



REQUEST FOR PROPOSAL

RFP 2026-04

Bay County

Applicant Tracking and Employee Onboarding Solution

JIM BARCIA

BAY COUNTY EXECUTIVE

REQUEST FOR PROPOSAL – THIS IS NOT AN ORDER OR OFFER

DATE OF REQUEST	APRIL 10, 2026
REFERENCE PROPOSAL NUMBER	RFP 2026-04
DEADLINE FOR VENDOR QUESTIONS	APRIL 16, 2026 5:00 PM
RESPONSES DUE FROM COUNTY	APRIL 23, 2026 5:00 PM
PROPOSED DATE/TIME REQUIRED	APRIL 30, 2026 11:00 AM
PROPOSAL SUBMITTAL	BAY COUNTY FINANCE DEPT. PURCHASING DIVISION ATTN: NICOLE PUTT BAY COUNTY BUILDING 515 CENTER AVENUE; 7 TH FLOOR BAY CITY, MI 48708-5128
MARK PROPOSAL	“BAY COUNTY APPLICANT TRACKING AND EMPLOYEE ONBOARDING– DELIVER TO THE FINANCE DEPARTMENT IMMEDIATELY”

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The overall objective of this RFP is to identify a vendor to provide an Internet-based Applicant Tracking and Employee Onboarding solution that will increase the effectiveness, efficiency and consistency of the recruiting and hiring process. The intent is to allow applicants to easily apply and monitor their applications electronically and successfully provide a paperless employee onboarding process that shall integrate into the current employee management and financial system, Tyler Technologies Enterprise ERP. The software must have a comprehensive payroll and timekeeping ability to implement in the future. Additionally, the solution will provide accurate position control, onboarding and analytic features. The solution is expected to eliminate the use of paper in the process and will provide an easy-to-use system that increases access to application and onboarding materials. Bay County seeks a vendor with an existing product and experience working with a unionized governmental setting. The software solution must be user friendly and intuitive for all users including end users and administration.

Statement of Needs

Recruitment and Applicant Tracking

- Provide an internet-based Applicant tracking and Employee Onboarding Solution to support an electronic request to fill vacant position
- The online application process shall be available 24/7/365 through any internet-enabled computer or device using Windows, Chrome, Firefox or compatible browsers as well as iOS and Android smartphones
- Ability to initiate electronic approval of a request to post and fill a budgeted position
- Ability to maintain recruitment information on applicants to include accepted, rejected, interviewed
- Maintain statistics on recruitment, such as number of applicants and time to recruit and fill position.
- Ability to maintain data about the source of the application (ex: Indeed, social media)
- Solution shall have the ability to support information on the application regarding veteran status and EEO/EEOC information
- Solution must be able to collect application information submitted online, analyze minimum qualifications against the job description and qualifications and score applications
- Solution to allow applicants to apply for multiple positions concurrently
- Integration with social media platforms and online job boards
- Read and perform transitions via a mobile device application with proper screen adaptation
- Software must be ADA compliant

Onboarding

- The ideal platform shall provide a user-friendly interface to improve overall new hire success. Supplier hosted training must be included, and the onboarding software shall provide the following:

- Software must allow “hiring” from the applicant tracking and populate fields such as name, address, phone number, email address, position title, etc.
- Automate compliance
- Provide a welcoming digital onboarding platform for new employees
- Add approx. 150-200 new hires and seasonal rehires in a virtual environment annually. Platform must include ability to re-hire seasonal staff and automate previous submitted information for review and change requests
- Must allow up to 850 active employees to edit and make changes to personal information, direct deposit, benefit elections, etc.
- Create and send digital onboarding packets with mobile interface functionality. Software must be accessible through any internet-enabled computer or device using compatible browsers and iOS/Android smartphones
- Provide record retention maintenance for audit purposes
- Be ADA compliant, consistent with federal civil rights law
- Provide standard and customizable employee reports
- Admin access for up to 5 employees
- A customizable landing page/dashboard that is easy to navigate
- Implementation timeframe for onboarding should be a maximum of approximately 3 months
- Provide email reminders when document submission is incomplete and confirmation when complete
- Application should be intuitive requiring minimal end user training
- Ideally allows for I-9 integration for I-9 and e-verify process
- Platform should include ability to upload required documents (ie birth certification, marriage certificate, etc.)
- Platform to include document acknowledgement features
- Platform to include initial employee-onboarding, annual open enrollment capabilities and employee-initiated changes
- Examples of onboarding items include but are not limited to I-9 reporting, contact information, federal and state tax elections, 401k/457 elections, direct deposit, benefit elections including health benefits, life insurance options and beneficiary, retirement beneficiary, supplemental plan options, policy acknowledgment, W2 election delivery type, etc.
- Ideal but not required for benefit elections is the option to set up a file feed directly to the vendor. Example: an employee makes a health benefit election, dental benefit election, supplemental insurance benefit election and those are automatically fed to the benefit vendor rather than an employee manually notifying all those vendors of elections
- Platform must allow administrators to make benefit changes as well (ex: employee termination of benefits)

