

Invitation to Bid (ITB)
Integrated Human Resources and Payroll Software

ITB Release Date: Monday, April 27, 2026

Proposal Due Date: Monday, May 18, 2026, by 5:00 PM (ET)

Submission Email: Purchasing@SarasotaTaxCollector.gov

1. Introduction

The Sarasota County Tax Collector's Office invites qualified firms or individuals to submit proposals to provide Human Resources and Payroll Software. The procured Human Resources and Payroll Software will need to provide a host of services to the Sarasota County Tax Collector's Office, including a single platform to integrate those tasks set forth below.

2. Scope of Services

The selected vendor will be expected to meet or exceed the following goals and deliverables:

- **Applicant Tracking and Onboarding**
 - Applicant Tracking
 - Electronic Onboarding for new hires
 - Document Uploads
- **Time and Attendance**
 - Must be able to handle multiple pay codes
 - Electronic Timesheets
 - Various layers of supervisor approval
 - FMLA/STD/Parental Leave Tracking
 - Time Off Scheduling across the organization and different branch locations

- PTO Accruals/requests/approvals
- Job costing and labor distribution tracking
- **Payroll Processing**
 - Including prorated and retro-pay
 - Direct deposit, ACH, and paper check options
 - If the pricing changes based upon having more than direct deposit, please list each as separate line items in your bid
 - General Ledger integrations (the Tax Collector's current General Ledger system is BUCS)
 - Garnishments
 - Check reconciliation
 - Tax filing and payments – quarterly & annually
 - W-2 processing and submission
 - Worker's compensation reporting
 - State Re-employment/Unemployment Insurance
 - New Hire reporting
 - Custom fields and reports
- **Benefits**
 - Benefit selections are managed by third-party Sarasota County Government through their vendor (currently Workday), and the procured software from this ITB must, at minimum, be able to import benefits lists and deductions from the third-party vendor
- **Retirement Management**
 - Specialized Florida Retirement System (FRS) tracking and export
 - Additional Deferred Compensation 457(b) plan tracking
- **Human Resources Management**
 - Ability for employees to view, and acknowledge receipt and review of the Employee Handbook and other employer-specific employment forms

- Performance management
 - Position management
 - Training and certification tracking
 - Including the ability to upload training materials, videos, and assessment/quizzes onto the website
 - EEO, Veteran, and other compliance reporting
 - Turnover calculations
 - **Employee Self-Service System**
 - Software must include a mobile application for employees to access
 - Pay statement and tax form access – include terminated employees
 - Time Off management
 - **Compliance**
 - Maintains compliance with laws and regulations at the state and federal level
 - Including workplace safety requirements such as those set forth by OSHA
 - Employee Handbook Updates
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3. Proposal Requirements

Proposals should include the following:

1. **Cover Letter** summarizing your firm's interest and understanding of the project.
2. **Qualifications and Experience** including examples of similar work with government or public agencies.
3. **Approach and Methodology** for meeting the Scope of Services and performance metrics.
 1. During the Review/Demo period, demonstrations may be requested from bidders with the most competitive pricing.
4. **Project Team** names, titles, and relevant experience of key personnel.
5. **Timeline and Deliverables** for implementation to go-live by October 1, 2026 or

January 1, 2027 (with October 1, 2026 preferred).

6. **Pricing Structure** (monthly or project-based).

1. All pricing must be stated a la carte with each product/module its own line item.
2. Any and all fees and costs, including implementation fees, payroll fees, filing fees, annual or usage fees.
3. Vendor shall include contract lengths, including, subscription periods, renewal periods, renewal rates (inclusive of escalator rates and terms), and the pricing for each.

7. **References** (minimum of three clients).

8. **Foreign Country of Concern Attestation and Human Trafficking Attestation Form**

4. Evaluation Criteria

The contract shall be awarded to the responsive and responsible bidder submitting the lowest bid price with the best go-live date (*i.e.*, either October 1, 2026 or January 1, 2027). In the event that the lowest price and best go-live date differ, Tax Collector shall use its discretion, based upon a comprehensive review of the bid packages, to break the tie. Preference shall be given to local businesses where applicable.

A tie shall exist when two or more bids are determined to be equal with respect to price, quality and service. Pursuant to §287.087, *Fla. Stat.*, whenever two (2) or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to qualify as a drug-free business, a *Drug-Free Workplace Certification* must be submitted with the original response.

If both proposers have implemented a drug-free program, and a tie continues to exist, the award shall be made based on random selection.

5. Submission Instructions

All proposals **must** be submitted **electronically**, in PDF format, by **5:00 PM ET on** May 18, 2026 to Purchasing@SarasotaTaxCollector.gov.

Responses submitted by any other means will not be considered. Late submissions will not be accepted. Bidder shall assume full responsibility for timely delivery of the proposal.

Questions may be directed to the same email address with the subject line: **“ITB Inquiry – Integrated Human Resources and Payroll Software”**. No questions or requests for clarification received after 5:00 PM ET May 7, 2026 will be answered. All questions, and respective answers, will be posted online at www.SarasotaTaxCollector.gov/Procurement.

All other unsolicited communications regarding the procurement may subject the bid to disqualification.

6. Terms and Conditions

Any Purchase Order or Agreement will be subject to the *Tax Collector General Terms and Conditions* ([Sarasota County Tax Collector General Terms & Conditions](#)).

Additionally, the Sarasota County Tax Collector’s Office reserves the right to:

- Reject any or all proposals, in whole or in part.
 - Request additional information from any bidder.
 - Negotiate terms and conditions with the selected vendor.
 - Terminate the solicitation process at any time.
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7. Anticipated Timeline

Event	Date
ITB Issued	April 27, 2026
Question Submission Deadline	May 7, 2026
Proposals Due	May 18, 2026
Review/Demo Period	May 20, 2026
Anticipated Selection	May 25, 2026
Inspection/Dispute Period	May 26 – June 2, 2026

Event	Date
Contract Date	By June 19, 2026
Services Start Date	October 1, 2026 or January 1, 2027