

WASTE TREATMENT PLANT PROJECT REQUEST FOR INTEREST

Benefits and Business Systems Requirements

Requisition Number: 24590-NP-FMR-UD73-00000
Submit Interest By: May 14, 2018
Quality Level: NP
Award Type: Firm Fixed Price

ESTIMATED SCHEDULE Fully implemented in "Production" by October 12, 2018

Award and Notice to Proceed: September 2018

PROJECT DESCRIPTION AND LOCATION

The Hanford Tank Waste Treatment and Immobilization Plant (WTP) is a complex of radioactive waste treatment processing facilities designed and constructed by Bechtel National, Inc. for the Department of Energy (DOE). The facility will process the Hanford Site tank waste and convert the waste into a stable glass form.

The Project site is located in the 200 East Area of the Hanford Reservation near Richland, Washington, along the Columbia River. The site elevation varies from 662 to 684 feet above mean sea level. Ambient temperature range is -23 degrees F minimum to 113 degrees F maximum, with relative humidity of 5% minimum to 100% maximum. The project design life is 40 years.

SCOPE OF WORK

Provide a Business Systems software package to implement Financial and Human Resources applications, in accordance with the attached.

General System Requirements: Appendix A contains high-level general requirements applicable to all system functions.

Financial System Requirements: Appendix B contains the high-level requirements for the Financial System.

Human Resources System Requirements: Appendix C contains the high-level requirements for Human Resources System.

PRICING

If the requirements can be met, please provide a high-level product description and a budgetary quote estimate to the undersigned, by the submission due date.

WTP BACKGROUND

Information about the WTP Project can be found on <http://www.hanfordvitplant.com>

CONTACT

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Appendix A

General System Requirements

No.	APPENDIX A - WTCC General Requirement
1.0 Input & Output	
	1.1 Ability to Input and Edit Data On-line
	1.2 Ability to Query and Retrieve Current Data
	1.3 Ability to Electronically Scan
	1.4 Standard Reporting Capability
	1.5 Custom Reporting Capability
	1.6 Ad-hoc Reporting Capability
	1.7 Provide Open Database Architecture
	1.8 Allow Changes to Output Structure Files
	1.9 Vendor Partnerships to Augment Requirement Gaps
2.0 Data	
	2.1 Defined Data Structures - Defined Using Data Dictionaries
	2.2 Data Relationships - Defined with System Design Description (SDD)
	2.3 Ability to Add Customizable Database Fields
	2.4 Utilization of Database Features (Referential integrity, row deletion, etc. should not rely on application code.)
3.0 Functional	
	3.1 Provide System Administration Function
	3.2 Provide Business Separation Functionality (Clears separation of business functions.)
4.0 Performance	
	4.1 Operational Hours - 99% availability during operation hours (6am to 7pm - Monday through Friday)
	4.2 Maintenance - Should be available throughout all shifts (24 hrs. a day) with minimum downtime for normal maintenance.
	4.3 Users - A minimum of 30 users should be able to use the system concurrently during operational hours.
5.0 System and Communications	
	5.1 Network Considerations - Must be able to work on a WAN using TCP/IP and wireless connections.
	5.2 Microsoft Office Interoperability - Mobile Interface (IOS and Android)
	5.3 Compatible with Windows 10 & 7, multiple web browsers (e.g. Safari, IE, EDGE, etc.)
	5.4 Information must be locally hosted (or FISMA-compliant cloud)

No.	APPENDIX A - WTCC General Requirement	
	5.5	Single Sign-On access (SSO)
		5.5.1 - Automatic sign-in Interface with other service providers
	5.6	Ability to update/add/change any fields (i.e. reason codes) and drop down boxes for HR administrative changes - track changes of who changed, why it was changed, and when it was changed
	5.7	Program fields with business roles and data validation for accepted ranges with the ability to change fields
	5.8	Ability to do batch changes and ability to change supervisors and review subordinates (reporting line)
6.0 System Security		
	6.1	Capability to Restrict Data Based on Administrator Assigned Role
	6/2	Edit/Update Traceability - Audit Trail of User Activity
	6.3	Accessibility - Support features to allow use by handicapped employees (i.e. all features must be available via mouse and keyboard menus).
	6.4	Encryption - Ability to encrypt business and employee sensitive data (Not readable when querying database directly).
7.0 Backup & Recovery		
	7.1	Backup During Non-Operational Hours
	7.2	Restore Time - Restore operations shall be 24 hours for a hardware failure, and 4 hours for a loss/corruption of data.
8.0 Support Considerations		
	8.1	Development Environment - Development environment must be maintained independently of the production environment (includes data and application environments)
	8.2	Database Administration - database administrator should be able to access the system across the network to perform routine functions (e.g. monitoring logs, performing backups and restores, and restarting the system). Additionally the DBA should be able to create views among the existing table structures to allow custom data presentations.
9.0 Hardware		
	9.1	Databases must run on SQL Server 2012 or greater.
	9.2	Operating System - Window Server 2012 or greater.

