

LINDEN ROSELLE SEWERAGE AUTHORITY

REQUEST FOR QUOTES FOR PAYROLL PROCESSING SERVICES

The Linden Roselle Sewerage Authority is soliciting quotes for Payroll Processing Services for a two year contract term. Attached is a description of our requirements. Your proposal should include an overview of your product with a summary of the functionality including any hardware and software requirements. Demonstrations of your payroll servicing software can be scheduled upon request. In addition, the following information regarding your company should be submitted:

Company Name/Location

Number of Employees

Year Founded

Number of clients that are currently using the system you are proposing

Number of New Jersey government clients

References from 3 government clients in the State of New Jersey that are similar in size and scope

New Jersey Business Registration Certificate

Cost Proposal which shall be all inclusive with costs detailed by type of service to be provided.

2 Most Recent SAS 70 Reports

A copy of your most recent Audited Annual Financial Statement

Proof of insurance coverage for losses of at least \$1,000,000

Certificate of Employee Information Report

Responses to Payroll Transition Question if you are not the current provider of these services to the Authority

Sealed responses to the request are required to be submitted to the Linden Roselle Sewerage Authority, 5005 South Wood Avenue, PO Box 4118, Linden, NJ 07036 Attn: Purchasing Manager on or before December 9, 2020 at 10 am at which time they will be publicly opened. The envelope containing the proposal shall bear the name of the vendor and the nature of the proposal contained therein.

CONTACT PERSON FOR THIS SOLICITATION:

All questions concerning this RFQ should be directed via email to:

MARY RICHERS

PURCHASING MANAGER

EMAIL: mrichers@lrsanj.org

LINDEN ROSELLE SEWERAGE AUTHORITY

PAYROLL SERVICES

REQUIRED SERVICES

Weekly

- Processing for 45 employees with online data entry of payroll. Employees are paid on a weekly basis every Thursday. A payroll test or preview must be available for review for potential errors prior to generation of checks and direct deposits for every payroll.
- Direct Deposit and Manual Checks (employee has option to choose)
- GTL Automated Calculation
- Payroll Reports
- Payroll Delivery of checks and reports by courier to LRSA not later than 24 hours prior to the effective date of the distribution of payroll
- Payroll Register

Monthly

- Check Reconciliation

Quarterly

- PERS Pension Report
- P&F Pension Report
- Quarterly Earnings Report
- NJ SUI
- Delivery of Tax Reports

Year End

- Y/E Reports, Tax Reporting, W-2's
- Y/E Adjustments
- W-2 Delivery

Miscellaneous

- Tax payment and filing services (withholding and depositing) with tax and penalty coverage for any errors, including Report Filing, Deposits and Payment of all required state and federal payroll taxes, assuming all responsibilities for timely filings and payments
- Payroll Checks with stubs
- Window envelopes for payroll checks and W-2 forms
- Start Up Training
- Conversion
- Annual Training as needed
- Updates & Maintenance

Earnings

- All earnings must be customized to our needs

Deductions and Taxes

- Identify all taxes and voluntary deductions
- Indicate current and year-to-date amounts for all deductions and taxes

Department Number

- Department Number to be indicated on payroll check

Additional Features

- The system should provide current month-to-date, quarter-to-date, and year-to-date payroll information as indicated below:
 - Summary of all earnings
 - Summary of all hours worked
 - Summary of all taxable wages by tax type
 - Summary of all withholding taxes
 - Summary of all employee voluntary deductions
 - Voluntary deduction descriptions

Miscellaneous

- Provider will be required to indemnify the Authority against any losses incurred because of the actions or inactions of the servicer. Servicer must have adequate insurance to cover losses in amounts at least equal to the highest level of exposure to the local unit for 30 days.

Payroll Transition Questions-MUST BE ANSWERED IF YOU ARE NOT OUR CURRENT PAYROLL PROVIDER

1. Where does your software reside?
2. What is the latest time to submit payroll to guarantee next day delivery?
3. Our payday is every Thursday. When is our account debited for net pays of employees with direct deposit?
4. Describe the conversion process. How do you input our past history from my current software and how far back in time do you go?
5. How much training is provided and typically required for new users on your system? Where and how is the training conducted?
6. From the time we commit to using your service, what is the lead time to run our first payroll?
7. Once implemented, how are day to day customer service issues/problems handled?
8. If our computer system is down, is there an alternate way to submit payroll?
9. Are software upgrades/enhancements included as part of your package?

Evaluation of Proposals

The contract will be awarded to the proposer providing payroll processing services who meets the need of the Authority most efficiently, price and other factors included, and whose proposal is in the best interest of the Authority.

The following criteria shall be used to evaluate the proposals:

Responsiveness of the proposal related to the scope of work.

Ability, capacity, and skill of the payroll services provider to perform the services on a timely basis.

Responses of client references.

Experience of the payroll services provider in establishing and maintaining similar accounts.

Total proposal costs.

The financial stability, resources, and ability of the payroll service provider to perform the contract.

The reputation, stability, and longevity of the proposer.

The quality, availability, and adaptability of the services to the particular need required.

Assistance with transition to proposer's payroll services. This includes transfer of employee payroll information and training on procedures to process payroll by the Office Staff.