



REQUEST FOR PROPOSALS

Human Resources Information System (HRIS) City of Bath, Maine

**RFP Release: October 1, 2025
Proposals Due: October 30, 2025**

Section 1. Overview

The City of Bath, Maine is soliciting proposals from qualified and experienced vendors for the provision and implementation of a comprehensive Human Resources Information System (HRIS). This system will support the City's payroll processing, human resource management, and employee service functions. The goal of this initiative is to improve the efficiency, accuracy, accessibility, and compliance of HR and payroll operations through a centralized, secure, and modernized digital platform. The City employs approximately 108 full-time employees, and during peak operational seasons, an additional 50 temporary or seasonal employees. The City workforce includes representation from four unions, and as a public employer, the City must adhere to all relevant Maine and federal employment regulations.

Section 2. Purpose and Objectives

The City seeks an HRIS solution that meets the following objectives:

- Modernize and streamline HR and payroll processes. Support multi-union and public sector payroll complexity, ensuring employees are paid timely and accurately
- Reduce administrative burden and duplication
- Improve data accuracy, reporting, and regulatory compliance tracking
- Provide secure employee self-service access to HR-related services and information
- Enhance tracking and management of benefits, leave, compensation, and the full employee lifecycle

Section 3. Scope of Services

The selected vendor shall provide a fully functional, scalable HRIS solution that includes the following capabilities:

- **Payroll Processing:** Including multi-union payroll structures, tax calculations, wage reporting, and compliance with public-sector payroll rules.
- **Personnel Records and Employee Lifecycle Management:** Centralized digital storage of employee information and employment history, promotions, transfers, evaluations
- **Benefits Administration:** Tracking health, dental, retirement, and other employee benefits with enrollment workflows. Ability to integrate with third party benefit systems.
- **Leave and Time Off Tracking:** Accrual and usage tracking by type (e.g., sick, vacation, FMLA, etc.) with manager approval workflows.
- **Employee Self-Service Portal:** Secure and simple access for employees to view and update personal data, pay stubs, tax forms, benefits information, leave balances and submit requests or communications.
- **Compensation Tracking:** Wage history and salary schedule management, including union step progressions and COLAs.
- **Onboarding and Offboarding:** Digital onboarding process including document completion, orientation checklists, separation processes and system access provisioning.
- **Reporting and Compliance:** Customizable reports for internal analysis and regulatory reporting (e.g., EEO, ACA, MainePERS).

Section 4. Technical Requirements

- **Security:** Data encryption (in transit and at rest), role-based access, MFA
- **Data Migration:** Vendor support required for transition of legacy data
- **Disaster Recovery and Backup:** Clear policies and SLAs
- **Centralize data** in a secure, accessible, and cloud-based environment (preferred)

Section 5. Vendor Qualifications

Vendors must:

- Have proven experience providing HRIS solutions to public sector clients or municipalities of similar size
- Be capable of data migration from the City's current systems: TRIO, ClearGov, Microsoft Office
- Provide implementation support, staff training, and ongoing customer service
- Comply with all data security and privacy regulations applicable to public-sector employers
- Offer a SaaS/cloud-based system with minimal on-premises infrastructure required (preferred)
- Ability to interface with financial/accounting systems listed above, timekeeping software, and benefits providers, including the Maine Municipal Employee Health Trust, Maine Public Employee Retirement System, Flores 247, and Symetra
- Utilize ADA-compliant user interfaces and mobile compatibility

Section 6. Proposal Submission Requirements

Each proposal must include the following sections:

- **Company Overview:** Background, years in business, experience with municipal clients
- **Solution Overview:** Detailed description of system functionality, modules, and features to meet the City's needs
- **Implementation Plan:** Project timeline, staffing, training approach, and data migration support
- **Support & Maintenance:** Description of technical support, service levels, and system updates
- **References:** At least three municipal or similarly sized government clients
- **Cost Proposal:** Detailed pricing including licensing, implementation, training, ongoing support, and optional modules

Section 7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- System functionality and usability
- Vendor experience with public sector clients
- Implementation approach and training
- Cost and overall value
- References and client satisfaction
- Data security and compliance capabilities

Section 8. Timeline

RFP Release:

October 1, 2025

Deadline for Questions:	October 23, 2025
Proposals Due:	October 30, 2025
Evaluation Period:	November 1 through November 16, 2025
Vendor Selection:	November 17, 2025
Implementation:	January 1, 2026 (preferred)

Section 9. Submission Instructions

All proposals must be submitted no later than **5:00pm on October 30, 2025.**

Submissions may be delivered:

By email (preferred):

ehelgerson@cityofbath.com and lmccourt@cityofbath.com

By mail or in person (sealed):

Erika Helgerson, Director of HR/Executive Assistant to the Manager
Bath City Manager's Office
55 Front Street, Bath, Maine 04530

Points of Contact:

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207-443-8330

Linda McCourt, Deputy Finance Director
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207-443-8338

Section 10. Additional Information

The City of Bath reserves the right to reject any or all proposals, in whole or in part. Late or incomplete proposals may not be considered. The City reserves the right to waive minor irregularities or request clarification. All submitted proposals are public records subject to Maine's Freedom of Access Act. Vendors are responsible for all costs associated with preparing and submitting their proposal. The successful vendor will be required to enter into a written agreement with the City, subject to legal and insurance requirements.