

# Women and Technology dba NDWBC (North Dakota's Women Business Center)

## REQUEST FOR PROPOSAL

Project Name: HR Benefits Administration  
North Dakota's Women Business Center

PH: 701-223-0707

EM: [contractor@ctbnd.com](mailto:contractor@ctbnd.com)

July 15, 2024

# Request for Proposal HR Benefits Administration

## 1. Introduction

Women and Technology dba NDWBC (North Dakota's Women Business Center) is a statewide 501c3 non-profit organization. Our vision is to be the leading voice, resource, and partner for women business owners with the mission of amplifying the economic voice of women business owners through advocacy and access to critical resources.

More information about NDWBC can be found at [www.ndwbc.com](http://www.ndwbc.com)

NDWBC requests that your company propose services for assisting NDWBC with HR benefits administration. The following proposal request will outline the project. Please read the timeline carefully in section 2.a.; proposals must meet stated deadlines to be considered.

### a. Location and Sponsor

Your bid is for the North Dakota Women's Business Center with physical locations in Fargo and Bismarck with team members across the state.

### b. Management

Women and Technology, our 501c3, is the fiscal hosting agent. All team members are employed by Women and Technology dba NDWBC. Kayla Wallgren, the Director of Business Development, manages HR functions for NDWBC and will be the primary project owner.

### c. Contact Information

Please contact Kayla Wallgren with questions about the proposal submission details. No phone calls please.

E-mail: [contractor@ctbnd.com](mailto:contractor@ctbnd.com)

## 2. Project

NDWBC currently has 7 team members eligible to receive a variety of payroll and benefits including healthcare coverage and EAP. NDWBC is seeking a professional organization to provide benefits administration. In alignment with our mission, vision, and values deliverables include:

- Outsourced healthcare and human resource benefits management
- HR reporting and support
- Team member support and engagement
- Payroll and time tracking

### a. Timeline

To complete our mission, we have set the following timetable. This timetable is subject to change by NDWBC.

<b>Milestone:</b>	<b>Date:</b>
Requests for proposals open	July 15, 2024
Question and Answer	July 15-22, 2024
Letter of Intent	July 24, 2024
Deadline for proposals	July 31, 2024
RFP Award	August 15, 2024
Benefits coverage effective date	October 1, 2024

### 3. Proposal

Contracts will be awarded based on the information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our organization based on a variety of factors. NDWBC reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract without obligation to NDWBC or the company offering the proposal.

#### a. Response deadline

Please forward a letter of intent by July 24, 2024, if you intend to submit a proposal.

#### b. Proposal deadline

Proposals must be submitted to NDWBC by July 31, 2024, to be considered.

#### c. Selection criteria

All offers submitted will be considered based on the materials provided in the proposal. Consideration will be given to performance projections as well as cost and staff requirements. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Preferential points will be given to women owned businesses, defined as at least 51% ownership.
2. Submission of all proposals by the stated deadline.
3. The perceived ability for the proposing company's ability to deliver their services.
4. The proposing company's prior performance delivering such services as demonstrated by customer satisfaction.
5. Availability of sufficient high-quality personnel with the required skills for the proposed approach.
6. The overall cost of the proposal.

**d. Proposal to include:**

1. **Contractor Summary:** Include a brief history of your company including your experience in dealing with similar projects.
2. **Capabilities:** Detail your company's capabilities in delivering sufficient software capabilities for time tracking, benefits, and employee management in this proposal. You should use this section to outline specifically your proposed method for achieving the project objectives.
3. **Expected Results:** Summarize your expected results, including a summary of your timeline, an example of relevant work, and a narrative of satisfactory outcomes supported by 3 customer testimonials. Include the customer contact information for reference verification.
4. **Communication:** Explain how you intend to communicate with NDWBC team members to ensure proper engagement.

NDWBC may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

On behalf of the NDWBC team, we appreciate your interest in the RFP and look forward to receiving your submission.