



# **Request for Information (RFI)**

## **#03-19**

**California Earthquake Authority**  
**Human Resource Management System**

**June 11, 2019**

## CEA Background

The California Earthquake Authority (CEA) is a publicly managed, privately funded organization whose mission is to provide residential earthquake insurance and encourage Californians to reduce their risk of earthquake damage and loss through effective risk education, damage mitigation, and insurance protection. The CEA operates on a not-for-profit basis.

CEA has more than \$15 billion in claim-paying capacity, consisting of its own capital, reinsurance and other risk-transfer contracts, revenue-bond proceeds, and contingent assessments on its participating insurance (PI) companies.

CEA policies are sold and serviced — and CEA claims are adjusted — exclusively through CEA’s Participating Insurers (PIs). CEA coverage can be purchased only through the PI that provides the residential property insurance policy. Non-PIs cannot sell CEA insurance.

A list of participating insurers is available at <https://www.earthquakeauthority.com/>.

## Introduction

CEA is issuing this Request for Information (RFI) to obtain information necessary to evaluate and potentially purchase a Human Resource Management System (HRMS) for use by CEA’s Human Resources to integrate and unify Human Resources administration for all CEA employees.

CEA has a diversified workforce of more than 150 staff members, made up of a mix of California civil servants, contract employees, and staff provided by contract agencies. The table below provides an approximate breakout of CEA’s current workforce and HR administrators.

Employee/Staff Type	Employer	Payroll Administrator	Benefits Administrator	#
Contract Employees	CEA	CEA -nQativ software	Capital City Benefits and Insurance Services	11
Civil Service Employees	CEA	California State Controller’s Office (SCO)	CalPERS, Delta Dental, VSP	61
Employment Agency Staff	Various	Multiple employing agencies	Multiple employing agencies	81
<b>Total Staff Count</b>				<b>153</b>

## Request Summary

1. The CEA has identified the following Human Resource Management System requirements and requests information about prospective vendors' product and service offerings to meet as many of the following requirements as possible.
  - a. Support Human Resources with the following systems/components:
    - i. organizational management, including position management;
    - ii. onboarding/off boarding processes and workflows, including I-9 compliance;
    - iii. compensation management;
    - iv. leave/time and absence management tracking, including leave approval process workflow;
    - v. payroll management, including automatic compliance for tax and regulatory updates;
    - vi. benefits administration and management, including open enrollment;
    - vii. performance and development management, including feedback, performance reviews, and goals;
    - viii. workforce and succession planning;
    - ix. survey management system;
    - x. talent management;
    - xi. recruitment management, including Applicant Tracking System (ATS), external recruiter portal, and an automated interview scheduling system, or integration with one;
    - xii. training/professional development/learning (Learning Management System (LMS)); and
    - xiii. employee self-service
  - b. Provide reporting and analytics for all of the business functions mentioned above.
  - c. List prebuilt, native, and/or customizable integrations with financial management systems.
  - d. Include out-of-the-box business process templates.
  - e. Provide list of top/common integrations for modules/components that the system does not include.
  - f. Include user-customizable workflow development and implementation.
  - g. Pre-built integration with Microsoft Active Directory and role-based security.
  - h. Provide secure user access to internal CEA staff and third parties that integrate with the CEA's business processes.
  - i. Provide cloud-based hosting and encryption.
  - j. Provide services for software configuration, conversions, and other software implementation, set-up and transition requirements.
  - k. Provide ongoing-software service maintenance and end-user support, including training.
  - l. Include mobile device functionality and approvals.
  - m. Include automation for request, approval, and collaborative processes.

2. CEA will give strong preference to vendors that meet all of the following requirements. Please confirm each characteristic and provide additional supporting information as needed.
  - a. Be headquartered in the United States;
  - b. Have been in business for at least the past five, consecutive years; and
  - c. Work within a Microsoft-platform environment.
  
3. Vendor to follow the submissions guidelines below.
  - a. Provide in either written or electronic formats any descriptions, diagrams, documentation, literature, and specifications for the proposed vendor software services described above. Limit responses to 50 or fewer pages.
  - b. Complete and return your RFI response to the CEA by close of business, July 9, 2019 by either email or hardcopy as specified below.

Email responses to: RFI#0319@CalQuake.com

Mail hardcopy to: California Earthquake Authority  
EPMO, HRMS RFI  
Attn: Terri Kletzman  
801 K Street, Suite 1000  
Sacramento, CA 95814

- c. The CEA may contact vendor to schedule a tailored, live demo of the proposed solution.