

R-21-110  
Meeting 21-20  
October 28, 2021

**AGENDA ITEM #6**

To: Board of Directors  
Open Space Authority

From: Andrea Mackenzie  
General Manager

**SUBJECT**

Reject all Bids Received by May 28, 2021 and Declare that the Contract for a Human Resources Information System be Obtained at a Lower Price on the Open Market

**REVENUE/COST**

There is no cost associated with this item.

**BACKGROUND**

In the Fiscal Year 2020 / 2021 Work Plan a project was approved to assess current human resources processes for opportunities to streamline and/or implement technology-based solutions. The goal is to centralize employee data and provide operational efficiencies for human resources staff, employees, and supervisors. It has been expected that a solution to implement will be a single Human Resources Information System (HRIS) software program.

**DISCUSSION**

On January 15, 2021, the Authority posted a Request for Proposals (RFP) for a Human Resources Information System. The Authority received only one response by the deadline of February 15, 2021. Due to the lack of response to the initial RFP Staff requested that the Board reject all bids and direct Staff to repost the original RFP.

On April 30, 2021 the Authority re-posted the RFP for a Human Resources Information System (Exhibit G). The RFP identified the human resources functions that this system would support. The RFP allowed for respondents to provide flexible solutions that would meet some or all of the functionality requested.

The Authority directly invited seventeen (17) vendors to respond to the RFP, in addition to posting on the Authority website, at the Authority office, and on the California Special District Association's RFP Clearinghouse. Responses were due on May 28, 2021, and two responses were received, but one was incomplete and did not provide complete responses as required by the RFP, including product cost.

Vendor	Proposal Received
Governmentjobs.com (d/b/a NEOGOV)	\$105,148.15 over three (3) years: \$17,500 Year 1 (Implementation Fees Only) \$42,243.00 Year 2 \$45,405.15 Year 3

Staff was disappointed to not see a competitive response to this RFP after the second posting. There are many companies who provide technology solutions that meet the Authority's goal of centralizing employee data and providing operational efficiencies in the Human Resources function. Some invited vendors notified Staff that they do not participate in RFPs; they feel their product is best represented through customized demonstrations.

Staff has researched some of the vendors and the products that they offer. In most cases preliminary estimated costs for these other products are substantially lower than the proposal the Authority received. Staff believes that the procurement and implementation of an HRIS software program can be successfully completed at a lower cost than was proposed by NEOGOV.

The Authority may, in its discretion, reject all bids in accordance with Public Resources Code section 35159(d):

(d) The governing board may reject any bids. If the governing board rejects all bids, it may either re-advertise or adopt a resolution, by four-fifths vote, declaring that the contract can be performed more economically by the employees of the authority or obtained at a lower price on the open market. Upon adoption of the resolution, the governing board may undertake the project without further complying with subdivisions (b) and (c).

#### **RECOMMENDATION**

It is recommended that the Board adopt the resolution rejecting all bids received based on the higher than anticipated cost, declaring that the services can be obtained at a lower price on the open market, and authorizing Staff to seek prices on the open market and return to the Board for approval of a contract for a Human Resources Information System.

Prepared by:  
Elizabeth Loretto, Human Resources Officer

*Attachment(s):        Resolution 21-72 – A Resolution of the Governing Board of the Santa Clara Valley Open Space Authority Authorizing the Rejection of Proposal Received to Procure and Implement Human Resources Information System*

*Exhibit G – RFP for Human Resources Information System – 04-30-2021*