



Human Resource Management Software & Implementation Services

Request for Proposal

Revision 1: January 22, 2018

Recipients of this RFP, and all other materials provided within, must consider them confidential. It is required that these documents not be forwarded to any third party for any purpose, nor discussed with any employees of SIATech, Inc. or its current service providers except those noted herein, without express written permission of SIATech, Inc. When submitting confidential materials, the vendor must clearly mark the materials as such.

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1. EXECUTIVE SUMMARY

1.1. BACKGROUND

The School for Integrated Academics and Technologies (Hereinafter “SIATech, Inc.”) is a public charter high school with campuses nationwide. The program re-engages disconnected students through an innovative curriculum that integrates technology with academics and provides the opportunity to earn a high school diploma. SIATech, Inc. is a nonprofit 501(c)3 organization where all students hold promise and can succeed when given the opportunity, tools, and motivation they need.

In addition to supporting SIATech, Inc. staff, SIATech, Inc.’s Human Resources (HR) department provides full HR services to our subsidiary company, NEWCorp. These services are provided and managed from our headquarters office. NEWCorp does not staff HR personnel. However, NEWCorp does manage its own Payroll processes. SIATech, Inc. includes the subsidiary NEWCorp, whereas SIATech involves only the operations in California.

SIATech, Inc.'s Human Resources department currently relies on disparate legacy systems to record and track sensitive and confidential information. This approach results in an inability to use data effectively, to provide certain HR-related services, and other operational inefficiencies that can be ameliorated with appropriate automation. Further, SIATech, Inc. believes that this approach carries inherent risks that the organization seeks to mitigate, such as; calculations being done in Excel, transfer of paper documentation, and interface difficulties with external systems whose use is mandated by state and / or county government. SIATech, Inc.’s vision is to migrate all HR functions and data into a single, robust HRMS solution.

SIATech, Inc. intends to select and partner with a vendor or vendors to provide an integrated Human Resources Information System (HRIS) solution for SIATech, Inc. with the possibility of an included Payroll and Benefits solution. Some of these services are required and are therefore mandatory components of all Bidders’ responses. Others are optional, very desirable services that SIATech, Inc. is seeking, but they are not required in Bidders’ responses to this RFP. However, Bidders’ ability to provide these services directly or indirectly through vendor partners will be scored and will therefore factor into our evaluation of your responses. For purposes of clarity, SIATech, Inc. will score and factor into our evaluation bidders’ ability to deliver those items identified herein as “Optional / Desired Items”.

SIATech, Inc. is inviting you to participate in this Request for Proposal (RFP). The result of this RFP will be a Letter of Intent to proceed towards a written Agreement containing mutually understood and agreed upon project parameters and business conditions.

1.2. GOALS & CONTEXT

1.2.1. Goals

Our vision is to migrate all HR functions and data into a single, robust HRMS solution that will serve existing needs to deliver HR services to SIATech, Inc. and NEWCorp staff, and to provide for possible future growth or expansion as needed. SIATech, Inc. intends to select and partner with a vendor to provide a robust HRMS that will satisfy the company's HR needs, along with a project team to manage the HRMS implementation.

Through the outcomes of this RFP process, SIATech, Inc. wishes to gain benefits in a number

of key areas including:

- Operating efficiencies within HR, and outward to the employees and other SIATech, Inc. departments served by HR
- Improved HR processes and procedures
- More effective use of HR-related data
- “Single-source” for HR data, documents, and information
- Broad and unfettered, role-based access to the HR system
- Broadly enhanced HR service offerings
- Predictable and managed costs for HRMS
- Constant improvement and innovation aimed at enhancement of HR service offerings, performance improvement and cost management
- Develop and maintain a long-term partnership with a vendor or vendors who will work closely with us on an ongoing and regular basis to creatively and resourcefully seek benefits in all of these, and other areas
- Possible integration of HRMS and Payroll, given the fact that our current Payroll systems and Payroll functions are not managed within HR.

