MATCH-E-BE-NASH-SHE-WISH BAND OF POTTAWATOMI INDIANS

Request for Proposal Human Resources Information System Providers

Request for Proposal
(RFP)

SECTION I

Introduction

The Match-E-Be-Nash-She-Wish Band of Pottawatomi, aka, the Gun Lake Tribe (The Tribe), a federally recognized Indian Tribe, is seeking proposals from qualified vendors for the implementation of a comprehensive Human Resources Information System (HRIS) that will streamline and enhance the HR functions of our tribe.

Background

As a Federally recognized Indian Tribe, the Gun Lake Tribe is a sovereign Tribe, with operations on Tribal trust lands based in Shelbyville and Wayland, Michigan. The Gun Lake Tribe and the Tribal Council work diligently toward improving the lives of its employees, their families and its Tribal Citizens.

Currently there are approximately 1400 employees on the gaming side and approximately 210 employees on the government side that will need to be supported by the new HRIS.

ADP Workforce Now is the current incumbent at the organization with two instances running – one supporting the governmental operation and one supporting gaming, hospitality, food and beverage operations.

Project Overview

The objective of the new HRIS is to implement a single system that runs all operations focused on an effort to centralize shared service operations within HR, Finance and IT. This intent is to implement a full lifecycle HR information system that covers the capabilities listed below that are fit for purpose for the current operations but also able to expand should the Tribe build out into additional revenue sources and Tribal Citizen services. The selected vendor should offer innovative approaches with a proven track record of success. During the evaluation process, the Tribe reserves the right to request additional information and/or clarification.

SECTION II

PROJECT FORMAT COMPLIANCE

To ensure proposals are complete, consistent, and comparable, vendors must follow the format outlined below. Failure to comply with this format may result in disqualification. Supporting documentation, including resumes, case studies, and references, should be included in an appendix as instructed.

Proposal Checklist (Summary of Required Sections)

The following checklist is provided to assist vendors in preparing a complete and responsive proposal.

Required Section	Description	Page Limit / Format
Part 1 – Executive Summary	High-level overview of your company and HRIS solution	Up to 3 pages
Part 2 – Team & Qualifications	Key team members, resumes, relevant experience	Up to 5 pages total (limit resumes to 1 page each)
Part 3 – Work Plan	Implementation methodology, deliverables	Up to 8–10 pages (include diagrams, workflow charts, or tables as needed)
Part 4 – Cost Proposal	Detailed cost breakdown, pricing schedule	No strict limit, but recommend 5 pages max plus attached spreadsheets for detail
Part 5 – Schedule & Timeline	Milestones, Gantt chart	2–4 pages, include visual timeline or Gantt chart
Part 6 – References	3 client references	Up to 3 pages (1 page per reference)
Part 7 – Pre-Qualification	Legal, insurance, and certifications	As required (Insurance & certification info located in Appendix)

Part I – Cover Letter / Executive Summary (maximum 3 pages)

Provide a concise summary suitable for Tribal leadership review. Please include:

1. Company name, headquarters location, and primary contact (name, title, phone, email).
2. Key HRIS team members who will support implementation.
3. Identification of subcontractors (if applicable).
4. Summary of company qualifications, HRIS experience, and key advantages.
5. Prior experience working with Tribal governments, if applicable.

Part II – Vendor and Team Qualifications

Provide details on the experience and expertise of the proposed team:

1. Organizational chart and roles for all personnel assigned to the project.
2. Brief resumes highlighting HRIS implementation experience, certifications, and years of service.
3. Examples of 3–5 similar HRIS projects (scope, budget, client type, and key staff).
4. Staffing adequacy and resources available for this project.
5. Any subcontractor information and qualifications.

Part III – Understanding of Scope and Work Plan

Demonstrate understanding of the Tribe's project goals and challenges. Provide:

1. A detailed methodology and work plan including phases, milestones, and deliverables.
2. Approach to data migration, configuration, testing, training, and go-live.
3. Explanation of how your HRIS solution addresses the specific functional requirements included in this RFP.
4. Identification of any anticipated risks and mitigation strategies.

Part IV – Cost Proposal

Provide a lump sum fixed fee for the entire project, broken down by phase or task. Include:

1. Cost by task and associated personnel hours.
2. Hourly fee schedule for all project team members and subcontractors.
3. Cost of software licenses, implementation, training, ongoing support, and maintenance.
4. A statement confirming the ability to complete the project within the proposed budget and timeframe.

Part V – Delivery Schedule and Timeline

Provide a proposed implementation timeline including milestones, deliverables, and decision points. Include:

1. A Gantt chart or schematic timeline.
2. Assume project start within two (2) weeks of contract execution.
3. Identify any required Tribal participation or approvals at key stages.

Part VI – References

Provide contact information for at least three (3) clients for whom your team has implemented a similar HRIS system. Include:

1. Client name, location, and contact person (name, title, email, phone).
2. Project budget, duration, and go-live date.

Part VII – Pre-Qualification and Required Documentation

Provide:

1. Disclosure of any legal proceedings within the past five (5) years.
2. Evidence of required insurance coverage meeting the minimum limits specified in this RFP. The vendor will be required to complete and submit a certificate of insurance along with the required endorsements upon award of the project and prior to commencement of services.
   See Appendix C for Insurance requirements
3. Certification of compliance with all confidentiality and data protection requirements. See Appendix B for the following:
   - SOC 2 and HIPAA compliance certifications
   - Confidentiality: Non-Disclosure Agreement (NDA**)**
4. (If applicable) Documentation supporting Indian Preference eligibility.

Additional Requirements

1. All information must be accurate and verifiable.
2. Proprietary or confidential material should be clearly marked.
3. The Tribe reserves the right to verify all information and request clarifications.
4. Failure to follow this format or provide complete information may result in disqualification.

SECTION III

Terms, Conditions and Evaluation Criteria

A non-disclosure agreement will be required for the selected vendor and any subcontractors. Such agreement must cover all principals, key staff and all support staff who may encounter documents, reports, graphics or other components related to this project.

Proposals will be accepted from non-Indian as well as Indian-owned enterprises or organizations. The Gun Lake Tribe will provide preference to all qualified Indians and Indian-owned enterprises or organizations in accordance with applicable law.

Any bidder seeking Indian Preference in this award must provide evidence that it is not less than 51 percent Indian owned and controlled. If you are seeking Indian preference, please contact the Chairperson of the Indian Preference Committee, Amanda Sprague at (269) 397-1630 to receive a prequalification packet.

The Gun Lake Tribe reserves the right, in its own discretion, to accept or reject any and all responses, to waive any irregularity and/or informality in any response and to request and receive additional information from any vendor when such acceptance, rejection, waiver or request is determined to be in the best interest of the Tribe.

The Gun Lake Tribe will enter into a contract with the vendor that best preserves the goals and interests of the Tribe.

The Gun Lake Tribe reserves the right, despite the application of Indian Preference as noted above, to select the vendor with the proposal that the Tribe believes, in its sole and absolute discretion, provides the greater benefit in light of the estimated cost.

The Gun Lake Tribe reserves the right to decline to select a vendor for the project.

The contract will not create an employment relationship. The Contractor performing work under the contract will not be an employee of the Tribe.

The retention and approval of any subcontractor shall not diminish or reduce the vendor's obligations and duties under the contract and shall not create any obligations on the part of the Tribe to the subcontractor.

Any documents resulting from the contract will be the property of the Tribe, except for information identified by the vendor as being proprietary, which we would treat as confidential.

Documentation

Failure to provide sufficient information for the evaluation criteria will result in the loss of points or being deemed unresponsive. The Tribe reserves the right to verify the validity of all information provided.

Evaluation Process

Award of the contract resulting from this RFP will be based upon the most responsive and responsible firm whose offer will be the most advantageous to the Gun Lake Tribe in terms of cost, functionality, and other factors.

Evaluation Category	Description	Weight
Functional Fit	Ability of the HRIS to meet the Tribe's requirements (payroll, benefits, recruiting, time, compliance, etc.). Includes product flexibility, ease of use, and integration capability.	**25%**
Implementation Approach & Work Plan	Clarity, methodology, and feasibility of proposed implementation. Includes timeline, milestones, deliverables, and risk management.	**15%**
Experience & Qualifications	Vendor and team experience implementing HRIS for organizations of similar size/complexity, ideally with Tribes or public sector clients.	**15%**
Cost Proposal	Completeness, transparency, and overall value. Includes software license, implementation, training, support, and maintenance costs.	**20%**
Support, Maintenance, & Training	Quality and accessibility of post-implementation support, training resources, and ongoing partnership commitment.	**10%**
Data Security & Compliance	Vendor's ability to meet confidentiality, cybersecurity, and data protection requirements (SOC 2, ISO 27001, HIPAA, etc.).	**10%**
Native American Preference	Preference points for qualified Indian-owned enterprises or organizations, as required by Tribal policy.	**5%**

Time and Submission Process

Written questions regarding this Request for Proposal should be directed via email to the following individual by **December 3, 2025,** at 12:00pm EST

Endea Smith
Chief Human Resource Officer
endea.smith@glt-nsn.gov
269-397-1780

The Tribe reserves the right to respond to a vendor's questions individually or collectively.

Proposals must be submitted via email to Endea Smith no later than 3:00 PM EST on **January 7, 2026**. The electronic proposal copy shall be submitted via email, subject line "2025 RFP HRIS Proposal." Late proposals will not be considered and will be returned to the bidder as non-responsive. The Tribe will not reimburse firms for any expense incurred in preparing and submitting proposals in response to the RFP.

Activity	Scheduled Completion Date
RFP distribution	November 14, 2025
Written questions from vendors due by	December 03, 2025
RFP due electronically	January 07, 2026
Evaluation of vendor responses	January 08, 2025 - January 22, 2026
Vendor finalist and vendor schedule notification	January 27, 2026
Vendor presentations	February 10, 2026 – February 20, 2026
Vendor of choice announcement	February 27, 2026
Contract negotiations	March 2026
Live date	September 30, 2026

The Gun Lake Tribe reserves the right to extend the submission deadline or any other deadline or date indicated in the RFP in the event that an extension would be in the best interest of Gun Lake Tribe.

Addenda Interpretations

If it becomes necessary to revise any part of this RFP, the addenda will be uploaded to the Tribe's website. The Tribe is not bound by any oral representations, clarifications, or changes concerning the RFP by its staff or others, unless such clarifications or change is provided in a written addendum from the Tribe and uploaded on the Tribe's website.

