10-91** for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor.

g) The Contractor acknowledges its responsibility to submit copies of any affidavits required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

_____ _____

Federal Work Authorization User Identification Number Date of Authorization

_____ _____

Name of Contractor Name of Project

_____

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20_____ in _____ (city), _____

_____

Signature of Authorized Officer or Agent

_____

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20_____. Notary Signature: _____ My Commission Expires: _____	**NOTARY PUBLIC**

SECTION B - NO-EMPLOYEE ALTERNATIVE DOCUMENTATION

O.C.G.A. § 13-10-91(b)(5)

Use this section only if the contractor, subcontractor, or sub-subcontractor has no employees and does not hire or intend to hire employees to satisfy or complete any part of the original contract with the public employer. **If this exception applies, the qualifying identification documents below are provided in lieu of the affidavit in Section A.**

Summary of statutory requirements under subsection (b)(5):

In lieu of the affidavit required by subsection (b), a contractor, subcontractor, or sub-subcontractor who has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of the original contract with the public employer shall provide a copy of the state issued driver's license or state-issued identification card of the contracting party and a copy of the state-issued driver's license or identification card of each independent contractor used to perform any part of the original contract. The identification must be issued by a U.S. state that verifies lawful immigration status before issuing the license or identification card. Copies are forwarded in the same manner as the affidavits and notices otherwise required by subsection (b). If the contractor later determines that employees will be needed to complete the physical performance of services, the contractor must first comply with the affidavit requirements of subsection (b).

DOCUMENTATION TO SUBMIT

☐ Copy of the contractor's qualifying state-issued driver's license or state-issued identification card.

☐ Copy of the qualifying state-issued driver's license or identification card for each independent contractor used in performance of the contract.

☐ If employees will be hired or used later, complete and submit the Section A affidavit before using those employees to perform the contract.

CONTRACT / PROJECT INFORMATION

_____ Name of Contractor

_____ Name of Project

_____ Name of Public Employer

End of Exhibit A

EXHIBIT B

SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91

Complete for applicable subcontracted services in accordance with O.C.G.A. § 13-10-91(b)(3), before the applicable services begin. Use a separate form for each applicable subcontractor. Legal must confirm this draft form before posting.

By executing this affidavit, the undersigned subcontractor verifies compliance with O.C.G.A. § 13-10-91 and states that it is engaged in the physical performance of services under a contract with the contractor identified below on behalf of the City of Mableton for RFP 27-05 HRIS. The subcontractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or its lawful successor, in accordance with applicable law.

The subcontractor will continue program participation throughout the contract period and will contract for applicable services only with lower-tier subcontractors who provide the affidavits required by law. The subcontractor will forward notices and copies of lower-tier affidavits within the statutory time periods, including the applicable five-business-day notice requirements.

Subcontractor legal name _____

Contractor legal name _____

Federal work authorization user identification number

_____

Date of authorization _____

Name of public employer City of Mableton

_____

Project RFP 27-05 HRIS _____

Authorized officer or agent signature _____

Printed name and title _____

Date _____

SUBSCRIBED AND SWORN BEFORE ME

State of _____ County of _____

Subscribed and sworn before me on this _____ day of _____, 20____, by

_____.

Notary public signature _____

Commission expiration _____

Notary seal

Submit a signed and notarized form with the proposal.

End of Exhibit B

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EXHIBIT C

NON-COLLUSION AFFIDAVIT

I am authorized to make this affidavit on behalf of the proposer identified below. Being duly sworn, I state that this proposal for RFP 27-05 HRIS was prepared independently and without collusion, fraud, or an agreement with another proposer to fix prices, suppress competition, refrain from proposing, or submit a sham offer.

Neither I nor, to the best of my knowledge, the proposer's officers, employees, representatives, or agents have offered or agreed to provide an improper gift, rebate, commission, or thing of value to influence this procurement. Legitimate and disclosed arrangements with the proposer's identified subcontractors and partners are not represented as prohibited independent proposals.

I certify that the foregoing statements are true and correct to the best of my knowledge and understand that material false statements may result in rejection, termination, or other remedies available under applicable law.

Proposer legal name _____

Authorized signature _____

Printed name and title _____

Date _____

SUBSCRIBED AND SWORN BEFORE ME

State of _____ County of _____

Subscribed and sworn before me on this _____ day of _____, 20____, by _____.

Notary public signature _____

Commission expiration _____

Notary seal

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End of Exhibit C

EXHIBIT D

DRUG-FREE WORKPLACE CERTIFICATION

Submit with proposal. This certification establishes the proposer's workplace commitment for this solicitation. Compliance with O.C.G.A. §§ 50-24-1 through 50-24-6 is required to the extent those provisions apply to the proposer and contract.

The undersigned certifies that the proposer will provide a workplace free from unlawful manufacture, distribution, dispensation, possession, or use of controlled substances during performance of the City contract. The proposer will communicate its workplace policy to personnel assigned to the services and comply with applicable drug-free workplace obligations.

The proposer will require applicable subcontractors to maintain the same commitment and provide any written certification required by applicable law or the executed agreement. This certification does not authorize the disclosure of employee medical information or impose testing requirements beyond those lawfully applicable and agreed.

Company legal name _____

Authorized signature _____

Printed name _____

Title _____

Date _____

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End of Exhibit D

EXHIBIT E

COST SCHEDULE / FEES

Provide this schedule and an editable workbook. Enter amounts, Included with a cross-reference, or Not applicable with an explanation. Complete a separate annual column for Years 1 through 5 in the workbook. Reconcile all quantities, rates, and subtotals to the five-year base TCO.

Cost Component	Proposed Fee	Pricing Basis / Notes
One-time implementation and project management	$_____	_____
Configuration and workflow design	$_____	_____
Data conversion and reconciliation	$_____	_____
Integrations interfaces SSO and provisioning	$_____	_____
Testing including payroll parallel support	$_____	_____
Training change management and documentation	$_____	_____
Time clocks hardware and installation if proposed	$_____	_____
Go-live hypercare and project closeout	$_____	_____
Implementation-period subscriptions and other startup	$_____	_____
TOTAL ONE-TIME NOT-TO-EXCEED FEE	$_____	_____

Recurring Service	Annual Fee	Pricing Basis / Notes
Core HR employee records ESS MSS and mobile	$_____	_____
Payroll tax filing wage payment and garnishments	$_____	_____
Time attendance leave and advanced scheduling	$_____	_____
Benefits ACA and carrier connections	$_____	_____
Recruiting onboarding I-9 and talent acquisition	$_____	_____
Performance goals compensation and succession	$_____	_____
Learning management and course content	$_____	_____
Analytics dashboards and reporting	$_____	_____
Employment and income verification	$_____	_____
Support environments storage APIs and maintenance	$_____	_____

Recurring Service	Annual Fee	Pricing Basis / Notes
Required third-party products and interfaces	$_____	_____
TOTAL ANNUAL RECURRING FEE	$_____	_____

Five-Year Comparison

Cost Component	Proposed Fee	Pricing Basis / Notes
Year 1 recurring and required usage	$_____	_____
Year 2 recurring and required usage	$_____	_____
Year 3 recurring and required usage	$_____	_____
Year 4 recurring and required usage	$_____	_____
Year 5 recurring and required usage	$_____	_____
Required standard exit costs not counted above	$_____	_____
ESTIMATED FIVE-YEAR BASE TCO	$_____	_____

Transactional / Usage Fee	Unit Rate	Unit / Assumptions
Year-end W-2 1099 and correction forms	$_____	_____
Additional payroll runs and tax jurisdictions	$_____	_____
Printed checks statements and courier	$_____	_____
ACH expedited payment and funding fees	$_____	_____
Carrier connection and maintenance	$_____	_____
Employment and income verification	$_____	_____
Job boards texts courses storage and other usage	$_____	_____

Authorized Additional Services	Hourly Rate	Name / Classification
Project or account manager	$_____	_____
Functional payroll benefits consultant	$_____	_____
Integration and security consultant	$_____	_____
Conversion and reporting specialist	$_____	_____

Authorized Additional Services	Hourly Rate	Name / Classification
Training and change management specialist	$_____	_____

Optional Module / Service	Fee	Assumptions
Employee engagement and collaboration	$_____	_____
IT lifecycle management	$_____	_____
Other option	$_____	_____

Identify annual price increases, employee billing definitions, tier minimums, excluded costs, and standard data-return charges. Separately show growth pricing at 120 and 250 active employees as comparison scenarios rather than workforce forecasts. Optional services and growth pricing are excluded from the base TCO score.

Authorized Pricing Signature _____ Date _____

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End of Exhibit E

EXHIBIT F

SUBMISSION CHECKLIST

This checklist is provided for convenience and does not replace a solicitation requirement.

☐ Proposal received at the correct confirmed location before the deadline.

☐ Sealed package identifies firm, solicitation number, and project title.

☐ One USB with readable searchable unencrypted files; no paper submission.

☐ Signed Proposal Letter and Certification and all addenda acknowledged.

☐ Executive summary project understanding prime team partners and subcontractors identified.

☐ Solution narrative and complete editable requirements workbook included.

☐ Implementation conversion integrations testing training cutover and hypercare plan included.

☐ IT architecture security privacy accessibility recovery AI and subprocessor disclosures included.

☐ Support service levels escalation and account management included.

☐ At least three comparable current references included.

☐ Common scripted demonstration process acknowledged.

☐ Exhibit E and detailed Excel pricing with all fees assumptions and five-year TCO completed.

☐ Exceptions conflicts material litigation exclusions and third-party terms disclosed.

☐ Exhibit A contractor affidavit or legally supported exemption documentation included.

☐ Exhibit C notarized and Exhibit D signed.

☐ Specific confidentiality claims affidavit where required and proposed redacted copy and log supplied.

☐ Selected proposer to provide W-9 vendor registration licensing insurance and applicable subcontractor affidavits before execution or applicable service as required.

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End of Exhibit F