Timekeeping and Payroll Functionality

- System must provide multiple options for time keeping including but not limited to timesheet entry and timeclock options

- System must provide the ability to configure pay types, overtime rates, etc. per union contract and or department/division
- System must provide automated accrual processing
- System must provide the ability for payroll to be split between several expense lines and projects
- System must provide the ability for one employee to have multiple pay rates
- System must provide user friendly reporting
- System must provide an auditable approval process
- FMLA hours tracking
- Advanced scheduling module with shift differential

Implementation and Configuration

- The awarded Contractor shall install, test, and certify the implementation
- The Contractor will demonstrate through a mutually agreed upon acceptance process stress test that the solution performs
- The Contractor must successfully test backup/recovery capabilities
- The final acceptance must exercise all functionality and components successfully
- The Contractor shall be capable of offering consulting/implementation services for successfully installing, configuring, and implementing the solution based upon mutually agreed statement of work. Contractor shall submit proposed cost for implementing the solution.
- The contractor must have the ability for full implementation of the applicant tracking and onboarding portion by 12/31/2026.

Training Services:

- The contractor shall train staff in the use, administration, configuration, development and operation of the solution. Additional training includes technical and help desk support for personnel who will maintain and support the solution on an on-going basis.

SUBMITTAL REQUIREMENTS:

1. Responses must use Arial font 12 pt.
2. Responses must be spaced 1.15".
3. Responses must be typed, no handwritten replies.
4. Additional information must be limited to no more than 1 page per section.

Bid Acknowledgements – forms supplied by Bay County

1. Cover Sheet.
2. Bidder's Checklist.
3. Attachment A – Certificate.

Questions

Public Sector Experience & Client Profile

- How many of your HRIS clients are government agencies, and how many operate 24/7 facilities?
- How long have you served the public sector?
- What is the average size of the governmental organizations you support?

Compliance & Security

- Does your HRIS comply with all applicable federal and state laws and regulations, including ACA and updated overtime requirements?
- What role-based permissions does your system provide?

System Capabilities & Core Functionality

- Provide a brief overview of your HRIS functionality.
- Briefly explain your dashboard functionality.
- Is your system cloud-based?
- Is the user interface intuitive and easy to navigate?
- Is the system easy for both HR and non-HR employees to learn?
- How many users can be configured?
- Does your software support mobile access?
- Explain your system's response time.

Applicant Tracking, Onboarding & Employee Records

- Provide a brief overview of your applicant tracking and onboarding solutions.
- Describe how you enter, modify, and delete employee information.
- How does your system handle promotions or department transfers?
- Which processes does your software support: onboarding, benefits, time and attendance, payroll, and employee self-service?
- What is the typical implementation timeline for onboarding, including benefit enrollment and policy acknowledgments.

How is the State reporting handled?

Does the applicant tracking module allow for different application questions for each unit?

Payroll & Timekeeping

- Provide a brief overview of your payroll/timekeeping products.
- Does the payroll module include built-in tools for taxes and deductions?
- Does the payroll module support automated accrual tables (sick, vacation, PTO, rollover, PTO payout)?
- How does your system support payroll for employees working across multiple departments or with multiple pay rates?

- How are step increases processed?
- How are multiple pay codes managed?
- What is the typical implementation timeline for payroll/timekeeping?

Data Management & Reporting

- What historical data does your system retain, and for how long?
- What standard reports are available?
- What's the process for building an integration with financial software for GL reporting?

Upgrades, Support & Training

- What is your process for deploying product upgrades?
- What support is provided throughout implementation?
- What training is provided before, during, and after implementation?
- Are tiered support options available at different price levels after implementation?
- What are your support hours?

Cost Proposal – form supplied by Bay County

Cost Envelope - ONLY 1 required and placed with submission labeled "ORIGINAL."