Confidentiality

This document contains confidential and proprietary information intended solely for the use of the individual or entity to which it is sent. Reproduction by photographic, electronic, or other means is permitted only for the sole purpose of preparing a response. If a response is not appropriate, or if the vendor is notified that he/she is not going to be given further consideration in this process, the vendor must properly destroy the original document and all copies (including any electronic copies) in the vendor's possession.

Disclosure

The vendor shall not disclose any information concerning this RFP or the contents contained therein to anyone, other than the vendor's employees, officers, and sub-contractors directly involved in preparing the vendor's response to this RFP document for the benefit of Gun Lake Tribe. Any disclosure of this document or any of its contents to any sub-contractor requires the same or substantially similar obligations of confidentiality to the vendor's organization.

Proposal Cost

This RFP is not a commitment by Gun Lake Tribe to fund any development, to lease or purchase any equipment, products, services, or any other materials from the vendor. Gun Lake Tribe will not be liable for any direct or indirect costs that the vendor may incur in the preparation or production of a response to this RFP, or for any subsequent sales, due diligence, or negotiation costs.

Gun Lake Tribe reserves the right to reject any or all proposals for any reason.

Appendices

A. Glossary of Terms
B. Certifications and Non-Disclosure
C. Insurance Requirements

SECTION IV

PROJECT SCOPE OF WORK

Gun Lake Tribe seeks to replace the current human capital management solution (HCM). The new HCM will be used to manage information for 1,600 employees. Please refer to the following information when submitting activation and solution cost analysis.

Number of Employer Identification Numbers	2
Number of Domestic Employees	GLCR: 1400 GLT: 210
Number of W2s Issued	GLCR: 1664 GLT: 237
Number of 1099s Issued	GLCR: 817 GLT: 719
Payroll Processing Frequency	Bi-Weekly
Number of Locations	2

HR/payroll information is currently managed using ADP Workforce Now

Current solutions in use at Gun Lake Tribe include:

- Benefits — UNUM, Ameriflex, Legal Shield, Aflac, Teladoc, ADP (401K), Wellness Program Portal
- Time & Attendance — Enhanced Time and Attendance
- Financials — ADP Workforce Now
- Recruiting — ADP Workforce Now
- Onboarding — ADP Workforce Now
- Performance — Quantum
- Engagement—Recognation
- Compensation Management— ADP Workforce Now
- Reporting — ADP Workforce Now
- Self-Service — ADP Workforce Now
- Third-Party Administrators —HUB, ASR, Pulpstream

The selected vendor must also be able to accommodate the following functions:

HR Functions

Benefit Administration
Time and Attendance
Payroll & Compensation Management
Recruiting & Onboarding & Exiting
Performance Management
Employee Engagement
Training and Development
Succession Planning
Mobile device accessible for employees
Scheduling
Risk Management Administration

IT Functions

Single Sign-on

Finance Functions

General Ledger Interfacing

SECTION V

VENDOR PROFILE

COMPANY OVERVIEW

1. Your company name and address:
2. Your Year founded:
3. Number of employees in your company:
4. Are you a public or private company?
5. Provide a brief history of your company:
6. What is your primary business focus?
7. Describe your target market:
8. For how many years has the system you are offering been released?
9. Explain your company culture:
10. How many HRIS/payroll clients do you have?

FINANCIAL

1. What percentage of your organization's revenue do you invest in Research and Development (R&D)?
2. Are there any outstanding lawsuits against your company? If so, please explain what impact an unfavorable outcome would have on the company.

TECHNOLOGY/ARCHITECTURE

1. Provide an overview of your system architecture.
2. What is your organization's strategy to stay current with modern technology?
3. How does your solution handle spikes in usage and how many concurrent users can your product support?
4. How does your organization provide a highly available environment?
5. What audit capabilities and/or ability to track changes are available in your application?
6. What are the desktop and hardware requirements to run the proposed application?
7. Is your solution offered in a licensed, SaaS model or both?
8. What technical resources and responsibilities are required by your customers to maintain the solution?
9. What capabilities are available to personalize and tailor the solution to meet our individual business needs?

SECURITY / COMPLIANCE

1. Describe your security architecture and your commitment to the security and privacy of our data.
2. What compliance audits and certifications do your company hold? (ISO, SOC, GDPR, etc.)
3. Will our data be encrypted?
4. Describe how application security is managed within your solution.
5. What security tools and systems are in place to protect our data confidentiality, availability, and integrity?
6. Does the proposed solution support single sign on?

INTEGRATIONS

1. Describe your solution's integration capabilities.
2. How does your system automate integrations with third party vendors such as benefit providers and EDI integrations?
3. Does your solution provide API's? If so, are there any usage costs or rate limits associated with them?

4. What skill level is required to import data and/or perform mass updates?
5. What plug-and-play connectors are available to use with third-party solutions?
6. How can users easily export data out of the system?

BUSINESS CONTINUITY

1. Describe your Business Continuity Plan including Disaster Recovery procedures.
2. What are your backup and recovery procedures?
3. What is your application Recovery Time Objective (RTO)?
4. What is your application Recovery Point Objective (RPO)?
5. What is your application Service Level Objective/Service Level Agreement?

PRODUCT DEPLOYMENT

1. Do you offer your products as licenses, in a hosted environment, or both?
2. If you host the application, what types of technical resources are required?
3. If data centers are physically secure, explain the method / technology used.
4. Does your hosting solution include a guaranteed level of system performance, such as sub-second response time?

PRODUCT OVERVIEW

1. Provide a brief overview of your product offering.
2. How do you differentiate yourself from your competition?
3. Who are your product partners?
4. How do you stay current with changes in human resources?
5. What enhancements are planned for your product over the next three years?
6. Please specify the name and version of the HRIS/payroll system considered in this RFP.

PLEASE INCLUDE THESE PAGES IN YOUR PROPOSAL RESPONSE

PRODUCT FUNCTIONALITY

Please use the following matrix as a key for responding to the functionality tables in the RFP.

Response Code	Description
Y - Existing	Feature is delivered as standard functionality in the proposed version of the software and can be demonstrated by the vendor.
F - Future *	Feature is not currently included but will be available in a future release. Please indicate time frame (e.g., 12 months).
C - Customer Customization *	Not included. Tools are provided for customization at no additional cost.
V - Vendor Customization *	Not included. Vendor provides customization at an additional cost.
T - Third Party *	Feature is provided by a third-party partnering arrangement. Indicate any preferred partner agreements.
N - Not Available	Requirements cannot be met.

ENTERPRISE STRUCTURE

1. How does your human capital management solution support multiple lines of business?
2. Describe employee transfers between and/or within lines of business?
3. Describe how a cost center (job number, activity number, etc.) is added and deleted in your system.

Requirement	Code	Comments
Supports multiple companies/lines of business in one database		
Provides capability to view all employees simultaneously regardless of EIN association or separately by company or division		
Reports on all EINs without having to consolidate data		
Reports on actuals from check history		
Provides for client-defined organizational levels		
Provides Web portal communication to all people in the organization		
Provides Web portal communication to a specific company		
Provides for the posting of company specifics, such as policies and forms, in the Web portal		

Provides employee searches by:		
• Employee Number		
• Last Name & First Name		
• Social Security Number		
• Organizational Level		
• Company		
• Location		
• Status		
• Job		
• Job Group/Discipline		
• Pay Group		
• Department Manager		
• Immediate supervisor/manager		

RECRUITING AND APPLICANT MANAGEMENT

1. Provide a brief description of your recruiting and applicant management system.
2. Describe your candidate pre-screening or qualification process.
3. What job boards are supported by your product? Describe how jobs are posted to Internet job.
4. Does your system allow for an automatic e-mail response to applicants and candidates? If so, please describe the communication types included in the application. Can we customize the responses?
5. How is an applicant transitioned to an employee in your system?
6. How does an applicant apply for a job online?

Requirement	Code	Comments
Has a requisition library of job templates that can be utilized when creating requisitions.		
Allows templates to be customized based on job.		
Integrates seamlessly with standard e-mail systems for applicant/candidate activity for hiring managers and recruiters.		
Allows administrators to schedule interviews, notify interviewers of times, locations, and topics to cover.		

Distinguishes applicant/candidate status for internal or external candidates.		
Employees' applications and résumés to a specific requisition without having to change screens/databases.		
Has history that consists of one candidate record with all the associated recruiting activity regardless of the number of requisitions.		
Searches résumé (CV, application, etc.) by keyword		
Create multiple candidate pools to organize applicants by job, experience, qualifications, etc.		
Allows applicants/candidates to modify or replace their existing résumé.		
Hiring managers and recruiters can track applicant/candidate status		
Hiring managers and recruiters can communicate with applicants/candidates via e-mail		
Can create templates for email communications.		
Hiring managers and recruiters can view and print applicant/candidates job history, qualifications, and résumé.		
Searches applicants/candidates based on a variety of criteria (e.g., location, skills, prior employers, zip code).		
Has embedded workflow for approvals based on company-defined process including requisition approval, offer approval, and new hire approval.		
Allows users to attach documents to an applicant/candidate record.		
Allows administrators to establish access levels in the system by role (i.e., administrator, recruiter, hiring manager).		
Increments requisition numbers automatically.		
Allows users to enter and access secure notes.		
Integrates with third-party screening services including criminal background check, drug testing and assessments.		
Can create simulations to evaluate competencies required for job performance.		

Allows applicant/candidate to choose if he/she would like to be alerted when a future position becomes available based on qualifications.		
Generates offer letters to applicant/candidate		
Job openings will include employment information including FLSA type, salary range, education, skill requirements, full/part-time indicator.		
Allows candidates to share open positions		
Allows the collection of references		
Can view and apply for open positions from a mobile device		
Ability to create multiple internal and external branded job Boards		
Ability to leverage real-time, embedded analytics, including hired candidate by applicant source		

ONBOARDING

1. Please provide a brief overview of your onboarding solution.
2. What are examples of the forms your solution supports that are typically completed by the hiring manager and/or new hire?
3. Please provide examples of how your solution assists in conducting employment verification.

Requirement	Code	Comments
Ability to delegate a proxy or change the owner for any specific task.		
Ability to vary the onboarding process workflow according to multiple candidates and job factors — employee type, business unit, job function, country, and state, etc.		
Ability to monitor the overall status of the onboarding process, providing a clear indication of new hire readiness.		
Ability to pre-populate form fields using data provided by unified Recruitment.		
Ability to brand the forms and pages seen in the new hire portal or page flow.		
Ability to automatically notify other areas of organization of new hire (security, payroll, hiring manager, etc.)		