In addition to the items identified above, SIATech, Inc. prefers to build an enduring relationship with a single vendor partner who can provide all of the services we seek, or who can serve in the capacity of “prime contractor” while managing any “subcontractors” on SIATech, Inc.’s behalf. We clearly understand the possibility that some vendors may need to collaborate with other firms to deliver the full suite of services and solutions we’re seeking. Nonetheless, SIATech, Inc. prefers not to directly engage with multiple firms to manage these services and solutions. Rather, in a “multiple vendor scenario” SIATech, Inc. prefers to contract with a single vendor partner as a “prime” and will expect that this vendor partner will manage their own “subcontract” relationships with their vendor partners in a manner that is in the best interest of SIATech, Inc. and the outcomes we’re seeking, and which will allow us to contract with the “prime” vendor only.

SIATech, Inc. wishes, to the extent possible, to avoid system customizations or custom coding of any kind. In keeping with that goal, we expect that the HRMS you propose will deliver “out of the box” features and functionality that will meet or exceed the vast majority of our needs, and that all efforts aimed at refining system functionality to meet SIATech, Inc.’s needs will occur through configuration, rather than customization.

1.2.2. Context

HRMS will interface with three groups of internal and external user constituent groups. First are internal users of the system. This group includes both SIATech, Inc. employees internal to HR and other administrative employees within the departments of payroll and IT.

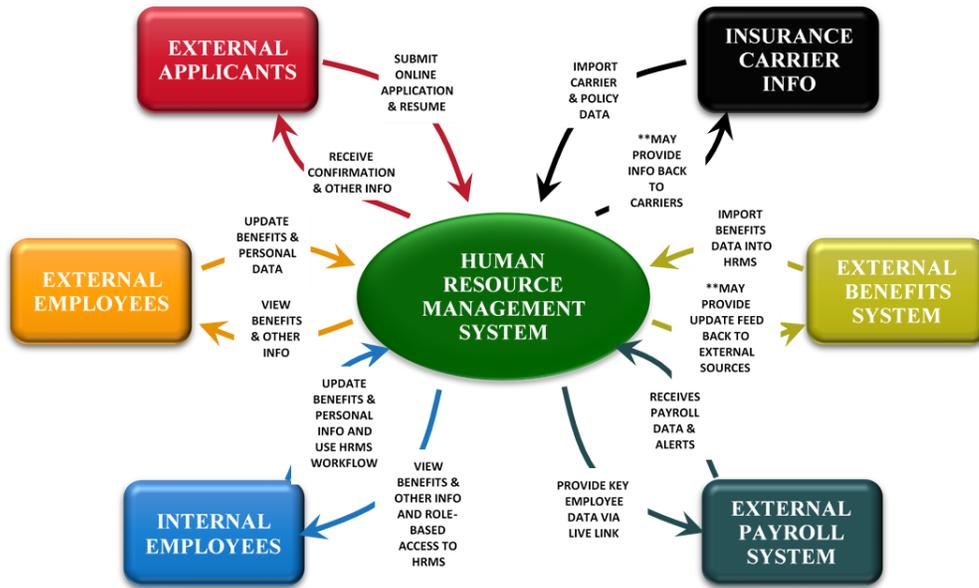


EXHIBIT 1 - HRMS Data Flow Diagram

The external user group consists of both prospective candidates and candidates who are currently employed by SIATech, Inc.'s charters. This group will require limited access to update relevant personal information. Finally, the HRMS will need to interface with a larger group of external systems to a certain extent of data exchange. This group includes state mandated systems, insurance and benefits carriers, and external payroll systems. See the figure below:

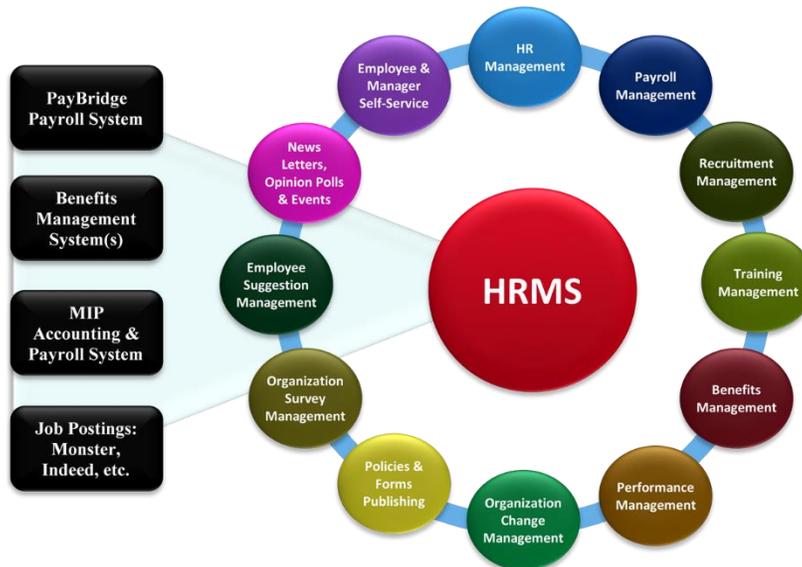


EXHIBIT 2 - HRMS Context Diagram

Neither of the diagrams presented as EXHIBIT 1 or EXHIBIT 2 are intended to be 100% complete or absolute in their depiction of the current or future HRMS environment.

2. SCHEDULE, GENERAL TERMS & DISCLAIMER

2.1. SCHEDULE

Note that all times are Pacific Standard Time.

ITEM	Date	Time / Deadline
Issue Request for Proposal (RFP)	1/18/2018	N/A
Intention to Bid Letter Due	1/24/2018	12:00 PM
Vendor Questions Due	1/26/2018	12:00 PM
Bidder's Conference	1/31/2018	9:00 AM
Proposals Due	2/28/2018	12:00 PM
Finalist(s) Presentations & Demonstrations	3/14/2018	9:00 AM
Notification of Apparently Successful Vendor(s)	3/21/2018	N/A
Contract Award	3/28/2018	5:00 PM

SIATech, Inc. reserves the right to revise the above schedule without notice and agrees to notify all Vendors who have provided us with an "Intent to Bid Letter" if we do. The final contract award will be dependent upon successful negotiations of terms and conditions, which are mutually acceptable to SIATech, Inc. and the selected vendor.

2.2. INTENTION TO BID

Vendors must notify us of their intention to bid by the date defined above. Notification must be by e-mail to:

Robert Slaughter
rslaughter@gen5consulting.com

Bidders must provide the name, address, telephone number, and e-mail address for the vendor contact who should receive any revisions or updates. SIATech, Inc. will provide revisions or updates to the RFP, or the overall RFP process ONLY to the contract you name.

Your letter of intent MUST include a statement regarding whether or not you intend to work with a sub-contract company or other vendor to deliver the required products and services to SIATech, Inc. If your response to this RFP will include a sub-contract company or vendor partner to provide products or services, you MUST identify them in your letter of intent.

Any vendor who elects not to bid is requested to destroy this RFP.

2.3. QUESTIONS

You must submit all questions regarding this RFP in writing via email to:

Robert Slaughter
rslaughter@gen5consulting.com

SIATech, Inc. will develop answers to the questions and will provide these answers at the bidder's conference. We will provide copies of questions and answers to all participants, without identifying the source of the question. Bidders are asked to provide their questions in a single email, or in as few emails as possible to assist us in tracking and processing. Questions received after the deadline will not receive a confirmation or response.

Once you have received this RFP, you must refrain from any further contact with SIATech, Inc., except as provided for herein. Failure to comply with this directive will result in disqualification.

2.4. BIDDERS' CONFERENCE

SIATech, Inc. will hold a Bidders' Conference at our offices in Oceanside, CA on the date defined in Section 2.1 above. Our goal for the Bidder's Conference is for Bidders to have an opportunity to hear all questions asked by every Bidder who intends to respond to this RFP, and to have open dialogue with SIATech, Inc. representatives. All vendors who have confirmed their intent to bid as outlined in Section 2.4 MUST attend in-person or by phone conference to participate further in the RFP process. SIATech, Inc. will not accept proposals from vendors who do not attend. SIATech, Inc. will provide for dial-in access, but only those attendees who are present in the room may ask questions on behalf of their company. Attendance is limited to three representatives from each vendor's company. Any Bidder who does not attend this conference will be automatically disqualified from further participation in this RFP process.

2.5. SUBMISSION OF PROPOSALS

Vendors are required to submit all proposal responses by the deadline outlined above. You must submit your response via email in Excel format using the included Excel Spreadsheet. Any other documents you submit must be in PDF format. You may combine multiple files into compressed folders as needed to facilitate email delivery.

