Request for Information

Human Resources Information System (HRIS) and HR Services

Central Washington University

Ellensburg, WA

RFI# 26-011

Issue Date: October 28, 2026
Proposals Due: November 18, 2026, 3:00 PM (PDT)

Return Proposals To: Curtis.Smithgall@cwu.edu

Note: This RFP document and subsequent associated information will be posted on CWU's Internet Site and the State of Washington's WEBS site:

CWU Procurement*: http://www.cwu.edu/contracts/current-bid-opportunities*

State of Washington's WEBS: *http://des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx*

REQUEST FOR INFORMATION

Note: This RFI document is posted on our website
https://www.cwu.edu/about/offices/contracts/purchasing/current-bid-opportunities.php

GENERAL INTENT:
For this Human Resources Information System (HRIS) and function modernization initiative, CWU seeks to identify technologies and services (including staff augmentation) capable of supporting a complex higher-education workforce environment, improving operational efficiency, decrease operating costs, enhancing employee experience and engagement, strengthening compliance, and providing modern data-informed decision-making capabilities. The presented solution should effectively support the needs of a multi-campus public university operating within a highly regulated environment and serving a broad range of employee groups.

The issuance of any resulting RFP will be contingent upon available funding and upon satisfactory results from the RFI process.

OBJECTIVES:
This RFI is being issued by Central Washington University with the following objectives:

1. To research the capabilities of providers to meet the needs of the University.
2. To establish a basis for RFP specifications, both mandatory and desired.
3. To assist in establishing the evaluation criteria and weighting process to be utilized in an RFP process.
4. To furnish providers with feedback about their capacity to meet CWU's need, should an RFP process proceed.

CONFIDENTIALITY:
This RFI constitutes a preliminary step in a formal procurement process. CWU will maintain the confidentiality of information received in response to this RFI until such time as a contract is awarded subsequent to an RFP process or the determination is made not to conduct such a process. Any document(s) or information which the responder believes is exempt from public disclosure per RCW 42.17.310 shall be clearly identified by the responder and the words "proprietary data" along with a statement of the basis for such claim of exemption. CWU's sole responsibility shall be limited to maintaining such information in a secure area and to notifying the responder of any request(s) for disclosure within a period of five years from date of award. Failure to so label such materials or failure to provide a timely response after notice of a public disclosure request has been given shall be deemed a waiver by the responder of any claim that such materials are, in fact, so exempt.

REQUIREMENT TO RESPOND:
While failure to respond to the RFI will not preclude any provider from responding to the subsequent RFP, the following benefits may accrue to participants in the RFI process:

- Better understanding of the university's needs.
- Opportunity to better prepare submittals and presentations as a result of the university's feedback.
- Opportunity to spread resource utilization over a longer time period. For example, some
- responders may wish to incorporate content prepared for the RFI into a RFP submittal.

CWU BACKGROUND:
Central Washington University (CWU) is a publicly assisted university located in Ellensburg, Washington, 100 miles east of Seattle. The governing board of the university is appointed by the governor. About 8,000 full-time equivalent students attend the university, 1700 of whom attend one of six satellite campuses located in Des

Moines, Lynnwood, Lakewood, Moses Lake, Wenatchee, and Yakima; and two Instructional Sites located in Sammamish, and at the Joint Base Lewis-McChord. CWU's workforce includes approximately 1,400 employees across a diverse mix of faculty, professional staff, classified staff, administrative and exempt employees, represented and non-represented employees, and student employees. Further information about the university may be found on the following web site: www.cwu.edu. Ninety-five percent of CWU students are Washington residents.

RFI EVALUATION PROCESS:
The submittals will be reviewed by CWU personnel to identify the vendors that warrant further consideration. Vendors whose services do appear to address the needs of the university may be placed on the bid list for any subsequent RFP process. Vendors whose services do not appear to satisfy all of the university's requirements may be notified of deficiencies.

SUBMITTING INFORMATION:

Respondents must submit their information to the Central Washington University Purchasing Office by email and the response must arrive at the Purchasing Office no later than November 18th, 2026, 3 pm, Pacific Daylight Time

Delivery via e-mail should be sent to: Curtis.Smithgall@cwu.edu: All emailed proposals will be confirmed with a return email. It is the vendor's responsibility to verify that their proposal has been received by CWU's Purchasing Office.

Interviews: The University reserves the right to schedule demonstrations with vendors who submit responses that appear to meet the university's needs. These demonstrations will be used to gather additional information for any resulting RFP.

Due Date: Please respond by November 18th, 2026 at 3PM PDT

REQUESTED INFORMATION

Provide a detailed response containing the information below:

Vendor Information & Solution Overview:

- Company Information
- Higher education experience
- Public-sector experience
- Solution overview

Self-Service and Notifications

- Employee self-service
- Manager self-service
- Automated Employee Communication/Notification

Core HR & Workforce Administration

- Employee records management
- Workflow automation
- Position management/control
- Data management
- Employee directory

Recruiting, Applicant Tracking & Hiring

- Recruiting
- Applicant tracking
- Talent communities
- Flexible hiring rules

Onboarding & Employee Lifecycle Management

- Onboarding
- Onboarding dashboards
- Lifecycle management
- Employment Verification
- Offboarding

Payroll Administration

- Comprehensive multi-state payroll processing
- Payroll automation
- Faculty and higher education payroll

- Payroll Tax Management
  - Payroll reconciliation reporting

Time, Leave & Attendance Management

- Time collection
- Leave administration
- Advanced leave management
- Scheduling

Benefits Administration

- Benefits management
- Specialized benefits processes
- Employee self-service

Compliance & Risk Management

- I-9 management
- Out-of-state employees
- Policy compliance
- Records retention

Performance Management & Talent Development

- Performance management
- Employee development
- Talent management
- Learning/Skills management

Analytics, Reporting & Dashboards

- Reporting
- Dashboards
- Analytics

Security, Roles & Access Controls

- Security model
- Access management
- Data privacy

Document Management & Personnel Records

- Electronic personnel files
- Records management

- Electronic forms

Integration & Technical Architecture

- Integration capabilities (must include Oracle Peoplesoft)
- Data exchange capabilities through API
- Data egress charge structure
- Technical requirements

Configuration, Automation & Extensibility

- Business rules engine
- Notifications
- Customization capabilities

Implementation & Support

- Implementation approach
- Change management
- Support model (customer vs vendor responsibilities)

Outsourced/Managed Services

- Payroll processing services
- Payroll tax administration
- HR Shared Services
- Compliance Support Services
- Staff Augmentation / Functional Support

Higher Education-Specific Capabilities

- Faculty appointments
- Cyclic employee processing
- Student employment
- Academic-year contracts
- Public-sector compliance
- Collective bargaining environments
- Washington State public higher education experience

Please Provide Other Related Information As Desired