Ability to facilitate automation of new hire paperwork collection and new hire responses for all businesses within the company.		
Ability to enter new hire before starting date (effective dating) and new person will not appear on org charts until effective start date.		
Ability to click a button to hire the person, and data is automatically routed to payroll, benefits, and other applicable areas.		
Ability to interface employee's I-9 to E-Verify for United States.		
Ability to include range of documents, such as W-4, I-9, employee agreement, non-compete agreement, etc.		
Leverage social networks		
Add dynamic content, such as videos, to provide more information about your company or other relevant topics		
Access Onboarding solution from a smartphone or tablet		

HUMAN RESOURCES

1. Please provide a brief overview of your solution's human capital management functionality.
2. Is this solution unified with the payroll solution? Please explain.
3. When was this HR product developed?
4. Was this solution developed in-house or purchased?
5. Please explain how your solution facilitates the maintenance of employee data and creation of employee history.

Requirement	Code	Comments
Provide online support/instructions for completion of routine tasks.		
Establish new organizational entities (e.g., companies, cost centers, and other variables) with no IT or programming required.		
Add/change organizational entities and easily/effectively transfer employees within and/or across them.		
Maintain employee demographic data for all employment-related details (e.g., birth date, employee number, gender, hire date, contact information).		

Maintain ethnicity, visa, and I-9 related data.		
Maintain marital, family, and dependent/beneficiary-related and tax-related elections.		
Maintain historical data for current/former employees (e.g., names, employment, job/assignments, performance ratings, status, and pay).		
Maintain audit trails of employee file and data updates by date, time, and origin of update.		
Maintain employee demographic data (e.g., birth date, employee number, gender, hire date, contact information).		
Maintain marital, family, and dependent/beneficiary-related and tax-related elections.		
Maintain historical data for current/former employees (e.g., names, employment, job/assignments, performance ratings, status, and pay).		
Make simultaneous changes to large employee groups (e.g., new hires, salary changes, transfers).		
Data/transactions submitted by managers automatically validated for accuracy and completeness.		
No limit to historical data retained.		
Unlimited number of user-defined fields.		
Manages information for employment contracts, including probation and notice periods.		
View of employee's contract history		
Runs reports and analytics to meet local statutory and demographic requirements.		
Provide cross-company reporting		
Generate, identify, and track employees by unique employee number. Track Social Security Number for U.S.-based employees.		
Maintain education, and certification data.		
Establish jobs/roles and all relevant details.		
Maintain data for all job-related details (e.g., grade, exemption status, EEO code, salary, job family).		

Make simultaneous changes to large employee groups (e.g., new hires, salary changes, transfers).		
Enable effective/future dating of pending transactions/events and maintain transaction history.		
New hires automatically route approval based on company's hierarchy.		
Routes job/salary changes electronically for approval based on user-defined approvals.		
Managers can submit new hires.		
Managers can run reports.		
Managers can create ad-hoc reports based on security access.		
Managers can view employee training and employment records.		
E-mail alerts can be generated based on system or user-defined events.		
Data/transactions submitted by managers automatically validate for accuracy and completeness.		
Life-to-date history in all employee fields.		
Audit trails for all additions, updates, and changes.		
Retains employee status code history.		
No limit to historical data captured.		
Unlimited user-defined fields.		
Allows for home address and mailing address		
Allows for multiple events on same day with history tracking		
Allows others outside of HR to upload and view documents, e.g., Payroll department		

HR SERVICE DELIVERY

1. Provide an overview of your HR Service Delivery solution. What are the key features?
2. How are new features communicated to clients?
3. How does the solution reduce the number of calls to HR?
4. What type of inquiries can be managed by the solution? Is workflow supported?
5. How does the solution support place documents on legal hold?

Requirement	Code	Comments
HR users can open a case on behalf of an employee		
Has the ability to generate documents		
Provides employees visibility into the status of their request		
Supports secure communications related to a case		
System allows for the automated purge of files based on business rules		
Has the ability to capture the date a document is going to expire and send an automatic notification		
Conditional logic supported in documents		
Documents can be shared securely		

ELECTRONIC FILING SYSTEM

1. Do you offer an electronic filing system that allows documents to be attached to an employee? Describe your solution.
2. Provide an overview of security for accessing employee files.
3. Any additional storage requirements for this feature?

Requirement	Code	Comments
Security by document type		
Retrieval of documents by document type		
Document retention dates can be set		
Employee direct upload of documents		
Employee access to documents		
Electronic upload of documents, e.g., scanner		

COMPLIANCE

1. As human resource regulations change, how do you ensure your clients stay in compliance?

Requirement	Code	Comments
Changes to compliance requirements are maintained and updated by HRIS vendor.		
All compliance reporting can be generated for current periods and historical periods.		
Standard compliance reports include:		
• EEO-1		
• OSHA 300 and OSHA 301		
• Multi-Worksite Reports		
• VETS-4212		
Automatic notification of I-9 expiration/visa expiration.		
Tracks COBRA qualifying events		
Tack any accommodations made to support the ADA		
Tracks ADA and disability information.		
Provides military and veteran status for employees.		
Includes affirmative action compliance features.		
Provides HIPAA support.		
Provides worker's compensation support.		
Creates separate, mandated government reports for each individual tax entity.		
Includes state-mandated "New Hire" reports (for child support payment tracking).		
Updates from HRIS vendor when federal/state/local regulations change.		

AFFORDABLE CARE ACT

1. Please provide an overview of your ACA services.
2. Are you able to manage the tracking of multiple eligibility groups on an ongoing basis?
3. Do you have the capability to track multiple and variable measurement periods?
4. Can your system track benefits eligibility hours for non-hourly employees, such as salaried or per diem workers?
5. How does your system manage measurement and stability periods?
6. Describe your employer notification and reporting process for status changes, including dashboard capabilities, if applicable.
7. Please describe how data from 3rd party data sources can be imported into your solution. Outline any limitations with the process.
8. Can the 3rd party data be edited once it is loaded into your system? If so, please outline any limitations with this process.
9. Are you able to manage (compile, e-file and distribute) the PPACA IRS reporting requirements (sections 6055 and 6056)? If so, describe your process for managing these requirements.
10. Specifically, are you able to manage the PPACA IRS reporting requirements for Form 1095-C, lines 14, 15 and 16 (including interpreting benefit data for indicator codes for lines 14, 15 and 16 on the 1095-C)?
11. Is the 1095-C reporting available online for employees to access?

PERFORMANCE APPRAISAL

1. Please describe your performance appraisal feature.
2. Describe how the system can provide real-time monitoring of performance appraisals.

Requirement	Code	Comments
Delivers a configurable "out-of-the-box" performance management process (i.e., goal setting, feedback gathering, review, performance summary).		
Allows for multiple performance appraisal templates by employee type		
Allows for weighted elements on the performance appraisal		
Solicits performance feedback from multiple reviewers (i.e., subordinates, directors, other managers, peers). Exchange data between multiple users simultaneously.		
Saves work in process, draft review, and return to complete.		
Tracks performance review status and dates (i.e., complete, incomplete).		
Ability to note employee terminated prior to completing a launched appraisal		

Completed performance reviews are attached to the employee record		
Maintains performance feedback and ratings history.		
Enables reporting and analysis of performance ratings for various employee groups (i.e., by job, manager, geography).		
Provides e-mail reminders and overdue notices throughout the process.		
Administrators can view the status of the review process at any time.		
Administrators can assign different review forms for different employees within the same review cycle.		
Delivered with standard competencies.		
Employees can complete self-evaluations.		
Review results are automatically updated in the HRIS system for processing pay increases and reporting.		
Appraisal steps can be easily defined by administrators. Different employee groups can have different appraisal steps.		

COMPENSATION MANAGEMENT

1. Please provide a brief overview of how compensation management is handled in your solution.
2. Please explain how your solution calculates, displays, and reports compa-ratio and/or quartile information.
3. Please explain how pay changes are entered in solution.
4. Please explain how salary range/grade changes are made in the solution and how these changes are reflected in the job data.
5. How will your solution assist our organization with effective decisions regarding future compensation?

Requirement	Code	Comments
Provides complete employee compensation history.		
Allows for multiple events on same day with history		
Has no limit to the number of steps in a salary progression?		
Has no limit to the number of salary grades?		
Enables appropriate users to update salary grades.		
Establishes and maintains salary structure and ranges by grade, location, and other factors.		

Calculates and maintains annual incentive ranges and actual amounts paid.		
Facilitates base salary, merit increase, and annual incentive planning		
Maintains pay history for merit, annual incentives, and long-term incentives.		
Enables date-driven salary changes (allowing past and future changes).		
Includes retroactive pay calculation and payment.		
Maintains a history of salary actions		
Facilitates base, annual, and long-term incentive decisions by managers that remain within established/pre-defined ranges.		
Automatically updates employee base salary, annual, and long-term incentive amounts with approved amounts.		
Ability to electronically pass compensation data to third-party administrators.		
Provides total compensation views/reports to employees.		
Automatically calculates shift differentials and job premiums.		
Tracks employees with multiple pay rates.		
Automatically calculates compa-ratio and percent in range.		
Includes merit matrix to help with salary planning.		
Facilitates an automated process for annual increases.		
Provides budget worksheets to assist managers in compensation planning.		
Provides the ability to accommodate base as well as non-base salary components.		
Provides the ability to include performance factors as a component of the merit guideline matrix.		
Allows managers to view summary data and analyze salary budget information for their departments.		
Allows managers to assign salary increases based on:		
• Dollar amounts		

• Percentages		
• Combination of dollars and percentages		
Allows managers to create "what if" employee scenarios to ensure that increases do not exceed the department salary budget.		
Allows managers to apply "across the board" salary increases for a department.		
Allows managers to allocate different percentages and/or dollar amounts to different employees.		
Assigns multiple salary increases to one employee (e.g., cost of living and merit increases).		
Allows rate changes and increases to be effective dated for payroll processing.		

EMPLOYEE RELATIONS

1. Please describe how disciplinary actions are accommodated.

Requirement	Code	Comments
Tracks disciplinary actions including a description of the incident.		
Managers and HR staff can record the type of action taken (i.e., written warning, verbal warning, and termination).		
Records required follow-up steps and the time frame for completion.		
Schedules review of employee response to actions.		
Includes Performance Improvement Plan templates		

EMPLOYEE DEVELOPMENT

1. Please describe how employee development and succession planning are accommodated in your system.
2. Describe how the employee development feature is used by employees.