Robert Slaughter
rslaughter@gen5consulting.com

2.6. ORAL PRESENTATION & DEMONSTRATIONS

As part of the evaluation process, we may require an oral presentation by the vendor or vendors, which SIATech, Inc. determines to be finalists. SIATech, Inc. will schedule these presentations during a 1-week period as defined in Section 2.1 above. We will schedule specific dates and times with each individual Bidder.

2.7. CUSTOMER REFERENCE SITE VISITS

A limited number of SIATech, Inc. representatives (no more than 6) may wish to visit one or more of your customer reference sites, as a final component of the evaluation process. Furthermore, a limited number of each Bidder's representatives may wish to visit our headquarters site as a

component of your response preparation process.

SIATech, Inc. will not be responsible for any costs incurred by you in providing for such visits, unless the client reference site is within a fifty (50) mile radius of our headquarters office in Oceanside, CA. Except as otherwise noted in the previous sentence, all travel costs for both SIATech, Inc. staff and your staff will be borne exclusively by the Bidder.

2.8. DISCLAIMER

SIATech, Inc. has issued this RFP to solicit bids from potential vendors, and the following pages give instructions that will enable your company to prepare a proposal. This RFP is not an offer to contract; only the execution of a written agreement will obligate SIATech, Inc. in accordance with the terms and conditions contained in those agreements.

SIATech, Inc. will rely on your representations, whether verbal or written, in its evaluation of your response to this RFP. SIATech, Inc.'s reliance on your represented expertise in this type of transaction is to be considered as incorporated into any, and all, formal agreements between the parties.

All costs associated with the preparation of a proposal or contract in response to this RFP will be borne solely by your company. SIATech, Inc. will not reimburse your company for any proposal preparation costs or other work performed in connection with this RFP, whether or not your company is awarded a contract.

SIATech, Inc. will evaluate your company's "confidence in its own ability to perform" based on your willingness to provide us with meaningful contractual assurances and remedies that SIATech, Inc. may exercise, in the most unlikely event of your company's non-performance.

In summation of general objectives regarding this RFP, SIATech, Inc. expresses a sincere desire to award a contract based on reliable information. In other words, respondents to this RFP will have demonstrated their abilities, in the response, to successfully execute the contract. **It is SIATech, Inc.'s intent to ensure that the apparently successful vendor will work with us to develop, negotiate, and agree upon appropriate remedies to support this point, before we award any contract.**

The Vendor is solely responsible to ensure that the RFP response is delivered at the proper time and to the specified place. SIATech, Inc. will not consider proposals that are late for any reason unless SIATech, Inc., at our sole discretion, determines that it is in our best interest to do so.

All proposals shall become the property of SIATech, Inc. Even in the event that we reject your proposal, SIATech, Inc. reserves the right to utilize any concept or ideas contained therein, without incurring any liability.

SIATech, Inc. reserves the right to accept or reject any or all response(s) to this RFP even if your response meets all of the stated requirements. In addition, SIATech, Inc. may simultaneously enter into negotiations with more than one vendor and award the transaction to any vendor in negotiations without prior notification to any other vendors currently negotiating with SIATech, Inc.

SIATech, Inc. reserves the right to amend this RFP in any manner prior to contract award. SIATech, Inc. will notify all responsive Vendors in this event.

SIATech, Inc. reserves the right to cancel the bidding at any time prior to the execution of a written contract without any liability to SIATech, Inc. if, in its sole determination, its best interest would be served by doing so.

SIATech, Inc. reserves the right to verify all information provided by your company via direct contact with your clients and prior personnel, and you must agree to provide and release necessary authorizations for SIATech, Inc. to verify any of the previous engagements. Misstatements of experience and scope of prior engagements may lead to disqualification.

SIATech, Inc., at its sole discretion, may decide to take no procurement action as a result of this RFP and the responses it may receive, and reserves the right to re-bid all or part of the requirements.

SIATech, Inc. is not committed to any course of action based simply on the fact that we have issued this RFP and/or our receipt of a proposal from you or other companies in response to it. In particular, SIATech, Inc. may:

- Reject any proposal not conforming to instructions and specifications
- Accept or reject any or all response(s) to this RFP even if all of the stated requirements are met
- Not accept proposals after the stated submission deadline
- Not necessarily accept the lowest priced proposal
- Amend this RFP in any manner prior to contract award and agrees to notify all responsive Vendors in this event
- Negotiate with one or more companies simultaneously and award the transaction to any Vendor in negotiations without prior notification to any other vendor currently negotiating with SIATech, Inc.
- Award only a portion of the contract
- Make no award of a contract
- Award a contract in connection with this RFP at any time

SIATech, Inc. is releasing this RFP for the sole purpose of soliciting responses, and you must therefore treat this document in its entirety as confidential. Use, reproduction, or disclosure of the requirements, specifications, or other material in this RFP is strictly prohibited. Vendors are required to submit potential third-party sub-bidders for approval before any potential award by SIATech, Inc. The content of your submission will be held in confidence and will not be divulged to other Vendors.