COST PROPOSAL:

Cost Envelope - ONLY 1 required and placed with submission labeled "ORIGINAL."
Proposed pricing for each product or service is required for a successful deployment, installation training, and continuing support on your proposed products.

Proposers are requested to make a firm cost proposal.

Pricing to include:

- Cost of software and any related charges
- Indicate the fees charged to perform the services.
- Attach a schedule of fees or hourly rates broken out for each staff member that will work on this project.
- Implementation
- Support
- Customization

CONTRACT INFORMATION:

1. The County, without invalidating its contract, may order extra services or make change by

altering, adding to or deducting from the services, with the contract sum being adjusted accordingly. All such work shall be executed under the conditions of the contract except that any claim for extension of time caused by any directed change shall be adjusted by a change order at the time of ordering such change.

2. The contract shall be terminated:

- a. Immediately, if the County and service provider mutually agree in writing to termination.
 - b. Immediately, if the service provider fails or refuses to faithfully or diligently perform the services, provisions, or duties of the contract, or for other good cause. Depending upon the seriousness of the breach, the County will use its best efforts to provide thirty (30) days written notice of conditions endangering performance.
 - c. With seven (7) days written notice notwithstanding any other provision of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time not forthcoming through failure of the County to appropriate funds, discontinuance or material alteration of the program under which funds were provided, Bay County shall have the right to terminate the contract without penalty after documenting the lack of funding. The service provider shall receive compensation for services performed prior to termination.
3. All persons performing work on behalf of the successful bidder shall be considered the service provider's employees or agents.
 4. All bids must demonstrate that the bidder has willingness and ability to comply with bidding documents.

GENERAL INFORMATION:

CHANGES TO RFP: All additions, corrections or changes to the solicitation documents will be made in the form of a written Change Form signed by Purchasing Agent, Nicole Putt, only. Firms shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written, signed Change Form. All written, signed Change Forms issued shall become part of the Agreement documents. Change Forms will be sent to all known potential firms by e-mail.

1. CONTACT INFORMATION: To receive future communications related to this RFP, possible firms are asked to immediately send contact information by email to Nicole Putt, Bay County Purchasing, at purchasing@baycountymi.gov; failure to do so may limit your ability to submit a complete, competitive proposal.
2. RIGHT TO WITHDRAW BIDS: By submitting a Proposal in response to this RFP, Firm agrees to be bound by this RFP's terms and conditions. Proposals may be withdrawn by the Firm without penalty at any time before notification that the Firm's Proposal has been selected. However, if the Firm withdraws after selection of its Proposal but before executing the Contract for any reason ("Late Withdrawal"), Firm shall pay liquidated damages to the County in an

amount equal to five percent (5%) of the amount of the Proposal (“Liquidated Damages”). The County and Firm intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of a Proposal would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Firm’s payment of the Liquidated Damages shall be Firm’s sole liability and entire obligation and County’s exclusive remedy for Late Withdrawal of Firm’s Proposal.

3. RFP, PROPOSALS AND ACCEPTANCE DO NOT OBLIGATE: The parties agree that they will not consider either distribution of this RFP or receipt of Proposals by the County or even notification of Proposal acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.
4. TAX-EXEMPT STATUS: The County is a tax-exempt entity. A tax-exempt form will be provided to the successful firm.
5. FOIA: All bids are confidential until the listed bid opening time and date; however, as a public entity, the County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in the proposals may be subject to FOIA requests.
6. INSURANCE: The Firm shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Firm’s services related to this RFP and any resultant contract, whether such service be by the Firm individually or by anyone directly or indirectly employed by Firm, or by anyone for whose acts Firm may be liable, including independent contractors. Insurance policies purchased and maintained shall include, but are not limited to, the following:
 - a. Workers’ compensation insurance for claims under Michigan’s Workers’ Compensation Act or other similar employee benefit act of any other state applicable to an employee in the minimum amount as specified by statute;
 - b. Employer’s liability insurance, in conjunction with workers’ compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers’ compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each incident;
 - c. Motor vehicle liability insurance required by Michigan law including no-fault coverage for claims arising from ownership, maintenance or use of a motor vehicle with liability limits of not less than \$1,000,000 per occurrence. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
 - d. Commercial General Liability insurance for claims for damages because of bodily injury or death of any person, other than the Firm’s employees, or damage to tangible property of others, including loss of use, which provides coverage for contractual

liability, with a limit of not less than \$1,000,000 each occurrence and a mandatory \$2,000,000 annual aggregate.

Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. Certificates of insurance, acceptable to the County, shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.

All coverage shall be with insurance carriers licensed and admitted to do business in Michigan, and are subject to the approval of the County.

All Certificates of Insurance and duplicate policies shall contain the following clauses:

1. "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage will be mailed to Bay County's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"; and
2. "It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."

7. **NON-DISCRIMINATION:** In the performance of the competitive sealed bid and resultant contract, firm agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, national origin, gender identity and sexual orientation in the operation of public employment, public education, or public contracting. Firm shall not discriminate against any employee or applicant for employment to be employed in the submission of this Proposal or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.
8. **COST OF DEVELOPING PROPOSAL:** The Firm shall be responsible for all costs incurred in the development and submission of its Proposal.
9. **QUESTIONS:** All questions about this RFP must be received by **APRIL 16,2026** 5:00 p.m. must be in writing, sent via email, to:

Nicole Putt
Purchasing Agent
purchasing@baycountymi.gov

Every attempt to answer your inquiries will be made, however Bay County reserves the right to not answer any questions received after the **APRIL 16, 2026**, due date.

Responses to any inquiries will be issued in one (1) Addendum no later than **APRIL 23, 2026**, and will be sent to all known firms.

Correspondence or inquiries made directly from firms regarding their proposals are to be directed to those County employees designated above for appropriate review and response.

In addition, the person listed above will issue all valid responses and changes to this RFP. Contact with other County staff or a County Board of Commissioner could be reason for disqualification.

Correspondence or inquiries made directly from firms regarding their proposals are to be directed to those County employees designated above for appropriate review and response. Any significant explanation desired by a firm regarding the meaning or interpretation of the Request for Proposals must be requested with sufficient time allowed for a reply to reach all prospective firms to submit their proposals.

Any information given to a prospective firm concerning the Request for Proposal will be furnished to all prospective firms as an amendment or addendum to the Request for Proposal if such information would be of significance to uninformed firms.

The County shall make the sole determination as to the significance to uninformed firms.

10. **RESPONSIBILITY:** Firms are solely responsible for ensuring their bid is received by Bay County Purchasing in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

Bay County Purchasing shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of qualification shall be made to Bay County Purchasing, Bay County Building, 7th Floor, Bay City, MI 48708.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this request.

11. PROPOSAL DELIVERY: Proposals must be returned no later than **APRIL 30, 2026 @ 11:00 A.M.** in a sealed envelope clearly marked “**Bay County Applicant Tracking and Employee Onboarding Solution**” Please provide seven (7) printed copies of the submission and one cost envelopment (include with the submission labeled “Original”). The submissions may be hand delivered or sent by mail to Bay County Purchasing Office, Bay County Building, 7th Floor, Bay City, Michigan 48708.

The County will not accept proposals sent by FAX machine or E-mail.

12. PROPOSAL OPENING: There will be a public proposal opening immediately following the deadline to receive proposals in the Bay County Finance Department conference room located in the Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan. All firms are invited to attend and hear the proposals read.

13. PROPOSAL REJECTION/ACCEPTANCE: The County reserves the right to accept or reject any or all proposals, to waive any irregularities and to make the final determination as to the best low qualified proposal.

14. PROPOSAL AWARD: In the event the proposal is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all firms of her intent to award the proposal to the Firm providing the best value to the County.

CONTRACT: The County’s award of any proposal is subject to and conditioned upon execution of a formal agreement for products and services between the successful firm and the County. In submitting a proposal, the firm acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the firm fails to execute the formal agreement within 14 days of its presentment by the County, the County may reject the selected firm, and proceed to accept another qualified proposal, or reject all proposals.

A copy of a firm’s suggested terms and conditions may be submitted with firm’s Proposal, however, neither the County’s acceptance of any proposal nor award of any contract pursuant to this RFP shall be construed as any definitive acceptance by the County of Firm’s suggested terms and conditions. In the event of a conflict in terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of the RFP, and last, the Firm’s Proposal.

15. DISPUTES: In the event a firm disagrees with the recommendation of the Bay County Finance Officer concerning this award, the firm may obtain a Bid Protest Form from the Purchasing Office. This form must be completed and returned to Nicole Putt, Bay County Purchasing Agent, Bay County Purchasing Division, 7th Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, **within ten (10) working days from the date of the notice of**

intent to award.