Requirement	Code	Comments
Tracks core competencies associated with next/future job.		
Flags employees that are recommended for a specific job.		

Tracks the date an employee will be ready for the next position.		
Managers can create a career plan based on license, skills, training, and education.		
Tracks multiple language proficiency information including speaking, reading, and writing, for each employee.		
Maintains multiple education information per employee such as schools attended, dates of attendance, degrees, and course of study.		
Does the system track the following data?		
• Skill code		
• Skill description		
• Experience level		
• Proficiency level		
• Last date skill assessed		
Tracks employee licenses and certification and expiration dates.		

LEARNING MANAGEMENT SYSTEM

1. Please describe how employee learning/training functions are accommodated in your system. If you use a third-party provider, who is that provider?
2. Does the system provide links to learning resources?
3. Can we maintain curriculum, instructional tools, and materials?
4. Can we integrate third-party courses including status and test results?
5. Does the system provide links to learning resources?

Requirement	Code	Comments
Course management.		
Assessment and testing tools.		
Ability to capture session details (title, hours, instructor, location, etc.).		
E-registration.		
Session description provided – easy to access and post/link.		
Creation of sign-in sheet of attendees.		
User tracking.		

Progress tracking.		
Ability to allow creation and assignment of tracks.		
Ability to assign modules to groups/individuals.		
Integration with other vendor modules.		
Creation of certificates/certification following course completion.		
Access to editing tools for modules.		
Survey tool.		
Email notification to users.		
Training information available to managers and employees.		
Training modules available (various tracks).		
Ability to import training information from existing systems.		
Reports, including: • Number of sessions • Users signed up (by location/department/group, etc.) • Users who have completed course/track (by location/department/group, etc.) • Users who have been assigned training but have not completed course • Sessions by month/year/track/order, etc. • Level of participation • Cost • Completion of training (period selection) • Assigned training (by location/department/group, etc.)		
Availability of chat rooms, forums, communities, WIKI, feedback, and voting.		
Conformity with standards (AICC, SCORM).		
Security roles (super users, users, etc.)		
Availability to training calendar.		
Available to live online sessions/virtual team rooms.		
Interactive tools and training games.		
Is there the ability to view employee skills gap analysis?		

EMPLOYEE ENGAGEMENT SURVEYS

1. Please provide an overview of your employee survey functionality.
2. Describe the features of the survey tools provided and how these tools provide understanding of our employee engagement and experiences.
3. Does your survey tool require a third-party interface?
4. How does an administrator configure and deploy surveys?
5. Please give overview of the analytics provided in your employee survey solution.
6. Does your employee survey tool provide reports and dashboards? If so, what type of information is available? Is it real time? Can we export the data?

OSHA AND SAFETY

Requirement	Code	Comments
Maintains OSHA logs at the employee level.		
Can view a summary page/window showing all incidents for an employee.		
Can view the details of an individual employee incident.		
Incident details include:		
• Accident or exposure itself		
• Date and time		
• Days away from work		
• Days of restricted work		
• Illness or injury		
• Complete incident description		
• Ability to add notes		
Case number may be auto incremented		
OSHA reports are included as standard reports -OSHA 300/301		
All incident history is maintained indefinitely.		
Incident information and history are accessible through reporting.		
Managers can view and update OSHA information using Manager Self- Service.		

ORGANIZATION CHARTS

1. Explain how your system creates organization charts.
2. Describe how the proposed system will maintain employee hierarchy for reporting of data.
3. Explain how your system represents dotted line reporting.

Requirement	Code	Comments
Provides ability to export data to an organization charting application.		
Generates organization chart without requiring the user to make any changes.		
Provides ability to create more customized export templates.		
Structures the organization chart based on the reporting relationships defined for each employee.		
Provides the ability to establish different export records to create organization charts for the following:		
• Various companies		
• Locations		
• Pay Groups		
• Organization levels		
Setup direct reporting structures		
Setup dotted line reporting structure		

BENEFITS

1. How does your system handle benefits administration?
2. Describe the integration between benefits and payroll.
3. Explain how your system facilitates reporting to third-party vendors such as benefit providers.
4. Does the benefits data automatically populate in payroll? Is it real-time or a batch process?

Requirement	Code	Comments
Provides total integration between benefits and payroll		
Maintain calculations and limits in compliance with federal legislation.		
Assigns different benefits packages to different groups of employees based on eligibility rules.		
Establishes benefit/deduction plans with multiple types and options.		

Supports effective dated:		
• Benefit/deduction plans		
• Employee benefit/deduction plan enrollment		
• Employer benefit/deduction plan enrollment		
Updates benefit/deduction plans based on employee status change.		
Tracks “waived” benefit/deduction plans.		
Assigns a rate schedule to apply new rates with future effective dates for the new plan year.		
Without writing a separate program, automatically updates premiums for age/salary-driven benefit calculations.		
Automatically enrolls employees in required plans.		
Automatically cancels specified employee benefits upon termination.		
Allows benefit costs to be set up for the new year while continuing processing for the current year.		
Tracks and maintains information for dependents and beneficiaries.		
Calculates imputed income.		
Tracks and reports on workers’ compensation claims.		
Facilitates reporting to third-party vendors such as benefit providers.		
Provides one screen that shows employee data (“benefits-at-a-glance”), without having to scroll through multiple screens.		
Defines and maintains benefit/deductions for the employee and employer		
Includes automated schedules for benefits/deductions.		
Supports benefit/deduction goals and limits.		
Supports “catch up” contributions on deferred compensation plans.		
Recovers benefit/deduction amounts that have been put into arrears.		
Supports multiple arrear types.		

Includes defined start and stop dates for benefit/deduction.		
Processes one-time benefit/deductions.		
Maintains and tracks savings bond benefits/deductions.		
Restricts participants from receiving more than the annual limit for reimbursement accounts including 403(b) and 401(k).		
Includes pre-tax and post-tax benefits/deductions.		
Supports a designated default amount for each deduction code.		
Supports multiple types of life insurance, long-term disability, and short-term disability.		
Supports flexible spending accounts (FSA).		
Display flexible spending account information such as:		
• Plan information		
• Maintains updated FSA balance.		

OPEN ENROLLMENT

1. Describe the system capabilities for online benefits enrollment (e.g., eligibility rules, plan dates).
2. Describe how your self-service solution can be used to guide employees through benefits enrollment.
3. What tools do you have available for benefits administrators to monitor and provide a smooth enrollment process for the company and its employees?
4. How are leave employees notified about open enrollment and their benefit elections processed?

Requirement	Code	Comments
System provides next-year enrollment capability while in current year.		
From a Web browser, employees can:		
• View current benefits and related information.		
• Compare current benefits to the new benefits employees • may choose to elect.		
• Compare the cost of current versus new benefits.		
• Make benefit elections from a list of eligible benefits.		
• Keep existing benefit elections with no changes.		

• Modify existing benefit elections.		
• Make new benefit elections to replace existing benefits.		
• Waive or decline benefits.		
• Review, add, modify, and remove dependents and beneficiaries.		
• Review benefits and summary description documents.		
• Link to benefit plan provider Web sites for additional information to help in making informed benefit and provider choices.		
• Save in-progress enrollments and then later return to modify choices, make additional elections, and complete • the enrollment process.		
• Make life events (e.g., baby, marriage) benefit changes.		
From a Web browser, managers can:		
• Describe benefit plans and include specific plan details.		
• Include customized messages to employees on enrollment pages, (e.g., new benefit notifications, additional instructions, deadlines for completion, disclaimer for those employees who decline a benefit).		
• Specify the display order in which each benefit plan is viewed by the employee.		
• Identify required and optional activities that designate an active versus passive enrollment.		
• Limit the number of dependents to the employee for each benefit plan offered.		
• Limit the number of dependent relationships to the employee for each benefit plan offered.		
• View the statuses of all enrollments.		
• Drill into benefit groups and plans to check specific enrollment information such as a list of employees whose enrollments are completed, in progress, or not yet started.		
• Add or modify employee elections.		
• Send due date reminders using an integrated e-mail feature.		
Use a “manage paperwork” feature to track requests for additional information or paperwork (e.g., proof that a dependent is enrolled in school, required Evidence of Insurability form).		

Create Internet links to benefit plan provider Web sites so employees can obtain additional details to help them make informed choices.		
Attach enrollment worksheets for employees to use when making life events benefit changes.		
Report and track benefits-related information and activities related to new hires, benefit group changes, dependents, session setup, employee elections, and terminations.		
Export employee enrollment data (e.g., 401(k) plan), to a ready-to-send file that can be transmitted to appropriate plan providers or third-party administrators prior to the plan effective date.		
Supports default benefits which can be set up for new hires.		
Supports unique enrollment dates for each benefit plan.		
Provides a next year enrollment capability.		
Provides ability to report life event (e.g., marriage) and allow "eligible" changes to benefit elections.		
Allows updates to dependent information for life events.		

LIFE EVENTS

1. Please describe life events that come standard without configuration.
2. Describe how the available life event options are established and maintained in your system.

Requirement	Code	Comments
Allows online enrollment forms for employees to use when making life-event benefit changes.		
Supports life events processed through the employee self-serve function of the system.		
Provides online ability to make life event changes (marriage, birth of a child, death, divorce).		
Automatically prompts "eligible" changes to benefit elections when life event change made.		
Allows update to dependent information for life events.		
Allows removing a dependent.		
Alerts student status end date to employee and employer		
Allows update address changes.		
Allows change in marital status.		

LEAVE ADMINISTRATION

1. How are leaves of absence identified and processed in the system, i.e., Personal Leave (PL) and Family and Medical Leave Act (FMLA)?
2. Explain how your system facilitates handling the provisions of the Family and Medical Leave Act (FMLA).
3. Explain how you coordinate and manage FMLA with STD management.
4. Describe how the system maintains leave of absence history records, time/hours used, including multiple leaves in a 12-month period so time off does not exceed maximum time allowed.
5. Describe how your system monitors workers' compensation and the related leaves of absence.

Requirement	Code	Comments
Supports leave types		
Supports maximum duration of leave types and combined leaves, i.e., FMLA to PL, etc.		
Tracks due dates of Certification of Healthcare Provider Form by associate		
Tracks the approved date when the employee's leave of absence is expected to start.		
Tracks the approved date when the employee is expected to return from the leave.		
Tracks and reports cumulative FMLA/PL time taken.		
Maintains leave of absence history.		
Calculates the planned duration, based on expected end and expected start dates.		
Supports workflow approval processes for leave requests initiated by employees or managers.		
Displays warning message during pay processing if time entered exceeds the leave balance.		

