



Sioux Lookout First Nations Health Authority

Request for Proposal Payroll and HR Integration

Summary

This request for proposal (RFP) is to solicit proposals to undertake a comprehensive needs assessment of the Sioux Lookout First Nation Health Authority's (SLFNHA's) current payroll system. The objective is to create a report with clear recommendations outlining suitable options that will meet SLFNHA's current and future payroll and personnel/Human Resources management needs.

Background

SLFNHA is a not-for-profit organization dedicated to providing services, advocacy and leadership in the health of Anishinaabe people across the Sioux Lookout region (see Appendix "A" for a list of communities served by SLFNHA). Services include primary care, mental health, public health, special needs services and client services.

Over the past two years SLFNHA has seen significant growth in all program areas. The current payroll system does not meet the needs of the SLFNHA and lacks integration with our Human Resource systems and functions.

Purpose

To provide a comprehensive needs assessment report and recommendations of SLFNHA's current payroll system and Human Resources Department integration needs, to be used as a basis for selecting a new payroll system and Vendor.

Scope of Work: the successful proponent is responsible for the following deliverables:

1. Meet with the necessary internal stakeholders to determine the current and future needs (Payroll/Finance /Human Resources)
2. A draft report with recommendations to be presented to the working group
3. A revised report based on the recommendations from the working group
4. A final report to be presented and provided to the Executive

Draft Timeline

March 24, 2021	Proposals submitted to SLFNHA
April 9, 2021	Contract in place with successful Proponent
Week of April 19, 2021	Initial meeting with SLFNHA Internal Stakeholders
June 4, 2021	Draft Report with recommendations
June 21, 2021	Prepare final report for approval by Executive

Submission Requirements

1) Consultant Qualifications

The successful Proponent will have the following qualifications:

- Knowledge of SLFNHA and First Nation communities in the Sioux Lookout area
- Experience designing and implementing human resource information systems (HRIS) and payroll systems for organizations with 500 employees plus.
- Experience in implementing payroll systems that deal with a variety of unique requirements, including having a division of employees on a modified work arrangement and working with health care professionals.

2) Submission of Proposals

Proponents should provide a proposal describing their abilities and expertise directly comparable to each component of this project, including:

- The name, size, location and description of the organization
- Qualifications and resumes of key personnel
- The staff proposed for assignment to the project
- Three examples of relevant experience with similar projects
- A workplan for the scope of work
- Three client references with contact information
- Fee proposal (both fixed and variable), hourly rates and expected disbursements for services provided
- Include any added value brought to the project such as experience in health care, First Nations etc.

3) Selection Process

The evaluation criteria that will be used to evaluate the proposals are:

- Experience and proven success in the provision of similar projects
- Proposed project approach, methodology and timelines
- Added value your organization brings to the project
- References
- Cost

As part of the final selection, SLFNHA will solicit references from clients

Conflict of Interest

Each proponent (on its own behalf and on behalf of all members of its team, If any) shall declare in its proposal any real or perceived conflict of interest which either presently exists or can reasonably be foreseen as arising in the future. A conflict of interest will be evaluated on its merit and will not necessarily result in the exclusion of a response.

Questions and Clarification

All interested parties may ask questions and seek clarification by email on or before 3pm CST March 12, 2021. Telephone inquiries will not be answered. Please send enquires to Nancy Greaves at executive.assistantcao@slfnha.com

Closing Date

Proposals will be accepted by email, mail or personal delivery not later than 4:00 pm CST on March 24, 2021.

By Email: executive.assistantcao@slfnha.com

Proponents must ask for a “read Receipt” as SLFHA will not take responsibility for misdirected e-mail.

By Mail/Delivery: Sioux Lookout First Nations Health Authority
ATT: Nancy Greaves
PO Box 1300
61 Queen Street
Sioux Lookout, ON
P8T 1B8

Appendix A: Catchment Area of SLFNHA