Appendix B

Financial System Requirements

No.	Appendix B - Financial System Requirement
1.0 Timekeeping	
	1.1 Electronic Time Capture and Approval for Non-Manual Employees
	1.2 Electronic Time Capture and Approval for Manual Employees
	1.3 Interface with the Payroll function.
	1.4 Accept code of accounts from the Project Controls function. (push and manual entry - configuration of code formatting must be flexible)
	1.5 Multiple work schedules (Dupont, rolling 12's, 4x10, reduced, casual, etc.)
	1.6 Ability to add multiple/modify pay types (ST, PTO, Holiday)
	1.7 Ability to add multiple/modify job classifications (GF/FM - manual labor) and pay scales
	1.8 Ability to Submit Labor Corrections within pay period (simple and user friendly)
	1.9 Multiple Concurrent Payroll Cycles (e.g. weekly / biweekly)
	1.10 Audit ability to track all inputs and changes (time stamp / reason for change).
	1.11 Ability to create/modify Rule Based Validations for time charging based on classification, hours, worked etc.
	1.12 Ad-Hoc Reporting Functionality
	1.13 Labor compliance push notifications
	1.14 Manual labor time records need ability to have one individual to enter crew time
	1.15 Entry and Approver Proxy abilities
	1.16 Third party agency time tracking for billing
	1.17 Audit ability to track all inputs and changes, Support Rule based data validations, Support of custom fields, Generate Specific Reports and Exports (Applies to all sections of requirements)
2.0 Manual and Non-Manual Payroll	
	2.1 General Payroll Processing
	2.2 Interface - Generate information to update other functions and other systems, as appropriate. To include but not limited to:
	2.2.2 - Tax payments via EFTPS
	2.2.3 - Labor cost and distribution function (e.g. into cost system, labor reporting system, etc.)
	2.2.4 - ACH and Positive pay file to multiple banking institutions.
	2.2.5 - Check / pay stub information for printing of hardcopy checks and have electronic pay stubs available to employees on direct deposit.
	2.2.6 - Electronic funds transfer payments as well as other methods of payments, including off cycle and third party payments
	2.2.7 - Employee information to the Time Recording Function
	2.2.8 - Accept information from other functions and other system, as appropriate.

No.	Appendix B - Financial System Requirement
	2.2.9 - Employee information from the Human Resources system.
	2.2.10 - Time Record interface/information.
	2.3 Fringe benefit reporting
	2.4 Process PTO Accruals and ability to apply business rules (calculate earnings/use of PTO for employee)
	2.5 Export billable labor details to the Billing function
	2.6 Submit a Journal voucher to General Ledger function of the labor details for posting.
	2.7 Perform validation checks of all inputs (e.g. exception reports)
	2.8 Accept and track corrections from manual or electronic inputs (audit trail)
	2.9 Export labor details to the Project Controls function (Interface with COBRA) (e.g. Calculation method for wages (activity level))
	2.10 Audit ability to track all inputs and changes, Support Rule based data validations, Support of custom fields, Generate Specific Reports and Exports (Applies to all sections of requirements)
	2.11 Retroactive calculations for wages, benefits, etc.
3.0 Accounts Receivable	
	3.1 Accounts Receivable processing and reporting
	3.2 Audit ability to track all inputs and changes, Support Rule based data validations, Support of custom fields. Generate Specific Reports and Exports (Applies to all sections of requirements)
4.0 Accounts Payable	
	4.1 Manage Vendor files/Information (E.g. benefits, taxes, subcontractors, etc.)
	4.2 Manage/Entry of Invoice Information
	4.3 Manage Payments to vendors and employees (multiple payment methods - check, EFT, etc.)
	4.4 Accounts Payable Processes/Functions
	4.5 Employee Expense report processing (consider future relocation system)
	4.6 Audit ability to track all inputs and changes, Support Rule based data validations, Support of custom fields, Generate Specific Reports and Exports (Applies to all sections of requirements)
5.0 Check Printing	
	5.1 Ability to print checks and direct deposit advises.
	5.2 Allow for automated and manual check writing.
	5.3 Support full audit of printed check quantity and value.
	5.4 Reporting of check register and audit.
	5.5 Company Specific Configuration of Check Application
	5.6 Role based security to control check reproduction