All information received by Vendor in connection with this RFP is the confidential information of SIATech, Inc. Vendor may not use, disclose, or duplicate this RFP for any purpose other than preparing a response as requested in this document without obtaining SIATech, Inc.'s prior written consent. Vendors shall keep SIATech, Inc. data confidential and prevent its disclosure to any other party. Further, Vendor shall restrict the disclosure of this RFP and SIATech, Inc.'s data to those of Vendor's employees who have a need to know. Unless Vendor has SIATech, Inc.'s prior written permission, it will not:

- Associate Vendor's products or services with SIATech, Inc. or SIATech, Inc.'s operations,
- Represent to anyone that SIATech, Inc. has employed or endorsed Vendor's products or services.

The content of your proposal will be held in confidence. However, for purposes of the evaluation process, SIATech, Inc. reserves the right to distribute hard or soft copies of your proposal within our company.

SIATech, Inc., at its option, may incorporate any or all parts of your company's proposal in any agreement that will be reinforced with reasonable remedies.

3. PROPOSAL PREPARATION & EVALUATION CRITERIA

This section provides information regarding the creation of your proposal. All proposals must adhere to the specific instructions that follow so that SIATech, Inc. may effectively evaluate all submitted proposals. SIATech, Inc. reserves the right to reject any proposal(s) that fail to comply with the format requirements.

SIATech, Inc. will not accept proposals offered in response to this RFP after the due date except as noted elsewhere herein.

SIATech, Inc. prefers to contract with a single vendor for all services requested herein. However, we are open to working with up to two vendors if SIATech, Inc. believes both parties can work collaboratively to achieve the intended outcomes of this RFP.

If SIATech, Inc. awards a contract to your company, you agree to accept financial responsibility for any, and all additional items or resources that you did not identify appropriately in your response, but which may subsequently be required to successfully complete the commitments defined within your response to this RFP.

3.1. PLEASE ADDRESS ALL REQUIREMENTS SET FORTH IN THIS RFP

Please feel free to add paragraph headings, numbers, and content in areas where you are proposing advantages to us not specifically requested in this RFP. If your company is unable to fulfill specific requirements as identified herein, or if you otherwise believe that SIATech, Inc. has not fully defined specific services necessary to achieve the outcomes identified herein, you may note these along with your comments / solutions in the Exceptions & Comments Section of your response.

SIATech, Inc. considers the contents of this RFP to be sufficient information for your company to provide a clear, concise, accurate, and complete proposal that will satisfy our stated requirements. If your company does not feel this RFP provides the appropriate level of information to accomplish this, you may submit questions within the schedule provided to gain the additional information needed.

Please respond to every question and requirement set forth in the RFP response worksheet. The submission of the completed excel document is required. As such, you should be advised that incomplete response worksheets will be disqualified.

3.2. AUTHORIZED SIGNED STATEMENT

Your company's proposal must include a duly authorized signed statement that indicates your company representatives understand the requirements of the RFP and that your company representatives agree to be bound by the terms, conditions, and pricing of your proposal. Submit this statement at the time you submit your response to this RFP. The statements must be in PDF format and it must contain the signature of the duly authorized representative.

3.3. PROPOSALS & EQUAL OR BETTER PRICING MUST REMAIN IN EFFECT

SIATech, Inc. requires that all commitments in your company's proposal remain in effect through completion of any subsequent contract. SIATech, Inc. further requires that all bidders guarantee access to pricing that is equal to, or lower than that which you provide in your responses through contract execution and throughout the life of the contract. It is the intent of this subsection that SIATech, Inc. will not experience any pricing surprises, and that you, the bidder, will guarantee us that you will honor the prices you propose or that, over the life of the contract, you may actually offer pricing reduction below that which you propose herein as a result of cost-down efforts.