PAID TIME OFF (PTO), VACATION, PERSONAL DAY, SICK

1. Describe how your system calculates accrued PTO. Can it handle multiple types of "time off" accounts (i.e., PTO, VAC, Sick & Personal Day)?

Requirement	Code	Comments
PTO accruals and leave administration processed with Time and Attendance feature.		
Employee's accrual date can be modified to account for employee type changes, e.g., Full-time to PRN		

PTO plans can be configured for a lump sum accrual on an annual basis.		
PTO plans can be configured to accrue based on length of service and user-defined rates.		
PTO plans can be configured to accrue based on user-defined frequencies:		
• Per number of days		
• Per number of weeks		
• Per number of months		
• Per number of years		
• Per fixed date		
• Per included hours		
• Per included earnings		
• Per pay period		
• Per customer-defined rules		
PTO plans can be configured to adhere to user-defined carryover rules.		
Supports unlimited types of leave.		
Tracks the approved date when the employee's leave of absence is expected to start.		
Tracks the approved date when the employee is expected to return from the leave.		
Tracks and reports cumulative (FMLA) time taken.		
Maintains leave of absence history.		
Calculates the planned duration based on expected end and start dates.		
Employees can view PTO/leave plan balances.		
Employees can request PTO/leave.		
Manager can view PTO/leave plan balances.		
Managers can view pending employee PTO/leave requests.		

Manager can request PTO/leave on behalf of employee.		
Workflow approval processes are included for PTO/leave requests initiated by employees or managers.		
Ability to have multiple leave rules based on the state in which the employee works.		
Report that shows changes in PTO and Sick leave balances per employee, per pay period.		
Report that shows PTO accrual status per employee per pay period		

401(K)

1. Describe how your system exports 401(k) enrollment/change data to a ready-to-send file that can be transmitted to record keeper/trustee on a weekly basis or at initial enrollment.
2. Describe how you manage 401(k) changes from third-party vendors.
3. Explain how your system will enable us to handle employee loans against 401(k) plans, including repayment through payroll deductions.
4. How will the system notify us that an employee has an unpaid loan balance at termination?
5. Explain how your system handles maximum IRS allowable annual contributions. How is this maximum changed as IRS maximums change?
6. Describe how your system calculates IRS maximum allowable contributions when participant chooses to contribute to both pre-tax and after-tax plans.
7. Describe how calculations for "employer portions" are established and managed in the system.
8. How are "catch-up" contributions handled in your system?

Requirement	Code	Comments
Data sent to 3rd party vendors configured to meet required formatting		
Calculated based on employee's election % or $ per pay period on eligible earnings		
Employer match shown on each pay stub		
401K related options visible on one screen		
Report that shows changes to 401K & matching status		

COBRA

Requirement	Code	Comments
Defines employee's COBRA status, date of qualifying COBRA event, description of COBRA event, and date the COBRA notification letter was sent.		
Defines dependent's COBRA status, date of qualifying COBRA event, description of COBRA event, and the date the COBRA notification letter was sent.		
Automatically captures COBRA information during the termination process		
Exports all employee and dependent COBRA information to a third-party COBRA administrator.		

EARNINGS

1. Explain how your system will enable us to pay multiple earnings that are taxed differently, but paid on the same paycheck (e.g., regular wages taxed based on the W4, and bonus wages taxed at the supplemental rates on one paycheck).

Requirement	Code	Comments
Provides an unlimited number of earnings codes		
Pays various earnings types (e.g., severance or bonus) after an employee is terminated on system.		
Provides automatic gross-up calculation for earnings.		
Allocates earnings by different organizational levels.		
Delivers all federal, state, and local earnings tax categories.		
Calculates and initiates off-cycle/special payments (e.g., signing bonus, annual bonus).		
Delivers an expression builder to create company-specific earnings calculations.		
Allows for earnings to be scheduled in the payroll calendar.		
Specifies start and stop dates for earnings.		
Differentiates which earnings to include/exclude from other calculations (e.g., shift, deferred compensation).		

Earnings codes are specific for different types or groups of employees (e.g., part-time, or executive).		
Tracks YTD amounts, by earnings type, for unlimited number of years in check detail history.		
Tracks YTD hours worked, by hours type, for unlimited number of years in check detail history.		
Supports the calculation of taxable fringe benefits.		
Supports the calculation of imputed income.		
Provides ability to enter non-taxable reimbursements.		
Handles employees with multiple rates of pay.		
Calculates various shift premiums.		
Accurately pays shift premium for employees who work multiple shifts		
Automatically accumulates hours and earnings by:		
• Fiscal year-to-date		
• Year-to-date		
• Quarter-to-date		
• Month-to-date		
• Last payroll		
Employees can view YTD earnings through employee self-service.		

DEDUCTIONS/BENEFITS

1. Describe the integration between benefits and payroll. When a change is made to an employee's benefit election (e.g., single to family coverage), how does the deduction amount get changed in payroll or other outside systems?
2. How does your product recover deduction amounts that have not been withheld from an employee's pay?

Requirement	Code	Comments
Provides an unlimited number of deduction codes.		
Calculates garnishments based on the state and federal calculation rulings.		

Stores other relevant garnishment data at the deduction level (e.g., case number, payee).		
Delivered logic to properly calculate multiple garnishments.		
Sends child support and/or other payroll deduction information to accounts payable for separate check processing.		
Delivers all federal, state, and local deduction/benefit tax categories.		
Accommodates one-time deductions.		
Delivers an expression builder to create company-specific deduction calculations.		
Allows for deductions to be scheduled in the payroll calendar.		
Allows client-defined prioritizing of deductions.		
Employees' goal limits to deduction codes.		
Supports start and stop dates for deductions.		
Automatically cancels specified employee deductions upon termination based on company business rules.		
Supports effective dating with deductions.		
Includes a rate table at the company level for benefit deduction amounts, so they are not manually entered on each employee.		
Deduction cost can be entered for the new year, while continuing processing for the current year		
Deduction codes are specific for different types or groups of employees (e.g., part-time, or executive).		
Tracks YTD amounts, by deduction type, for unlimited number of years in check detail history.		
Allocates deductions by multiple organizational levels.		
Maintains unlimited history of all deduction changes.		
Automatically accumulates deductions by:		
• Fiscal-year-to-date		
• Year-to-date		
• Quarter-to-date		
• Month-to-date		

• Last payroll		
Allows employees to view YTD deductions through employee self-service.		

TAXES

1. Describe tax resources provided to your customers on tax regulations at the federal, state, and local levels?
2. What tax updates, if any, are provided and how are these updates received?
3. Describe how your system can accommodate consolidated tax returns for multiple companies.
4. Do you provide full tax filing processes?
5. Do we receive a copy of the filings? If yes, how & when?

Requirement	Code	Comments
Provides for all federal, state, and local taxing jurisdictions within the United States and its territories.		
Supports tax calculations of lived-in versus worked-in state and local payroll taxes.		
Supports state and local reciprocal agreements.		
Provides all relevant end-of-year payroll processing reports, including W-2, 941, 1099s, State, SUI, and worksite reporting.		
Vendor can provide a print service for W-2s.		
Vendor handles tax filings		
Allows an employee to view/print their own W-2.		
Supports federal, state, and local supplemental wage taxation.		
Allows for earnings to be taxed at different tax rates (e.g., regular, bonus, supplemental, etc.) on the same check.		
Delivers all wage tax categories for wages reported (e.g., W-2, 1099).		
Maintains tax rates within the proposed system.		
Maintains a history of tax tables by the change date.		
Provides a payroll tax reconciliation tool.		
Tracks YTD taxes, by tax type for an unlimited number of years in check detail history.		
Tracks YTD taxable wages, by tax type, for an unlimited number of years in check detail history.		

Accommodates separate tax-exempt controls for federal, state, and local taxes.		
Provides additional withholding fields for federal, state, and local taxes.		
Supports one-time additional tax amounts in payroll processing.		
Allows for payroll adjustments to correct taxes to be posted to current quarter.		
Allows for payroll adjustments to correct taxes to be posted to a prior quarter.		
Allows a payroll administration user to generate an employee W-2C.		

PAYROLL PROCESSING

1. Describe your application's payroll functionality.
2. Is this application integrated with the main HRIS application?
3. Was this application developed in-house or purchased?
4. Describe the process, steps, and time required for running payroll.
5. Describe the payroll gross-to-net process. Include manual checks.
6. Describe situations that cause downtime for other areas of the application when payroll is processing.
7. Describe the audit process for each payroll.
8. How are unscheduled payrolls handled?
9. Describe payroll and year-end processing in the proposed system.
10. Describe your adjustment process for a typical payroll. How are quarter-end and year-end adjustments processed?
11. What is the process if payrolls need to be re-run multiple times?
12. Is there a limit to how many times payroll can be re-run?
13. Is data syncing necessary for payroll processing?
14. Can you reprint checks if printer or something errors?

Requirement	Code	Comments
Ensures payroll system reflects appropriate earnings and deduction codes based on company benefits and compensation structures.		
Allows system to be set up to receive and manage company initiatives such as United Way.		
Provides online help in application for end-users.		
Provides online help in application for administrators.		
Supports multiple employee direct deposits		

Paperless option for W2'S and 1095 employee documents		
Accommodation of shift differentials, different holiday pay rules per position, holiday worked rules, etc.		
Run supplemental payrolls at any time.		
Provides for pay data entry by:		
• Employee online		
• Manager online		
• Import from third-party time and attendance solution		
• Exception-based (e.g., salaried, fixed hourly employees, etc.)		
Performs gross-to-net calculations per employee per check, which are immediately viewable.		
Allows for an unlimited number of checks issued to an employee per payroll processing.		
When preparing multiple checks for an employee during a payroll process, options exist for direct deposit or live check as well as the ability to exclude or process deductions.		
Provides pre-check registers and audit reports prior to processing payroll.		
Allows for manual checks to be printed onsite or any location.		
Voids payroll checks by selecting the appropriate check; changes should be applied to applicable quarter's totals.		
Provides capability to re-run selected steps of the payroll process.		
Provides for check reconciliation.		
Using Web browser, administrators can run the entire payroll process including:		
• Collect employee time		
• Open payroll		
• Calculating pay (including gross-to-net)		
• Pre-check preview and editing		
• Check payroll processing status		
• Generating pay checks and/or direct deposit advises		
• Payroll reporting		

• GL reporting		
• Post payroll		
• Close payroll		
• Create manual checks (interim, voided)		
• Print checks from the Web		
• Update deduction goal amounts		
Tax filing		
Supports different types of payment methods (e.g., direct deposit, live check).		
Print checks in any order, which may differ from payroll registers.		
Proposed vendor can provide check printing services.		
Provides internal check printing capability.		
Supports laser-printed pay statements to include MICR coding and signatures.		
Supports unlimited check detail history.		
Provides online pay statements to employees without creating paper statements.		
Allows for paid time off information (e.g., vacation) to be on pay statement.		
Vendor handles ACH deposits		
Allows employees to have up to 99 direct deposit accounts.		
Supports partial direct deposits in either a flat dollar amount or a percentage of an employee's pay.		
Process a refund (negative deduction) with no earnings, pretax and after-tax deductions (taxes adjusted with refund).		

