

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON**

**IN THE MATTER OF:**

RESOLUTION NO. 24-208

ISSUE A REQUEST FOR PROPOSALS (RFP) FOR  
AN ELECTRONIC EMPLOYEE RELATIONS CASE  
MANAGEMENT SYSTEM FOR LEWIS COUNTY  
HUMAN RESOURCES AND RISK MANAGEMENT

**WHEREAS**, Lewis County Information Services has identified a need for a case management tracking system for the Human Resources and Risk departments; and

**WHEREAS**, the proposed solution shall have the ability to track general employee relation cases along with appropriate management of investigations, FMLA/PFML, and Workers Compensation cases; and

**WHEREAS**, qualified vendors are needed; and

**WHEREAS**, Lewis County is seeking proposals from qualified vendors; and

**WHEREAS**, publication to solicit for vendors is needed to contract with vendors.

**NOW THEREFORE BE IT RESOLVED** that the Information Services Director is instructed to prepare an RFP, evaluate responses and purchase said products and services; and the BOCC Clerk of Board is instructed to proceed with all appropriate and necessary notifications to advertise for said purpose; and

**NOW THEREFORE BE IT FURTHER RESOLVED** Proposals must be submitted online through the County's procurement portal, OpenGov, which can be accessed via the project site listed on the advertisement. RFP responses are due by 4:30 p.m. July 19, 2024.

DONE IN OPEN SESSION this 2nd day of July, 2024.

APPROVED AS TO FORM:  
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

David Bailey  
By: David Bailey,  
Chief Civil Deputy Prosecuting Attorney

Scott J. Brummer  
Scott J. Brummer, Chair

ATTEST:



Lindsey R. Pollock, DVM  
Lindsey R. Pollock, DVM, Vice Chair

Rieva Lester, CMC  
Rieva Lester, CMC,  
Clerk of the Lewis County Board of  
County Commissioners

Sean D. Swope  
Sean D. Swope, Commissioner



## **LEWIS COUNTY NOTICE FOR: Request for Proposals (RFP)**

### **RFP for an Electronic Employee Relations Case Management system for Lewis County Human Resources and Risk**

Lewis County is seeking proposals from qualified vendors to provide, configure and implement a comprehensive electronic employee relations case management system for Lewis County Human Resources. The system, whether cloud or on-prem, shall have the ability to track cases for general employee relations, investigations, FMLA/PFLM, and Workers' Compensation. The system should have workflow structures and routing capabilities along with robust reporting. System should have industry standard security standards for storing and securing data. Systems should have the ability to interface with our Tyler Munis Finance system.

Lewis County is accepting electronic submissions through OpenGov. Those wishing to submit a proposal must create a fee account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>.

After completing account registration, proposals can be completed at <https://procurement.opengov.com/portal/lewiscountywa/projects/100925>

**CLOSING DAY AND TIME: Responses will be accepted no later than 4:30 p.m. July 19, 2024.**

For more information about the project and submittal requirements, contact Matt Jaeger, IT Director, Lewis County Information Services, at 360-740-3346 or email [matt.jaeger@lewiscountywa.gov](mailto:matt.jaeger@lewiscountywa.gov)

PUBLISH: East County Journal – July 3. Washington State Office of Minority and Women's Business Enterprises (OMWBE) – July 3.

Lewis County website @[www.lewiscountywa.gov](http://www.lewiscountywa.gov)

# BOCC AGENDA ITEM SUMMARY

**Resolution:** 24-208

**BOCC Meeting Date:** July 2, 2024

**Suggested Wording for Agenda Item:**

**Agenda Type:** Legal Notice

Issue a request for proposals (RFP) for an electronic employee relations case management system for Lewis County Human Resources and Risk Management

**Contact:** Matt Jaeger

**Phone:** 3607403346

**Department:** IT - Information Technology

## Description:

Lewis County Information Services is seeking a vendor to provide an electronic employee relations case management system for Lewis County Human Resources and Risk Management

## Approvals:

User	Status
PA's Office	Approved

## Publication Requirements:

### Publications:

East County Journal, The Lewis County Website

The Washington State Office Of Minority and Women's Business Enterprises (OMWBE)

## Additional Copies:

## Cover Letter To: