



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Resolution R-10-22 for Human Resources Management System

DATE: 03/31/2022

In the FY 2022 Budget, Council approved a \$47,000 allocation in order for the City of Bowie to obtain the services of a qualified vendor to implement and maintain a comprehensive human resources management system (“HRMS”). The system will allow for increased efficiency of all human resources-related processes such as employee records, training, applicant tracking, onboarding and offboarding processes as well as several other key functions.

The Request for Proposals for this service was posted for ten days, closing on March 24, 2022. Since that time, staff has determined that based on the overall quality of the proposal, the completeness in which their product satisfies the requirements included in the RFP, the overwhelmingly positive referrals from existing clients, and the experience of the company, we find the HRMS proposed by BambooHR of Lindon, Utah to be an excellent product for our needs. This company has provided similar services for several municipalities similar to the City of Bowie around the country. The annual fee for initial implementation and monthly maintenance is \$46,000.

Completion of this project is an extremely important task for the Human Resources Office in FY 2022, as it will streamline the human resources processes and allow the human resources team to provide more efficient HR support to all City departments. As such, staff recommends that the City Council authorize the City to enter into an agreement with BambooHR to implement and maintain a state of the art and high-efficiency HRMS.

ATTACHMENTS: 1. 20220404 - Resolution R-10-22

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT TO BAMBOOHR FOR THE PURCHASE OF A
HUMAN RESOURCES MANAGEMENT SYSTEM

WHEREAS, the FY22 Professional Services budget of the Human Resources Office allows for the purchase, implementation and monthly maintenance of a Human Resources Management System; and

WHEREAS, a Request for Proposals was issued with a closing date of March 24, 2022; and

WHEREAS, upon review staff has determined that based on the overall quality of the proposal, the overwhelmingly positive referrals from existing clients, and the experience of the company, we find the HRMS proposed by BambooHR of Lindon, Utah to be an excellent product for our needs.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland that the City Manager is hereby authorized to enter into an agreement with BambooHR in the amount of \$46,000 for the purchase and implementation of a Human Resources Management System.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on April 4, 2022 by a vote of at least two-thirds of the members of the Council.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor