White Earth Tribal & Community College Request for Proposal: Procurement of a Payroll System with Human Resources Support

1. Introduction

White Earth Tribal and Community College (WETCC) is requesting a proposal from qualified firms to provide a payroll system with human resources services for the college located in Mahnomen, MN.

2. Project Scope

The selected vendor will provide the software and personnel to support all aspects of the payroll process and human resource's function including data transfer to the ERP system, reporting to federal and state agencies, implementation and training of WETCC staff and technical support.

3. Requirements

1. Payroll System

- Enter their hours
- Access paystub
- Access leave balances
- Access year-end forms (W-2 & 1095-C)
- Make changes to their information.
    a) Update W-4 or W-4MN
    b) Address changes
    c) Update Direct Deposit information
    d) Submit W-4MN annually
    e) Phone app for easy access

2. Adaptable

1. Transition support
    a) Support during setup and implementation
    b) Training to manage payroll system
    c) Help desk support for questions
2. Mapping

a) WETCC staff need to be able to update mapping of accounts
b) Splitting individual earnings into multiple grants
c) Processing more than one type of payroll (IE: hourly and salary to same employee or adding adjunct pay to faculty during summer)

3. Leave tracking & Time tracking
   a) Vacation – Hourly & Salary
   b) Sick leave – Hourly
   c) Bereavement
   d) Personal & Professional Development
   e) FMLA
   f) Parental Leave
   g) Tracking hours for salaried employees for grant reporting
   h) Sick & Safe Leave for part-time employees

4. Reports
   a) Detailed reports for payroll analysis, calculation of fringe benefits and projections for budgets
   b) Pull information based on a fiscal year and calendar year
   c) Compatible with ERP for budgeting process
   d) User friendly access to reports

5. Communication with other software
   a) Populi
   b) Accounting program (to be determined)

6. Student workers
   a) Exempt from FICA & Medicare taxes
   b) Separate category for employee identification numbers
   c) Ease of adding and removing inactive employees
   d) Moving a student worker to an employee for summer
   e) Ability to enter hours and view paystub
   f) Sick & Safe leave accrual and usage

3. Quarterly & Year End Reporting
- Bi-Weekly reporting of payroll taxes
- Spreadsheet for quarterly & annual reconciliation
- 1095-C preparation and support
- W-2 reporting
- North Dakota quarterly reports
- Ability to move a student worker to regular payroll form W-2

4. Human Resources Support

- Compliance Support
    - Policy development, review, and updates
    - Employee handbook updates, reformatting, and alignment with policy
    - Interpretation and application of employment laws and regulations (federal, state, and tribal considerations)
    - Guidance on disciplinary actions and corrective action processes.
    - Support with grievance, complaints, and employee relations issues.
    - Investigative support
    - ADA and accommodation guidance
    - Leave management guidance
    - Risk assessment related to HR practices and decisions

- Employee Relations and Performance Management
    - Advising on performance management processes
    - Review and guidance on performance improvement plans
    - Coaching supervisors on difficult conversations
    - Support with conflict resolution and mediation
    - Guidance on terminations and separations
    - Review of documentation for consistency and risk mitigation
    - Exit interview framework and analysis
- Recruitment and Hiring Support
    - Job description development and review
    - Guidance on hiring process and best practices
    - Advisory support on hiring decision guidance and risk review
    - Review of offer letters and hiring documentation
    - Onboarding process review and improvement (developing online onboarding process)

- Documentation, Templates, and Infrastructure
    - Review and refinement of existing HR templates and forms
    - Optional reformatting or modernization of policies and documentation
    - Development of standardized letters and forms as needed

Vendor Qualifications, Training and Support Requirements

The long-term value of this system asset is contingent upon the qualifications of the vendor, the quality of the implementation, training, and ongoing support provided, and the ability to meet installation timelines. Minimum Vendor Qualifications

- The Proposer must demonstrate a minimum of five years of continuous experience in the development, sale, and support of integrated payroll and human resources systems to similar-sized institutions of higher education, particularly in the public or tribal sector. Implementation and Training
- The total proposed cost must be inclusive of all delivery, installation, integration, and setup.
- Proposals should describe the on-site or virtual training at the Mahnomen campus location for WETCC staff. Proposals should include the length of training. Warranty, Technical Support, and Software Updates
- Warranty: Proposals must fully describe the system's comprehensive warranty and any additional optional warranties.
- Technical Support: Proposals must describe the vendor's technical support offerings, including duration, telephone support availability, and on-site service during and after the warranty period.
- Software Updates: The proposal must include all software and content update terms—including new features, bug fixes, security patches, and addition of new modules to the system. The proposal must describe how updates are delivered and installed, and whether there is scheduling flexibility for some updates.

4. Proposal Response Requirements and Conditions

Proposals must include:

- Company overview and contact information
- Description of proposed payroll and human resources system
- Technical specification sheets
- Comprehensive pricing structure (Itemized for hosting, software, training, warranty and support)
- Estimated delivery, installation and training timelines
- Reference and case studies from at least two similar clients
    - ➢ _____
    - ➢ _____

Clarification and interpretation of bidding documents: Questions regarding clarification or interpretation of the specifications and bidding instructions must be addressed in writing and

emailed to Kennedy Heisler, finance director, k.heisler@wetcc.edu, before 4:00 pm April 3, 2026. Questions relating to Human Resources Support, please contact Randi Noggle, human resources specialist, randi.noggle@wetcc.edu, before 4:00 pm April 3, 2026.

Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with technical requirements / functional fit.
- Total cost of ownership, both upfront, ongoing, and future anticipated costs.
- Warranty and support offerings.
- Delivery and installation timeline.
- Vendor experience and references with similar-sized entities.

Timeline

- RFP Release date: March 20, 2026
- Vendor Questions Due: April 3, 2026
- Proposal Submission Deadline: April 10, 2026, 4:30 pm central time
- Bid Opening: April 13, 2026, 9:00 am central time in the WETCC Finance Department 2250 College Road, Mahnomen, MN
- Vendor Notification: April 30, 2026

Terms and Conditions

- **Contract Terms**: This contract is effective upon the date the final required signature is obtained by WETCC and in effect all obligations set forth in this contract have been satisfactorily fulfilled, including a validity period.
- **Rights Reserved**: White Earth Tribal and Community College reserves the right to accept or reject any or all proposals. Submission of a proposal(s) does not obligate White Earth Tribal and Community College to award a contract.
- **Costs**: All costs incurred in preparing a proposal are the responsibility of the proposer.

- **Liability:** The successful Proposer must indemnify, save, and hold WETCC, its representatives, and employees harmless from all claims or causes of action, including all attorneys' fees incurred by WETCC, arising from the performance of this contract. This clause must not be construed to bar any legal remedies the Proposer may have for the failure of WETCC to fulfill its obligations pursuant to this contract.

- **General Requirements**: The selected vendor will be required to comply with White Earth Tribal and Community College policies and contractual terms.

- **Jurisdiction And Venue.** This contract, and amendments and supplements thereto, shall be governed in accordance with the laws of the State of Minnesota.

- **Clerical Error.** Notwithstanding Clauses "Assignment, Amendments, and Entire Agreement" of this contract, WETCC reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of this contract without executing an amendment. WETCC will inform the Proposer of clerical errors that have been fixed pursuant to this paragraph within a reasonable period.

- **Tax Exempt Status.** WETCC is a tax-exempt organization.

Submission Instructions

Proposals must be submitted electronically with the subject "Payroll and HR- Company Name" to:

Kennedy Heisler, Finance Director

k.heisler@wetcc.edu

218-935-0417

-End of Request for Proposal-