No.	Appendix B - Financial System Requirement
	5.7 Audit ability to track all inputs and changes, Support Rule based data validations, Support of custom fields, Generate Specific Reports and Exports (Applies to all sections of requirements)
6.0 Billing	
	6.1 Accept detailed billing information from multiple functions (e.g. AP, payroll modules).
	6.2 Generate invoice in summary and detail formats (summarized by sub-job with supporting detailed reports)
	6.3 Export journal voucher to the General Ledger function
	6.4 Ability to execute rate rebills
	6.5 Third party agency time tracking for billing
	6.6 Audit ability to track all inputs and changes, Support Rule based data validations, Support of custom fields, Generate Specific Reports and Exports (Applies to all sections of requirements)
7.0 General Ledger	
	7.1 Accumulate financial information via journal vouchers
	7.2 Create financial statements / reports
	7.3 Utilize rule based validation and pattern testing
	7.4 Provide information to the Cost Accounting Function (Project Controls)
	7.5 Support multiple concurrent Fiscal Year periods.
	7.6 Export of billable direct charges
	7.7 Audit ability to track all inputs and changes, Support of custom fields, Generate Specific Reports and Exports (Applies to all sections of requirements)
8.0 General/Other	
	8.1 Indirect Rate application (e.g. process fringe benefit rates, G&A/Home office)
	8.2 Ad-hoc Reporting
	8.3 Security - Ability to modify and manage user rights (role based)
	8.4 Ability to create notifications for audits (random selection, frequency, etc.)
	8.5 Auditor view - ability to customize content to support audits (display on the screen, not a report)
	8.6 Electronic document storage/retention/file folder creation - "paperless solution"
	8.7 Interface with purchase order and subcontracts systems
	8.8 Audit ability to track all inputs and changes, Support Rule based data validations, Support of custom fields, Generate Specific Reports and Exports (Applies to all sections of requirements)

Appendix C
Human Resources System Requirements

No.	Appendix C - HR System Requirement
1.0 Benefits Administration	
1.1	<ul style="list-style-type: none"> • Support interfaces from external systems (e.g. benefits vendors, finance, wellness, insurance, accounting, etc.) • Supporting exporting various file formats to external systems
1.2	Supporting of legal reporting requirements - letter generation, record retention (HIPA letters, IROF letter, COBRA)
1.3	Ability to modify and see benefits, and maintain benefit selection information (personal selections, benefit types and costs, effective and cancellation dates, disability/death)
1.4	Maintain benefit plan/options information (rates, options, providers)
1.5	FMLA/STD/COBRA/ADA tracking system with auto letters
1.6	Self Service - Need employees to be able to add/change basic information – phone numbers, addresses, access pay stubs, W-2s, emergency contacts
1.7	Audit ability to track all inputs and changes, Generate Specific Reports and Exports (Applies to all sections of requirements)
1.8	Support Rule based data validations and custom fields and Support of custom fields
2.0 Salary and Compensation Administration	
2.1	Allowance for multiple salary action types
2.2	Rating and ranking system for employee
2.3	Automated employee action notifications (salary actions, personnel actions)
2.4	Site Incentive modification and tracking
2.5	Electronic salary planning, and auto process to develop merit letters and notifications
2.6	Audit ability to track all inputs and changes, Generate Specific Reports and Exports (Applies to all sections of requirements)
2.7	Support Rule based data validations and custom fields and Support of custom fields
3.0 Professional Development	
3.1	Ability to track tuition reimbursements
3.2	Ability to track certifications
3.3	Annual review tracking (AR and development plans)
3.4	Audit ability to track all inputs and changes, Generate Specific Reports and Exports (Applies to all sections of requirements)
3.5	Support Rule based data validations and custom fields and Support of custom fields
4.0 Staffing	
4.1	Applicant Flow
4.2	Be able to track short term and long term assignments

No.	Appendix C - HR System Requirement
	4.3 Be able to track foreign national statuses
	4.4 Tracked individual event dates. Each employee will have several service dates (last hire date, original hire date, service date, leave of absence, holding status, retirement)
	4.5 Tracking for EEO AAP purposes (Vets, Disability, Education Level, minority status, sex)
	4.6 Onboarding process
	4.7 Flexible offer letters
	4.8 Applicant questionnaires
	4.9 Staffing agency interface
	4.10 Ability to track disciplinary actions/employee relations and run reports
	4.11 Audit ability to track all inputs and changes, Generate Specific Reports and Exports (Applies to all sections of requirements)
	4.12 Support Rule based data validations and custom fields and Support of custom fields
5.0 General/Other	
	5.1 Ability to upload files and attachments to employee records. Would like to be able to have the actual HR file as part of this HRIS record, which will remove the paper "HR File" and go paperless.
	5.2 Mobile Interface (IOS and Android)
	5.3 Compatible with Windows 10 & 7, multiple web browsers (e.g. Safari, IE, EDGE, etc.)
	5.4 Information must be locally hosted (or FISMA-compliant cloud)
	5.5 Single Sign-On access (SSO)
	5.5.1 - Automatic sign-in Interface with other service providers
	5.6 Ability to update/add/change any fields (i.e. reason codes) and drop down boxes for HR administrative changes - track changes of who changed, why it was changed, and when it was changed
	5.7 Program fields with business roles and data validation for accepted ranges with the ability to change fields
	5.8 Ability to do batch changes and ability to change supervisors and review subordinates (reporting line)
	5.9 Ability to control security levels of system (role based rights/access)