



The New York State Contract Reporter

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Contracting Opportunity

Title: Human Resource Information System Software
Agency: Hugh L. Carey Battery Park City Authority
Public Information
Contract Number: N/A
Contract Term: 5 Years
Date of Issue: 04/17/2014
Due Date/Time: 05/08/2014 3:00 PM
County(ies): All NYS counties
Location: Battery Park City Authority d/b/a Hugh L. Carey Battery Park City Authority, 200
Liberty Street, 24th Floor, New York, NY
Classification: Information Technology - *Consulting & Other Services*
Opportunity Type: General
Entered By: Nidia Blake Reeder
Description: Battery Park City Authority d/b/a Hugh L. Carey Battery Park City Authority
("BPCA") and the Battery Park City Parks Conservancy Corporation ("BPCPC",
and with BPCA, the "Organization") requests proposals (each individually, a
"Proposal" or collectively, the "Proposals") from Human Resource
Information System ("HRIS") software management program vendors (each
individually, a "Proposer", "you" or "your" or collectively, the "Proposers") to
provide HRIS services to the Organization. HRIS services shall include, but
not be limited to: HRIS system implementation and maintenance, time &
attendance, Human Resources and Benefits Administration, training, and
payroll coordination

The purpose of this RFP is to find one HRIS vendor to integrate/consolidate
data and processes for BPCA and BPCPC into one HRIS system. At this time,
BPCA and BPCPC: have respective payroll systems with ADP; use LATS and
Enterprise E-time, respectively, for time and attendance; and Filemaker Pro
and ABRA HRMS, respectively, to store their data.

Any HRIS system proposed in response to this RFP must be able to
incorporate the following benefits offered by the Organization: NYSHIP,
CIRS/401K*, NYSERS**, BAI, Lincoln STD/LTD, TIAA-CREF**, FSA, Workers'
Comp, GHI Dental, Davis Vision, EAP, Deferred Comp, Sunlife Insurance*,
M/C Life Insurance**, NYPERL, COBRA, and NYBEAS (*BPCPC Only: **BPCA
Only)

Minority-Owned Business Enterprises ("MBE") and Women-Owned Business Enterprises ("WBE") are encouraged to submit Proposals.

This request for proposals, the attachments and any additional information submitted herewith, (collectively, the "RFP") does not obligate the Organization to complete the selection and contract award process. The Organization reserves the right to: 1) accept or reject any and all Proposals; 2) request additional information from any or all Proposers to assist the Organization in its evaluation process; 3) amend or withdraw this RFP prior to the announcement of the selected firm; and 4) award the proposed services, in whole or in part, to one or more Proposers. In case of an amendment to the RFP, all Proposers will be provided with a copy of any such amendment(s) and will be afforded the opportunity to revise their Proposals in response to the RFP amendment.

Interested parties may download the complete request for proposals ("RFP") via the link provided below or by visiting BPCA's website at www.batteryparkcity.org and clicking on the "Opportunities" tab. All Proposals must meet the requirements listed in the RFP.

As stated in the RFP, firms interested in responding to the RFP must complete the Mandatory Forms Packet located on BPCA's website at www.batteryparkcity.org/pdf_n/Mandatory_Forms_Packet.pdf. The completed forms must accompany the firm's proposal.

Restricted Period

Proposers are restricted from making contact with anyone other than the Designated Contacts (identified below) during the period from the time of publication of this advertisement through approval of the procurement contract by BPCA (the "Restricted Period"). Employees of BPCA are required to record certain contacts during the Restricted Period, including, but not limited to, any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental entity's conduct or decision regarding the governmental procurement, and to make a determination of responsibility based, in part, upon any such contact. Failure to abide by this process may result in a finding of non-responsibility.

Minority-Owned Business Enterprises ("MBE") and Women-Owned Business Enterprises ("WBE") are encouraged to submit Proposals. All Proposers must submit with their proposal a copy of its Equal Employment Opportunity or Diversity policy along with a breakdown of all company staff by job classification, race and gender. For questions on M/WBE participation, joint ventures and sub-contracting goals ONLY, please contact "Diversity Designated Contact": Mr. Anthony Peterson at 212.417.2337.

M/WBE UTILIZATION GOAL REQUIREMENTS FOR BPCA CONTRACTS: In accordance with Article 15-A of the New York State Executive Law and

regulations adopted pursuant thereto, BPCA has established separate goals for participation of New York State Certified minority and women-owned business enterprises for all state contracts. BPCA is required to implement the provisions of Article 15-A and 5 NYCRR Part 143 for all state contracts (1) in excess of \$25,000 for labor, services, equipment, materials or any combination for the foregoing and (2) in excess of \$100,000 for real property renovations and construction. For purposes of this procurement, the Organization hereby establishes a goal of 10% for Minority-owned Business Enterprises (MBE) participation and 10% for Women-owned Business Enterprises (WBE) participation. (We are happy to work with you to help you identify opportunities for M/WBE participation, joint ventures and sub-contracting). As a condition of this procurement, the Proposer and BPCA agree to be bound by the provisions of §316 of Article 15-A of the Executive Law regarding enforcement. Proposers must document "good faith efforts" to provide meaningful participation by certified M/WBE subcontractors or suppliers in the performance of the awarded contract. For guidance on how BPCA will determine a Proposer's "good faith efforts," refer to 5 NYCRR § 143.8. Additionally, Proposers must refer to Mandatory Forms of this document for a list of forms that must be provided in order to fully comply with Article 15-A of the New York State Executive Law and 5 NYCRR Part 143.

Sub-contracting opportunities for MBEs/WBEs must be considered.

BPCA reserves the right to cancel or withdraw in whole or in part this RFP at its sole discretion. Proposers will be notified in the event the RFP is cancelled via the BPCA website.

Minority Owned Sub-Contracting Goal: 10%

Women Owned Sub-Contracting Goal: 10%

Contact Information

Primary contact: Hugh L. Carey Battery Park City Authority
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Submit to contact: Hugh L. Carey Battery Park City Authority
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Supporting document shown below:

The following supporting documents are available for download:

Document title	Description	Type
Human Resource Information System Software	Human Resource Information System-RFP	docx

To download these documents, please visit the New York State Contract Reporter website: <http://www.nyscr.ny.gov>

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