LABOR ALLOCATION

1. Explain how the proposed system would be allocated by different organizational levels and projects.
2. Describe how the proposed system handles employees with multiple rates of pay and department or cost center assignments.
3. How would employees with multiple jobs be handled?

Requirement	Code	Comments
System provides for an unlimited number of the following:		
• Departments		
• Divisions		
• Locations		
• Cost centers		
• Jobs		
• Supervisors		
• Pay groups		
• GL base accounts		
Tracks an unlimited number of labor distributions in history.		
Allows at least four client definable organizational levels.		
Supports a multi-tier labor allocation (e.g., allocation in different fields, dept., job, location).		
Reports can be created with actual cost allocations including:		
• Earnings		
• Employee deductions		
• Employee taxes		
• Net pay		
• Employer deductions		
• Employer taxes		
• Workers' compensation premiums		
Supports the creation of labor allocation files with user- defined timeframes (e.g., 1 payroll period or 7 payroll periods).		
Allows actual labor allocations to be fed into General Ledger.		
Creates labor allocation reports.		

GENERAL LEDGER

1. Describe your general ledger process.
2. Identify general ledger and financial systems that interface with your software.
3. Please describe how the proposed system will support multi-tier labor allocations to post actual employee costs to GL. This includes the allocation of wages, employee and employer taxes, and employee and employer deductions by multiple organizational levels.
4. What reporting tools are available to query General Ledger transactions generated from payroll?
5. Can data be exported to excel for editing capabilities?
6. Is there a limitation to length, character segments of General Ledger number?
7. Can you use descriptions in the General Ledger?

Requirement	Code	Comments
Maps GL account numbers within your payroll system.		
Accommodates multiple GL segments and can be printed separately or all together on reports.		
GL setup tables are assessable by users to change at any time.		
GL distribution report or file can be created for a user-defined period.		
An exception to the GL mapping is accommodated down to the employee level.		
Creates GL accruals.		
GL account numbers can be changed by the user, and the GL can be rerun for specified pay period(s)		
Immediate availability of GL data when the payroll is posted to history.		
GL historical data is accessible to user.		
Adjustments (e.g., manual checks, void checks, etc.) are automatically posted to GL.		
GL feature includes tools to export data in a user-specified format.		
Provides an ad hoc query tool for reporting on GL data.		

TIME AND ATTENDANCE

1. Please describe your Time and Attendance functionality.
2. Do you have biometric hand punch clocks? Describe how this integrates into your solution.
3. Does your system include a leave management feature?

Requirement	Code	Comments
Includes multiple rounding rules by pay group.		
Multiple grace periods by pay group.		
Unlimited number of user defined time/earnings codes		
Includes the definition and application of complex pay rules based on timesheet details.		
Date effective recording of all timesheet- and employee-related data.		
Can maintain and modify all complex pay rules without vendor intervention.		
Allow employee punch to be captured for start and stop times of breaks and lunches.		
Allow group change capabilities to modify common elements in a group of employee timesheets.		
Employees can enter hours using online timesheets.		
Timesheet values can be adjusted by week and selected days within a week by authorized users.		
Provides a comprehensive audit trail of all changes made to the timekeeping records.		
Track both standard and actual hours by activity code for analysis purposes.		
Allow the viewing of overtime by employee(s) by period.		
Includes various types of payroll lockdown dates to freeze timesheet edits for payroll processing (i.e., supervisor lockout date, hands-off date, etc.).		
Allow a fully reconciled payroll, labor, and job activity information captured and maintained within the application		
Allow the tracking of labor metrics (including project, job, department, and dockets).		
Allow the real-time alerting of immediate time and attendance value/ rule violations including:		
• Minor rule violation		
• State rule violation		
• Local rule violation		

• No shows		
• Approaching Overtime		
Allow employees to punch in and out and make job changes online.		
Allow online edits to daily timesheets by employees and by authorized users.		
Allow the validation of absence codes against associated leave balances.		
Allow for absence tracking with year at a glance scoring and analysis.		
Allow for the viewing employee attendance data for a given year.		
Allow employees to request time off; tracks status with dynamic validation against time off business rules.		
Allow the employee to view their timesheet along with weekly hours and costs.		
Allow for the report hours of worked/dollars earned by employee by selected date range.		
Allow the reporting employee leave balances totals.		
Allow for the routing of exception report results to supervisors.		
Allow business intelligence rules to be built supporting customer-specific requests.		
Tracks FMLA including intermittent leave.		
Reports on FMLA status include intermittent leave based on rules established.		

HISTORY

1. Explain the kinds of historical information your system maintains.
2. For archived records, what is the retrieval time?
3. How is system performance affected by the growth of the historical records?

Requirement	Code	Comments
Provides a narrative history (e.g., for disciplinary actions, grievances, exit interviews).		
Provides point-in-time reporting capability.		
All historical data is viewable.		

All historical data is reportable.		
Maintain unlimited history on the following:		
• Job information		
• Salary and wage data		
• Evaluation and performance data		
• Career, skills, and education		
• Training information		
• OSHA and workers' compensation data		
• Organizational changes		
• Employee status		
• Paycheck details		
• Earnings detail		
• Deduction detail		
• Tax detail		
Archives older historical records.		

CONVERSION

1. Describe how existing history is imported into your solution.
2. Are there fees associated with converting history?

EMPLOYEE SELF SERVICE

1. Describe your application's employee self-service functionality. What are the major features?
2. Is this application integrated with the main HRIS application?
3. When was this product developed?
4. Was this application developed in-house or purchased?
5. Please explain how your employee self-service feature will assist in communication between the company and employees. What types of information can be made available to our employees, reducing the number of calls to human resources and payroll?
6. Can pictures be embedded in an employee record? What are the file types?

Requirement	Code	Comments
Employees can view communications posted from administrators.		
Employees can access links that can launch:		
• Documents (forms may be saved and/or printed).		
• Websites		
• E-mails		
Employees can model their paycheck for changes including deductions, marital status, and exemptions.		
Employees can view and/or update personal information including:		
• Name		
• Address		
• Phone numbers		
• Emergency contacts		
• Previous employment		
• Educational background		
Employees can view their status and key dates.		
Employees can view company property assigned to them.		
Employees can view EEO/I9 information.		
Employees can view job information including:		
• Job code and title		
• Date and time in job		
• Compensation		
• Supervisor.		
• Organizational levels		
• Unlimited job history including change reasons		
• Unlimited performance review history		

• Unlimited salary review history		
• Licenses		
• Skills		
• Tests		
• Awards		
Employees can view unlimited pay history including:		
• Net pay		
• Hours by code		
• Earnings by code		
• Deductions by code		
• Taxes by code		
• Direct deposit distribution		
Employees can view current and previous year-to-date totals.		
Employees can view and update their direct deposit distribution and set effective date.		
Employees can update their W-4.		
Employees can download and print their W-2.		
Non-employees can access pay statements and W-2s		
Employees can elect to only receive an electronic copy of their W-2.		
Employees can enter time transactions.		
Employees can view benefit information including:		
• Current benefit elections		
• Employer contributions by code		
• Beneficiaries and dependents		
• PTO accruals and balances		
• Cobra qualifying events		

Participate in an electronic open enrollment		
View all eligible plans		
View the costs associated with these plans		
Choose their benefit plan and coverage option		
Request time off from their manager		
Employees can update current benefits coverage based on the following life events:		
• New hire		
• Adding a dependent		
• Removing a dependent		
• Change in marital status		
• Change in address/location		
Employees can view documents attached to their employee record.		
Employees can view open jobs.		
Employees can apply for open jobs.		

MANAGER SELF-SERVICE

1. Provide an overview of the features available through the manager self-service.
2. Describe how managers are limited to information for only their direct reports (or within their organizations).
3. Does the application provide managers access to the entire employee self-service functionality?
4. Describe how managers can create and save their own reports.

Requirement	Code	Comments
From a Web browser, managers can search for employees by name or employee number.		
From a Web browser, managers can view and/or modify the following information:		
• Employee personal information		
• Employee job information		
• Employee job history		

• Employee compensation history		
• Previous employment information		
• Educational background		
• Licenses and certifications		
• Salary reviews		
• Performance reviews		
• Begin requisition process to create job openings		
• Review and approve vacation request		
• Review and approve leave request		
• Update organization information (e.g., department, division, and supervisor).		
• Assign employee paid through dates		
• Attach documents to an employee record		
• Establish whether attached documents are viewable by the employee		
• Begin termination workflow process.		
• Access online forms/checklist, etc.		
Delegate workflow approvals for defined periods of time		

SYSTEM ADMINISTRATION

1. Explain the delivered capabilities for a system administrator to manage self-service?
2. Can you have multiple system administrators?
3. What limitations would a system administrator have in managing self-service in a hosted environment?

Requirement	Code	Comments
Offers role-based security (system access based on an individual's role within the organization).		
Offers control over which values a user may select from when changing employee data (e.g., user can assign a certain number of job or department codes).		
Offers the ability to copy roles when creating them.		

Includes built-in workflow.		
Includes a Web business rules feature that enables administrators to view and edit entries in code and description tables.		
Includes a company communication posting feature that enables you to make company information available 24 x 7 to users via the Web.		
Includes the ability to upload and securely share documents such as Microsoft Word documents, Excel spreadsheets, and PDF files.		
Offers a page linking tool that allows users to create hyperlinks from your portal to external Web sites, other products, or other Web pages (e.g., link to your benefits network).		
Includes the ability to designate whether page links will appear inside the product framework or be launched in a second browser.		
Includes the ability to customize the color scheme for your Web pages.		
Includes the ability to re-brand the Web pages (i.e., use your own logo).		
Includes the ability to add your own menu items and Web pages and still be contained within the system's security framework.		
Includes the ability for user-defined fields on Web pages.		
Offers the choice to display or not display user-defined fields on employee Web pages.		
Designates different levels of ability to manage system administration activities, from a super user with all rights, to users with lesser degrees of system administration access.		
Generates data-driven usernames and passwords to increase the options for creating Web user login names and default passwords.		
Allows you to view user login activity.		
Adds non-employee users (e.g., IT support, auditors) as system users.		

