



Report to the Business Administration Committee

Pre-Solicitation Terms for a Human Resource Management System (HRMS)

July 2015

Requested Action

Staff requests that the Business Administration Committee concur with the issuance of a full and open competitive procurement, using a “Best Value” approach, to select a firm to provide a Human Resources Management System for the Airports Authority.

Background

- The incumbent contractor is Ceridian of Columbia, MD. The current contract expires on May 31, 2016.
- Current system is 11 years old and consists of five disparate modules: Personnel, Benefits, Time and Attendance, Recruitment, and Payroll.
- Current system configuration does not support the Airports Authority's needs for an efficient and automated management system for human resource data over the employee lifecycle for a growing workforce.

Proposed Contract Terms

- The Offerors will be responsible for the delivery of an integrated HRMS solution.
- The solicitation is for a Software as a Solution (SaaS)
 - Which is a centrally hosted software that is licensed on a subscription basis.
 - Provides maintenance support services – deliver all security patches, software upgrades, etc., including ongoing updates necessary to maintain the system.

Proposed Contract Terms

- Provides day-to-day operations of the solution in a secure cloud computing environment.
- The solicitation will be for a five-year base period with two two-year options.

Evaluation Criteria

The following criteria will be used to evaluate and select a provider for this contract:

- Solution Capabilities
- Implementation and Performance
- Project Management
- Past Performance
- Price

NOTE: Recommendation and contract award action will be presented to the Committee and Board at completion of the procurement process.

Recommendation

Staff requests that the Business Administration Committee concur with the issuance of a full and open competitive procurement, using a “Best Value” approach, to select a firm to provide a Human Resources Management System for the Airports Authority.



Ronald Reagan Washington National Airport



Dulles Corridor Metrorail Project



Dulles Toll Road



Washington Dulles International Airport



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