3.4. CONFLICT OF INTEREST

Your company's proposal must indicate any potential conflict of interest and plans for avoiding such conflicts.

3.5. IDENTIFY MATERIAL LITIGATIONS

Your company's proposal must provide a description of any material litigations in which it is currently involved and whether such litigation could potentially affect your ability to successfully execute the requirement stated herein, or to deliver against any contract into which we may enter.

3.6. REQUIRED PROPOSAL OUTLINE

The following table details the required proposal outline and specifies the content of each section:

Section Number	Section Title	Section Content
1	Vendor Information	Response to Section 6 of RFP
2	Overview of Proposed Solutions / Services	Response to Section 7 of RFP
3	HRMS User Requirements	Response to Section 8 of RFP
4	Functional Requirements	Response to Section 9 of RFP
5	Interface and Capacity Requirements	Response to Section 10 of RFP
6	Security and Privacy	Response to Section 11 of RFP
7	Optional or Desired Services or Solutions	Response to Section 12 of RFP
8	Account Management	Response to Section 13 of RFP
9	Customer Support	Response to Section 14 of RFP
10	Ongoing Optimization and Innovation	Response to Section 15 of RFP

Section Number	Section Title	Section Content
11	Implementation Project	Response to Section 16 of RFP
12	Pricing Information	Response to Section 17 of RFP

3.7. EVALUATION CRITERIA

SIATech, Inc. will determine its vendor selection on the overall quality of the bids received based on cost / value and several other criteria as outlined below and elsewhere in this document. SIATech, Inc. reserves the right to negotiate costs further with the selected Vendor(s). However, SIATech, Inc. cautions bidders to submit the most competitive bid possible.

Please note that any bidder’s proposal which fails to include the specific question or section from this RFP as part of each response may be disqualified. Respondents are asked to cut-and-paste the section / question to which you are responding directly into your response document.

SIATech, Inc. will evaluate the RFP responses using the following criteria when considering our future provider of the services and solutions outlined herein. These criteria are listed in descending order of importance.

CRITERIA	MAX POINTS
Cost-effectiveness and value of design and overall solution set	35
Overall thoroughness & quality of vendor’s response to our requirements	35
Implementation project approach and response to our requirements	20
Customer support and post-go-live support approach	10
MAXIMUM TOTAL POINTS POSSIBLE	100

3.8. VENDOR EXCEPTION & COMMENTS TO THIS RFP

List all exceptions that your company takes to this RFP, along with any comments, in this section of your response. Clearly articulate your exceptions and comments, and cross-reference that exception with the section and item number in the RFP. Also note any components of your offering here which are not specifically addressed by our requirements elsewhere.

Please indicate the appropriate individual in your company that will have responsibility for working with SIATech, Inc. on all exceptions and comments.

4. SIATECH, INC. OPERATIONS

4.1. HEADQUARTERS LOCATION

SIATech, Inc.'s headquarters operations and corporate datacenter are located at:

**2611 Temple Heights Drive, Ste. A
Oceanside, CA 92056**

Total staff count working from this location is approximately seventy.

4.2. SIATECH, INC. HUMAN RESOURCES (HR) DEPARTMENT

SIATech, Inc.'s HR department is staffed by 5 dedicated employees. Further detail on employee and role counts beyond HR can be found in **Appendix B**. See the HR organization chart below labeled as Exhibit 3:

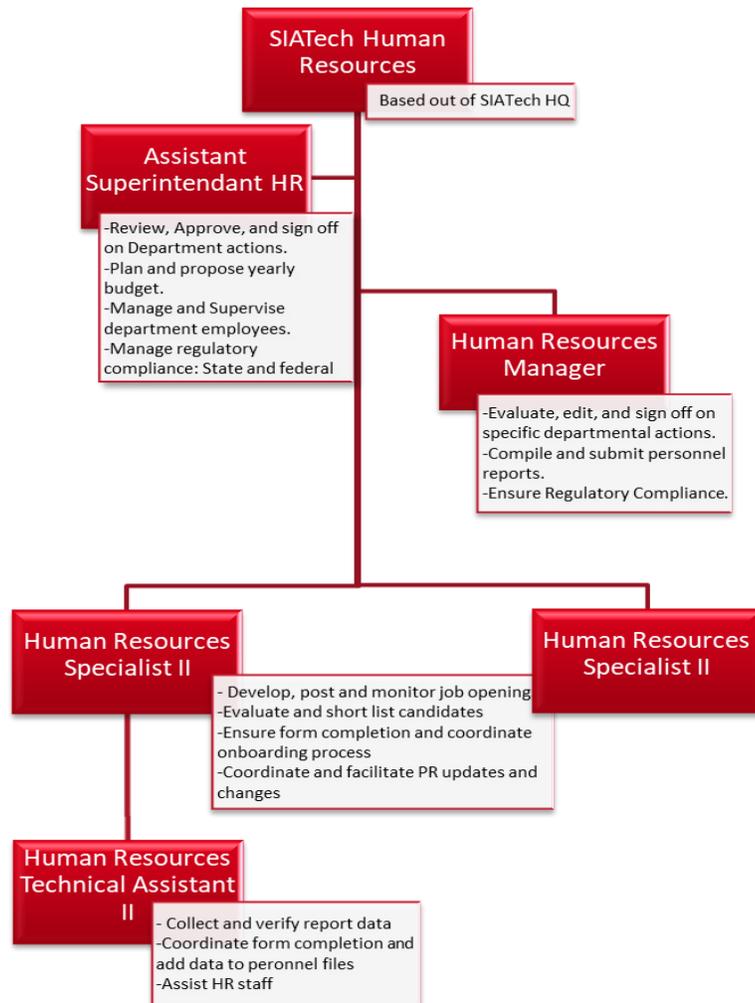


EXHIBIT 3 – HR Organizational Chart

5. SIATECH, INC. CURRENT SOLUTIONS

SIATech, Inc.'s Human Resources department currently relies on disparate legacy systems to record and track sensitive and confidential information. This includes, but is not limited to, calculations being done in Excel, transfer of paper documentation, and interface difficulties with external systems whose use is mandated by state and / or county government. SIATech, Inc.'s vision is to migrate all HR functions and data into a single, robust HRMS solution. The subsections below provide a high-level overview of the solutions we currently use. An extended BPMN map of the HR and payroll systems can be found in **Appendix A**.

5.1. CURRENT HR PROCESS

HR is currently working with a conglomerate of tools to accomplish daily tasks. These include paper employee files and forms, Excel spread sheets, a digital calendar, and an in-home built database that has reached its limit. HR collaborates with different payroll and benefits systems, often through excel spreadsheets, which results in multiple entries of similar data and significant risk of error.

SIATech, Inc. uses a variety of tools for the various services outlined below, in addition to other solutions not specifically called out herein. Due to the varied systems and lack thereof, a significant amount of interdepartmental communication is done by hand with printed reports and phone calls. In addition, much of SIATech, Inc.'s reporting is done through Excel and hand calculated.

- **Reporting:**
 - Printed Forms and Reports- Physical personnel files
 - Excel
 - State reporting forms which are hand researched
- **Applications and Recruitment:**
 - E-mail and phone communications with candidates
 - Physical signatures are required on documentation (To be revised with new HRMS)
 - Significant personal follow up is required via phone calls
 - Manual job posting according to state regulations determined by position requested
- **Secure File Sharing:**
 - Google
 - Dropbox

In addition to the above, SIATech, Inc. HR utilizes a digital calendar to collaborate with both employees and payroll regarding scheduling and Non-Work Day (NWD) calculation. This is currently based off of each charter's viable work days within a school year. According to their contract, employees are able to select a specific number of NWD's for the year. These calendars are compared and reconciled monthly by HR to ensure proper pay and to verify work days with days worked. The Current format is cumbersome and difficult to manage, a more simplified and elegant solution is required. Some examples of said calendars can be found in **Appendix C**.

5.2. CURRENT BENEFITS SOLUTION

Each charter and state have unique benefits offerings. Currently much of California and Florida benefits are managed through Plan Source which is a web based brokerage system that has a direct interface link with the predominate insurance carriers. SIATech, Inc. is willing to consider incorporating an alternate Ben-admin system if the HRIS selected can either incorporate the necessary tasks or offer an interface solution. Retirement is handled through State required

systems. It is unclear whether any amount of interfacing with these systems will be possible.

5.3. CURRENT PAYROLL SYSTEMS

SIATech, Inc. currently utilizes two separate payroll systems according to their regional campuses. NEWCorp and Florida Charter's payroll is handled by MIP. This particular system handles the varied funding sources for the charters quite well and will need to be interfaced with in order to ensure continuity throughout SIATech, Inc.'s regional departments. In California SIATech uses PayBridge to manage payroll. SIATech is willing to adjust the PayBridge solution if a better option can be integrated into the chosen HRIS. Payroll is calculated according to salary schedules. These are determined by position, experience, educational credits, and certifications or licensures. An example of a salary schedule is available upon request.

6. VENDOR INFORMATION

Please reference SIATech, Inc. HRMS RFP Vendor Response Worksheet.

7. OVERVIEW OF PROPOSED SOLUTIONS / SERVICES

Please reference SIATech, Inc. HRMS RFP Vendor Response Worksheet.

8. HRMS USER REQUIREMENTS

Please reference SIATech, Inc. HRMS RFP Vendor Response Worksheet.

9. FUNCTIONAL REQUIREMENTS

Please Reference SIATech, Inc. HRMS RFP Vendor Response Worksheet.

10. INTERFACE AND CAPACITY REQUIREMENTS

Please reference SIATech, Inc. HRMS RFP Vendor Response Worksheet.

11. SECURITY AND PRIVACY

Please reference SIATech, Inc. HRMS RFP Vendor Response Worksheet.

12. OPTIONAL / DESIRED SERVICES OR SOLUTIONS

Please reference SIATech, Inc. HRMS RFP Vendor Response Worksheet.

13. ACCOUNT MANAGEMENT

Please reference SIATech, Inc. HRMS RFP Vendor Response Worksheet.

14. CUSTOMER SUPPORT

Please reference SIATech, Inc. HRMS RFP Vendor Response Worksheet.

15. ONGOING OPTIMIZATION AND INNOVATION

Please reference SIATech, Inc. HRMS RFP Vendor Response Worksheet.

16. IMPLEMENTATION PROJECT

Please reference SIATech, Inc. HRMS RFP Vendor Response Worksheet.

17. PRICING INFORMATION

Please reference SIATech, Inc. HRMS RFP Vendor Response Worksheet.

APPENDIX A - CURRENT BUSINESS PROCESS

The attachments below depict SIATech, Inc.'s current HR and payroll business processes. We have provided this in Adobe PDF format for your convenience. Simply click on the appropriate attachment to view it.

HR processes	
 New Employee Hiring.pdf	 Employee Evaluations.pdf
HR process for new employees	HR process for evaluating employees
 Employee Reprimand.pdf	 Employee Seperation.pdf
HR process for employee correction	HR process for employee separation

Payroll processes	
 California Payroll.pdf	 NEWCORP Payroll.pdf
Payroll for SIATech California	Payroll for NEWCORP division of SIATech, Inc.

APPENDIX B - CURRENT EMPLOYEE COUNT / ROLES

Following is a table depicting the best estimates for user counts according to security role. These numbers are subject to change at SIATech, Inc.'s sole discretion.

Department	Number of users	Title	Security Role
Human Resources	1	Assistant Superintendent Human Resources	Administrator
	1	Human Resources Manager	Administrator
	2	Human Resources Specialist II	Base HR User
	1	Human Resources Technical Assistant	Base HR User
Payroll California	1	Finance Manager	Payroll Admin, HRMS restricted access
	1	Finance and Payroll Specialist	Payroll Base user, HRMS restricted access
Payroll NEWCorp	1	NEWCorp CFO	Payroll Admin, HRMS restricted access
	1	Finance Specialist	Payroll Base user, HRMS restricted access
Payroll Arkansas	1	Accountant	Payroll Base user, HRMS restricted access
IT	1	Chief Technology Officer	Administrator "Super User"
Business Services	1	Assistant Superintendent Business Services	Administrator
SIATech, Inc. Employee	250	SIATech, Inc. Employees	Employee Self Service (ESS) Users

APPENDIX C - CURRENT CALENDAR AND NWD EXAMPLE

Calendar Examples	
Central Office Blank Calendar	 2017-18 Central Office Calendar Temp
Long Beach Calendar	 2017-18 Long Beach Calendar Template.pc
North County Costal Calendar	 2017-18 North County Coastal Calenc
Late Start Calculator	 Late Start Calculator.docx