ADA ASSISTANCE:

The County of Bay will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson
Corporation Counsel
Bay County Building
515 Center Ave. 4th Floor
Bay City, MI 48708-5128
(989) 895-4098

Nicole Putt, Purchasing Agent
Bay County Finance Department
Purchasing Division
Bay County Building
515 Center Ave. 7th Floor
Bay City, MI 48708

THIS QUALIFICATION PROCESS WILL BE CONDUCTED IN CONFORMITY WITH THE BAY COUNTY PURCHASING POLICY AS FOUND ON THE BAY COUNTY WEBSITE

www.baycountymi.gov

**SEE ATTACHED
REQUIRED DOCUMENTATION**

NON-BIDDERS FEEDBACK FORM

Bid #: 2026-04

Bay County Applicant Tracking and Employee Onboarding Solution

If you are not submitting a bid for this Bid, please indicate the reason(s) by checking off one or more items below and email this form to purchasing@baycountymi.gov

- Unable to bid at this time but would like to receive future bid requests.
- Service(s) or material(s) not provided by our firm.
- Service(s) or material(s) we offer do not fully meet all the requirements specified.
- We cannot meet the timetable required.
- Insufficient time allowed for preparation and submission of bid.
- Specifications not clearly understood or applicable as follows: (ex. too vague, too rigid, etc.)
- Other:
 - _____
 - _____
 -
 - _____
 -

Please remove our name from your bidders list for This commodity group
 These item(s) or material(s)
 All bids

Signature: _____
 Print Name: _____
 Title: _____
 Company Name: _____
 Company Address: _____
 Email: _____
 Phone: _____ Date: _____

Bid Response Cover Sheet

Bid #: 2026-04

Bay County Applicant Tracking and Employee Onboarding Solution

ALL BIDS MUST INCLUDE THIS COVER SHEET (OR THIS SHEET REPRODUCED ON LETTERHEAD) AS A COVER SHEET OR PAGE ONE (1) OF THE BID

TO: County of Bay
515 Center Ave, 7th Floor.
Bay City, MI 48708

FROM: _____

Company Name

an individual,

a corporation

(Please mark appropriate box),

Duly organized under the laws of the state of: _____

The undersigned, having carefully read and considered the Request for Proposal (RFP) for Bay County Applicant Tracking and Employee Onboarding Solution of the County in the manner described and subject to the terms and conditions set forth in the attached Submission, including, by reference here, the County's RFP document. Submissions must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY: _____

(Signature of authorized representative)

(Please Print Name and Title)

PRINCIPAL OFFICE ADDRESS:

Street Address: _____

City: _____

County: _____

State _____

Zip Code: _____

Telephone: _____

Email: _____

Bidders Check List

Bid #:2026-04

Bay County Applicant Tracking and Employee Onboarding Solution

YES

NO

1. I have read ALL the instructions and specifications. _____
2. I have read and acknowledge the information contained in the "General Information" section of the Bid.
3. I have filled in ALL the required documentation.
4. I have provided all required information per the guideline specified within the bid document.
5. I am an officer of the company.
6. I have the authority to obligate my company.
7. I am returning the signed ORIGINAL and specified number of copies required per the bid document.
8. I have organized and labeled the bid per instruction.
9. I have retained a copy of the submission.
10. I have properly labeled the external envelope.
11. If successful, the "Insurance Requirement Certificate" from an insurance company licensed to do business in the State of Michigan will be provided within ten working days after Notification of the award.
12. I have provided the necessary information for the person responsible for follow-up.

Signature: _____

Print
Name: _____

Title: _____

Company
Name: _____

Company
Address: _____

Phone Number: _____

Email: _____ Date: _____

CERTIFICATION

Bid # 2026-04

Bay County Applicant Tracking and Employee Onboarding Solution

The individual signing below certifies:

1. He/She is fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Proposal was solely developed and prepared without any collusion with any competing Proposer and/or Bay County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.
4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing proposer prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Signature: _____

Print
Name: _____

Title: _____

Company
Name: _____

Company
Address: _____

Phone: _____ Email: _____

Date: _____

BID SUMMARY

Bid # 2026-04

Bay County Applicant Tracking and Employee Onboarding Solution

Software Cost	\$
Implementation	\$
Support	\$
Customization	\$
Total Bid Price	\$

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Date: _____