



## MEMORANDUM

**To:** CMAP Board

**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration

**Date:** November 10, 2021

**Re:** Contract Approval for Ceridian for RFP 252 Outsourced Payroll System and Human Capital Management (HCM) System

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CMAP wants to recruit the best and brightest talent to the agency to support the work of the region. To best accomplish this, the agency is looking to transform its Human Resource operations and systems to deliver on the agency's core values of pursue equity, lead with excellence, and drive innovation, by transitioning the agency to a fully integrated Human Capital Management (HCM) system.

Technology that can integrate recruitment, onboarding, benefits management, compensation administration, learning management tools, time and attendance, payroll, performance management, employee self-service, and engagement tools into a fully integrated solution would create the efficiencies, flexibility, and innovative functionalities required for today's workforce. New HCM systems in the marketplace allow employers to efficiently manage its workforce from beginning to end, and provide advance reporting capabilities and predictive workforce tools to better understand organizational talent needs. The agency is interested in migrating to modern HCM technology to meet its workforce talent demands.

A Request for Proposals (RFP) was sent to potential consultants and posted to the CMAP website on March 12, 2021. The RFP submissions were due on March 26, 2021. CMAP received responses from six firms, ADP, Ceridian, Kronos, Neogov, Paycheck and Paycom. The responses from Paychex and Paycom were deemed unresponsive by the committee.

The Proposal was reviewed by four CMAP staff members. The team members scored each proposal independently by April 29. The criteria for selection were as follows:

1. Demonstrated record of experience as well as identified staff in providing the professional services listed in this scope of work.
2. Firm’s qualifications and technical experience, particularly within the local or regional government environment.
3. Overall project design and methodology, including any proposed innovations.
4. Understanding of the project, as demonstrated through the quality and relevance of the proposal and the level of detail and thoughtfulness of the approach.
5. The quality and relevance of similar work examples, including references from current and past clients.
6. Cost to CMAP, including consideration of all project costs and per-hour costs.

The evaluation scores are shown in Table 1.

**Table 1: RFP 252 Proposal Scoring**

Evaluation Criteria	Maximum Score	ADP	Ceridian	NeoGov	UltiPro/ Kronos
1. Demonstrated record of experience as well as identified staff in providing the professional services listed in this scope of work.	20	15	17	16	15
2. Firm’s qualifications and technical experience, particularly within the local or regional government environment.	5	5	5	5	4
3. Overall project design and methodology, including any proposed innovations.	30	23	27	18	17
4. Understanding of the project, as demonstrated through the quality and relevance of the proposal and the level of detail and thoughtfulness of the approach.	20	17	18	20	17
5. The quality and relevance of similar work examples, including references from current and past clients.	5	5	5	3	4
6. Cost to CMAP, including consideration of all project costs and per-hour costs.	20	17 (\$93,750)	14 (\$118,649)	10 (\$163,602)	20 (\$81,737)
<b>Total</b>	<b>100</b>	<b>82</b>	<b>86</b>	<b>72</b>	<b>77</b>

After multiple interviews and reference verifications, the team selected Ceridian and their scope of work for this project. The Ceridian cost proposal was not the lowest of those received but the CMAP team felt that the Ceridian product processed the greatest value for the Agency. The Ceridian product included core HRIS, payroll, time and attendance, recruitment, onboarding, benefits, compensation, learning management system, performance management system, and engagement tools. Other competitors did not offer this full suite of products. The CMAP team

is confident that the Ceridian product and its implementation team will provide the scope of services required to successfully complete the project as required.

It is recommended that the Board approve a contract with Ceridian to provide the Outsourced Payroll System and Human Capital Management System for a not-to-exceed cost of \$300,000. This cost reflects the software license, professional services, and a three-year maintenance agreement. Support for this project will be provided by FY22, FY23, FY24 and FY25 UWP funds.

**ACTION REQUESTED:** Approval