Activates new Web users automatically or manually.		
Terminates employees' Web access inactivated automatically or manually.		
Resets user passwords.		
Requires strong passwords (case sensitive).		
Requires that passwords expire based upon the number of days designated by the system administrator.		
Requires that passwords for a given user are always different by maintaining password history.		
Stores and displays password hints to help remind users of their passwords.		
Uses a mass password reset to change the default password for one or all users.		
Ability to audit who has viewed/changed items in the system.		

WORKFLOW

1. Describe the workflow capabilities delivered with employee self-service.
2. Is the workflow part of the employee self-service application, or is it delivered through a third party?
3. Please describe the workflow setup including where custom programming is required. Do you supply any predefined workflow processes? If so, how many are delivered as standard? How much flexibility does client have in building workflows?
4. Can you have multiple levels of approval for your workflow?

Requirement	Code	Comments
Provides built-in approvals for a hierarchy (multiple levels) of approvers.		
Provides for approval by role, where anyone who is assigned, the role can approve incoming requests.		
Allows the re-allocation or delegation of tasks from one approver to another.		
Allows the assignment of observers and e-mail recipients to workflow processes.		
Automatically send e-mail notices to approvers to inform them that they have a request that requires attention.		

Automatically sends e-mail notices to the initiator of a request to let him/her know it has been approved.		
Allows users to view outstanding workflow transactions in various states such as pending or complete		
Allow out of the office delegations to automatically manage workflows during an individual's absence		
Allow users to cancel pending workflows (e.g., when an employee leaves the company).		
Provides wizards to walk managers through work event processes.		
Uses audit trails to capture all modifications to employee information.		
Captures the date and time when a request was approved.		
Captures who approved a request.		
Captures approver comments associated with a request.		
Performs real-time updates to employee information.		
Date-sensitive changes which are applied on the desired date based on user security		
Allows users to view summary statistics about all workflow activity.		
Allows workflow e-mail messages to be customized.		

REPORTING

1. Provide a brief overview of your reporting tools and how they are integrated with your HR and payroll system.
2. Describe your ability to create workforce alerts (e.g., email reminders, reports, etc.).
3. Describe your point-in-time reporting capabilities.

Requirement	Code	Comments
Provides standard report capabilities.		
Allows for effective date reporting		
Provides ability to schedule standard reports.		

Provides access to unlimited years of check and schedule history.		
Provides flexibility for defining selection criteria, data ranges, sorting and grouping options, and report output enabling users to tailor information to their specific needs.		
Provides ability to set up and run batch reports.		
Provides ability to access reports area from within the system.		
Provides user-friendly, graphical user interface for accessing and running reports.		
Provides point-in-time reporting capabilities.		
Generates reports on all fields that exist in the data dictionary.		
Allows for incorporation of graphics such as logos.		
Provides easy-to-use report catalog; users are not required to understand the database design.		
Presents data in a way that makes it easy for users to navigate within a database and assemble reports.		
Provides ability to change field names.		
Provides “open” system so that it can be used with other report writer tools. (e.g., Power BI)		
Provides managers with standard pre-formatted reporting functionality.		
Managers can run reports on live data		
Managers can select report criteria at run time		
Access to reports is based on a manager’s role (filtered security setup).		
Data on reports is filtered by the manager’s security (filtered security setup).		
Report results can be stored		
Managers can view and reuse a previously stored report		
Managers can select:		
• Report sort order		

• Report page breaks		
• Report expiration date		
• Report format (PDF, CSV, etc.)		
Ad hoc Reporting from a Web browser		
Ad hoc reports can be scheduled		
Reports run while managers are in other parts of the system		
Managers can store and access previously run reports		
Managers can create custom reports		
Reports can be assigned an expiration date for automatic purging		
Allows for reporting on custom fields		

APPLICATION SECURITY

1. Describe the proposed system's Application-level security. Role-based or user-based security?
2. How are the users and security roles administered?
3. What is the application authentication process? What methods are used to authorize users?
4. Can users have more than one security profile?
5. Does your application allow for customer-defined ID and password methodologies?
6. Does your application allow for global security policies (e.g., number of invalid attempts before reset, time outs)?
7. How is a validation for forgotten passwords processed when an employee locks out or has forgotten log-on information?

CUSTOMIZATION

1. Describe the delivered tools and methods required to customize your application.
2. Can we perform these customizations, or do you, the vendor, need to modify the system?
3. Can we customize the look and feel (e.g., logos and colors) in your application?
4. How are customizations preserved during product updates?

IMPLEMENTATION

1. What is your process for effectively managing the implementation process?
2. What is the ratio of implementation and training to software license fees?
3. How long is a typical product implementation?
4. Describe the typical implementation project team. Who is the primary point of contact during implementation?
5. Describe your approach to identifying, managing, mitigating, and tracking project risks.
6. Describe your issues management approach and plan.
7. During the implementation process, do your consultants assist with process improvement and/or best practices? Provide examples.
8. How many employees from the client are needed to support the project?
9. What is your process for moving from implementation to customer maintenance?
10. How long does implementation team stay with client before transferring to customer service?
11. Can you provide a project example from an implementation with a prior customer?

KNOWLEDGE MANAGEMENT

1. Provide an overview of your training programs and delivery methods.
2. Is there a test database utilizing real data available for future new employee training?
3. Where are your training facilities located?
4. Is there a cost associated with training for customers during or after implementation?
5. What ongoing customer training is available?
6. What training materials do you provide?

CUSTOMER SERVICE/SUPPORT

1. Provide an overview of your customer support and maintenance services.
2. Do you use your Web site as a mechanism to provide support to your clients? How is the Internet part of your support strategy? Please explain.
3. What is the experience level of your service and support staff? What is the average length of service in your support area?
4. How does your firm educate and train your service and support staff?
5. What technologies do you take advantage of to run your support organization?
6. What hours does your company provide service and support?
7. How many support centers do you have and where are they located?
8. Is there weekend or after-hour support? Is there a charge for this service?
9. How many times per year do you release software updates?
10. Do you have any user groups (regional or national)?
11. Describe your release management strategy.
12. Do we get change information prior to release?
13. Can we decline to upgrade to new releases?
14. How much time and resources are required to test new releases?
15. How do you determine and prioritize changes in your system?
16. What is the migration process in upgrading to new versions?
17. Do you support customer-defined SLAs?
18. Describe your escalation process.
19. What type of reporting do you offer for tracking incidents?

PRICING

1. Describe your pricing model:
2. Provide an estimate of total costs for the solution(s) you are recommending. This must include all costs for product, implementation, and servicing. Please make sure the following are included:
    - License Fee
    - Annual Maintenance
    - Implementation costs
    - Training costs
    - Customization costs
    - Interface/feed development costs
    - Monthly hosting fees
    - Monthly processing fees
    - Monthly service fees
    - Are there additional feed for “premium” service or after-hours support?
    - Other monthly fees:
    - All third-party costs:
3. If applicable, provide a history of your hosting, processing, and service fee increases for the past three years.
4. Provide copies of all contracts used for this solution:

APPENDICES

Appendix A – Glossary of Terms

ACA (Affordable Care Act) – Federal legislation requiring employers to provide health insurance coverage to eligible employees and report coverage details to the Internal Revenue Service (IRS).

ADP Workforce Now – The current Human Resources Information System (HRIS) and payroll platform used by the Gun Lake Tribe to manage HR, payroll, benefits, and related functions.

API (Application Programming Interface) – A technology that allows different software systems to communicate and share data automatically.

Business Continuity – The planning and preparation process that ensures critical operations can continue or recover quickly in the event of a disruption.

Confidential Information – Any proprietary, sensitive, or non-public information belonging to the Gun Lake Tribe, its operations, or its employees, including HR and system data.

Cyber Liability Insurance – Insurance coverage that protects against financial losses caused by data breaches, cyberattacks, or other information security events.

Data Migration – The process of transferring employee, payroll, and HR data from the current HRIS (ADP) into the new system.

Deliverable – A tangible output or milestone required as part of the project implementation, such as reports, system configurations, or training materials.

Disaster Recovery – Procedures and technologies used to restore systems, data, and operations following an unexpected outage or failure.

EIN (Employer Identification Number) – A unique nine-digit number assigned by the Internal Revenue Service (IRS) to identify a business entity for tax purposes.

Evaluation Criteria – The categories and weighted standards used by the Tribe to assess, score, and select the vendor proposal that best meets project requirements.

General Ledger (GL) – The accounting record summarizing financial transactions for the organization; used to produce financial statements and manage budgeting.

Gantt Chart – A project management tool that visually represents the project timeline, milestones, and key tasks.

Gun Lake Tribe / The Tribe – The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians, a federally recognized sovereign Indian Tribe located in Shelbyville and Wayland, Michigan.

HIPAA (Health Insurance Portability and Accountability Act) – Federal law that protects the privacy and security of individuals' health information.

HRIS (Human Resources Information System) – An integrated system used to manage HR functions including payroll, benefits, recruiting, performance, and reporting.

Implementation – The process of configuring, installing, testing, and launching the new HRIS system for the Gun Lake Tribe.

ISO 27001 – An international standard for information security management systems that defines best practices for protecting data and privacy.

Native American Preference – Preference provided to qualified Indian-owned enterprises or organizations in accordance with applicable Tribal and federal law.

NDA (Non-Disclosure Agreement) – A legally binding agreement requiring parties to protect confidential information from disclosure or misuse.

Project Timeline – The schedule outlining key dates, milestones, and deliverables from project initiation to completion.

Proposal / Response – The written submission by a vendor providing details about its qualifications, HRIS solution, pricing, and approach in response to this RFP.

RFP (Request for Proposal) – The formal document issued by the Gun Lake Tribe inviting qualified vendors to submit proposals for the Human Resources Information System project.

SaaS (Software as a Service) – A software delivery model in which the application is hosted and maintained by the vendor and accessed by users over the internet.

Scope of Work (SOW) – The defined set of tasks, deliverables, and expectations required to complete the HRIS implementation project.

SOC 2 (System and Organization Controls 2) – A third-party audit framework that assesses a service provider's controls related to security, availability, processing integrity, confidentiality, and privacy.

Subcontractor – A third-party individual or organization engaged by the vendor to perform a portion of the work under the vendor's contract.

Vendor / Contractor – The company submitting a proposal and, if selected, entering into an agreement with the Gun Lake Tribe to implement and support the HRIS.

SOC 2 Type II Compliance Attestation Form

Vendor Name: _____
System / Product Name: _____
Audit Firm: _____
Audit Type: ☐ Type I ☐ Type II
Report Period Covered: _____
Date of Most Recent Audit Report: _____
Auditor Opinion: ☐ Unqualified ☐ Qualified ☐ Other (Explain)
SOC 2 Trust Services Criteria Covered:
☐ Security ☐ Availability ☐ Confidentiality ☐ Processing Integrity ☐ Privacy

Please attach one of the following:

- A copy of your most recent SOC 2 (Type II) report **or**
- A redacted executive summary letter from your auditor confirming certification and opinion.

Authorized Representative:
Name: _____
Title: _____
Signature: _____
Date: _____

Appendix B – HIPPA Requirements

HIPAA Compliance Certification / Attestation

Vendor Name: _____
System / Service Covered: _____
Business Associate Agreement (BAA): ☐ Executed ☐ Pending ☐ Not Applicable

By signing below, the vendor affirms that it has implemented and maintains the administrative, physical, and technical safeguards required under the **Health Insurance Portability and Accountability Act of 1996 (HIPAA)** and its implementing regulations, including the **Security Rule** and **Privacy Rule**.

The vendor further certifies that:

- All workforce members handling Protected Health Information (PHI) are trained in HIPAA compliance.
- Policies and procedures are in place for breach notification and incident response.
- Encryption is applied for PHI in transit and at rest.
- A Business Associate Agreement will be executed with the Gun Lake Tribe prior to project start, if applicable.

Authorized Representative:
Name: _____
Title: _____
Signature: _____
Date: _____

Appendix B – Confidentiality – Non-Disclosure Agreement (NDA)

CONFIDENTIALITY AGREEMENT

This **CONFIDENTIALITY AGREEMENT** (this "Agreement") is entered into this ___ day of _____, 202 , by and between the **MATCH-E-BE-NASH-SHE-WISH BAND OF POTTAWATOMI**, a federally recognized Indian tribe (the "Tribe"), and **[INSERT NAME/ENTITY]**, ("Recipient") with an address at [INSERT ADDRESS].

WHEREAS, the Tribe is prepared to furnish Recipient with various confidential and proprietary information relating to the Gun Lake Tribe (the "Purpose"); and

WHEREAS, Recipient is willing to receive such information regarding the Purpose under the strict obligation of confidentiality described below, and the possibility the Tribe will take the Recipient to Gun Lake Tribal Court if the Recipient releases the information or knowledge of the Purpose.

NOW, THEREFORE, in consideration of the foregoing premises and the following mutual covenants, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the parties hereby agree as follows:

1. **Confidential Information**. "Confidential Information" as used in this Agreement shall mean any documents or other information disclosed to the Recipient by the Tribe for the Purpose.

2. **No Disclosure or Use of Confidential Information**. The Recipient shall not disclose Confidential Information and any of the information regarding the Purpose to any third party. The Recipient agrees that it will (i) hold in confidence the Confidential Information disclosed or otherwise furnished by or on behalf of Tribe to the Recipient, (ii) not disclose the fact that this Agreement has been entered into by the parties or that Confidential Information has been disclosed by the Tribe to the Recipient, (iii) not disclose the Confidential Information to any third party other than to those who have a need to know the Confidential Information solely for the Purpose, and (iv) not use the Confidential Information for any purpose, other than the Purpose and as otherwise permitted under this Agreement. The Recipient agrees that it shall protect the Confidential Information disclosed or otherwise furnished by or on behalf of Tribe with at least the same degree of care as the Recipient uses in protecting its own Confidential Information of a similar nature. The Recipient shall be responsible for any breach of the terms of this Agreement and shall take all reasonable measure (at its sole expense) to refrain from prohibited or unauthorized disclosures or uses of the Confidential Information. Violation of this provision shall be determined to be a violation of this Agreement and will detrimentally impact any further discussions with the Recipient.

3. **Exceptions**. The Recipient shall not have any obligation of confidentiality or nonuse under this Agreement with respect to any portion of the Confidential Information which:

(a) is or becomes generally available to the public, other than through disclosure by the Recipient in violation of this Agreement; or

(b) becomes available to the Recipient on a non-confidential basis from a person other than Tribe, provided that such source is not known by the Recipient to be bound by a confidentiality agreement with, or other contractual, legal or fiduciary obligation of confidentiality to the Tribe or any third party with respect to the Confidential Information; or

(c) the Recipient possesses or developed prior to the Confidential Information being disclosed or otherwise furnished to the Recipient by or on behalf of Tribe hereunder, provided that the source of the Confidential Information is not known by the Recipient to be bound by a confidentiality agreement with, or other contractual, legal or fiduciary obligation of confidentiality to the Tribe or any third party with respect to such information; or

(d) is independently discovered or developed by the Recipient without reference to or use of the Confidential Information.

4. **Other Authorized Disclosure**. Notwithstanding any other provision of this Agreement, the Recipient may disclose the Confidential Information:

(a) in response to a valid order or request of a court or other governmental or regulatory body, or law, regulation or stock exchange rule; provided however, that the Recipient shall first have given written notice of such required disclosure to the Tribe, to the extent permitted by such order, law, regulation or rule and applicable law, so that Recipient may seek, at Recipient's sole cost and expense, a protective order or other appropriate remedy, and the Recipient shall reasonably cooperate, if requested, with the Tribe in any such effort at Tribe's sole cost and expense; provided further, however, that if a protective order or other remedy is not obtained and disclosure of the Confidential Information is required, the Recipient, as the case may be, may so disclose only that portion of the Confidential Information which it is legally required; or

(b) to establish rights or enforce obligations under this Agreement, but only to the extent such disclosure is necessary and provided that the Recipient seeks confidential treatment of the Confidential Information to be disclosed.

5. **Ownership of Confidential Information**. The Confidential Information shall be and remain the property of the Tribe. The Tribe warrants and represents that it has the right to disclose the Confidential Information regarding the Purpose that it is disclosing to the Recipient pursuant to this Agreement.

6. **Relationship of Parties**. No right or license, express or implied, is granted to the Recipient with respect to the Confidential Information.

7. **Severability**. In the event that any one of the provisions contained in this Agreement should be found to be invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the validity, legality or enforceability of the remaining provisions contained in this Agreement shall not in any way be affected or impaired by such a finding.

8. **Waiver**. Nothing in this Agreement shall be construed to waiver the immunity of the Tribe from suit.

9. **Injunctive Relief**. The Recipient agrees that should it breach or threaten to breach any provision of this Agreement, the Tribe may suffer irreparable damages and its remedy at law may be inadequate. Therefore, if the Recipient breaches this Agreement, the Tribe shall be entitled, in addition to all other remedies available to it at law or in equity, to seek equitable relief, including specific performance and injunctive relief to enforce any provision hereof and to restrain the Recipient from using or disclosing, in whole or in part, directly or indirectly, the Confidential Information. Furthermore, the Recipient may no longer be eligible to participate in any general projects for the Tribe.

10. **Return or Destruction of Confidential Information**. Promptly upon receiving any written request by the Tribe, Recipient agrees (i) to return to the Tribe or destroy all Confidential Information, including all copies of the same, (ii) to cause all portions of any memorandums, summaries, reports or documents otherwise created by it that contain or are based in any way on Confidential Information to be destroyed, and (iii) if requested in writing, to deliver to the Tribe a written confirmation that all such Confidential Information has been returned or destroyed.

11. **Governing Law; Venue**. This Agreement shall be governed by, and interpreted in accordance with, the laws of the Tribe without regard to the principles of conflict of laws thereof. Any legal or equitable action arising out of or relating to this Agreement shall be instituted and maintained exclusively in the Gun Lake Tribal Court and the parties hereby irrevocably and unconditionally consent to the exclusive jurisdiction of the Tribe and its courts.

12. **Entire Agreement; Amendments**. This Agreement contains the entire agreement of the parties and supersedes any and all prior agreements, written or oral, between the Tribe and the Recipient relating to the subject matter of this Agreement. This Agreement may not be amended unless agreed to in writing by authorized representatives of both parties.

13. **Authorization**. The Tribe, the Recipient and the individuals signing below each warrant and represent that such individuals are authorized and empowered to enter into and execute this Agreement on behalf of the Tribe and the Recipient, respectively.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day, and year first written above.

"**Tribe"**	"**Recipient**"
Gun Lake Tribe	**[INSERT ENTITY NAME]**
By:_____	By:_____
Name:_____	Name:_____
Title:_____	Title:_____

Appendix C – Insurance Requirements

1. Include copy of insurance to protect the Gun Lake Tribe from loss. The following **minimum** limits shall be met:

A. Professional Liability (Errors and Omissions) Coverage	Three million dollars ($3,000,000.00) each occurrence
B. Commercial General Liability	One million dollars ($1,000,000.00) each occurrence; two million dollars ($2,000,000.00) aggregate
C. Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles (if used on Gun Lake Tribe property)	One million dollars ($1,000,000.00) combined single limit for each accident
D. Workers' Compensation Coverage	One million dollars ($1,000,000.00) per employee for bodily injury or death by sickness or disease in accordance with the Michigan State Workers' Compensation law
E. Cyber Liability Insurance	5 million ($5,000,0000) per occurrence; 5 million ($5,000,000) aggregate
F. Technology E&O Insurance	2 million ($2,000,000) per occurrence; 4 million ($4,000,000) aggregate

If awarded the project, the vendor's insurance outlined in the contract will be primary and non-contributory in the event that the vendor causes any damage.

The vendor waives all subrogation rights and all rights against the Tribe and its agents, officers, directors and employees for recovery of damages to the extent those damages are covered by any of the insurance policies required to be maintained under this Agreement.

Any deductible or self-insured retention must be disclosed and any claim payments falling within the deductible shall be the responsibility of the HRIS provider. The Tribe requires that these aggregate limits be maintained by the vendor as required.

The vendor shall require all subcontractors to carry the same forms and minimum coverages. Evidence of these coverages must be provided to the Tribe prior to the vendor or subcontractor performing any work under the Contract with the Tribe.

The vendor will be required to complete and submit a certificate of insurance along with the required endorsements upon award of the project and prior to commencement of services.