



**City of Virginia Beach, Virginia  
Purchasing Division  
2401 Courthouse Drive, Suite 3097  
Virginia Beach, VA 23456  
(757) 385-4438**

## **Human Capital Management Software**

**Request for Proposal (RFP) Number: COVB-23-100878**

Sealed proposals will be received through the City's Supplier Self-Service Portal <https://www.vbgov.com/government/departments/finance/Pages/Supplier-Services.aspx> or in hand at the Finance Department Purchasing Division office at 2401 Courthouse Drive, 3rd Floor, Suite 3097, Virginia Beach, VA 23456, until October 7, 2022, at 3:00 p.m. Eastern Time. To be considered, Offerors shall ensure proposals are received in this manner. Proposals received after this date and time will not be considered. **DO NOT respond on the eVA platform.**

### **Pre-Proposal Conference**

September 12, 2022, at 1:00 a.m. This will be a virtual meeting using the Microsoft Teams platform. If you plan to attend, please email [dasmith@vbgov.com](mailto:dasmith@vbgov.com) to receive an invitation with the link. The purpose of this meeting is to discuss the RFP and provide clarifications. Any material change to the RFP will be published by addendum only, posted on the City's Supplier Portal.

### **Deadline for Questions**

September 19, 2022, at 5:00 p.m. Eastern Time. Submit all questions to [dasmith@vbgov.com](mailto:dasmith@vbgov.com). Responses to questions will be published by addendum on the City's Supplier Portal. It is the responsibility of the Offeror to monitor the portal for any addenda.

The City of Virginia Beach does not discriminate against faith-based organizations. The Virginia Beach City Council has adopted a 12% goal for minority participation in City contracts. Attention of Offeror is directed to Section 2.2-4367-2.2-4377 Virginia Public Procurement Act (VPPA) (Ethics in Public Contracting). The City of Virginia Beach reserves the right to accept or reject any or all offers in whole or in part and to waive any informalities. The City reserves the right to enter into any contract deemed to be in its best interest.

This solicitation is subject to the requirements of the Small Business Enhancement Program. As a matter of responsiveness, bidders/consultants that intend to subcontract work on the resulting project must commit at least 50% of the value of the subcontracted work to businesses certified as Small, Women-owned, and Minority-owned businesses (SWaM) by the Virginia Department of Small Business and Supplier Diversity; if the bidder/consultant is unable to meet the 50% subcontracting requirement, then the bidder/consultant must provide documentation showing, with specificity, good faith efforts undertaken to meet the 50% SWaM-certified subcontractor participation requirement.