



Town of North Kingstown, Rhode Island

80 Boston Neck Road
North Kingstown, RI 02852-5762
Phone: (401) 294-3331
Fax: (401) 885-7373
Web: www.northkingstown.org

Request for Proposals - Payroll and Tax Filing Services Town and School Department

4 copies of the above sealed proposal will be accepted in the Office of the Purchasing Agent, Town Hall, 80 Boston Neck Road, North Kingstown, RI 02852-5762, until 11:00 A.M. on May 20, 2011, and will then be publicly opened and read aloud.

NO PROPOSALS WILL BE ACCEPTED AFTER THE 11:00 A.M. DEADLINE.

The proposal will be evaluated as to R.I.G.L. 45-55-5. (2) "Competitive Sealed Bidding", and the award shall be made on the basis of the lowest evaluated or responsive bid price.

Specifications may be obtained at the Purchasing Agent's Office.

A certificate of Insurance showing 1 million General Liability, with the Town being named as additional insured, and 1 million Professional Liability.

The Town of North Kingstown reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at any pre-bid or bid opening, provided a request is received three (3) days prior to said meeting by calling 294-3331, ext. 140.

Patricia A. Sunderland
Finance Director

SELECTION CRITERIA

The proposal will be evaluated as to R.I.G.L. 45-55-5.(2) “Competitive Sealed Bidding”, and the award shall be made on the basis of the lowest evaluated or responsive proposal price.

The following factors will be considered in determining the lowest evaluated or responsive bid price:

Past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines;

Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the service expeditiously;

Ability to utilize and interface with existing financial software system;

Demonstrated experience in Payroll and Tax Filing Services;

Record of firm in accomplishing work with other Municipalities in Rhode Island;

Bid Price;

Services offered;

Early Payment Discount.

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND
INFORMATION FOR BIDDERS**

ARTICLE 1. RECEIPT AND OPENING OF BIDS

Sealed bids must be submitted in SEALED ENVELOPES, addressed to the Purchasing Agent, Town Hall, 80 Boston Neck Road, North Kingstown, Rhode Island 02852, and clearly marked with the name of the item bid, and the date and time of opening. Bids will be received by the Purchasing Agent up to the specified time as noted on the Invitation To bid, and publicly opened and read aloud at the specified time.

Proposals submitted for a specified item must not be combined under the same cover with any other bid item.

It is the bidder's responsibility to see that his bid is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to any officer or person for the premature opening of a proposal not properly addressed and identified.

Any bid received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the bidder is not responsible. Conditional or qualified bids will not be accepted.

ARTICLE 2. PREPARATION OF BID

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, both in words and figures. Erasures or other changes must be explained or noted over the signature of the bidder.

Each bid must be submitted in sealed envelopes, clearly labeled, so as to guard against opening prior to the time set therefore.

The Town may consider any bid not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all proposals in whole or in part, toward any item, group of items, or total bid; to waive any technical defect or formality in same, or to accept any proposal deemed to be in the best interest of the Town.

In the event more than one item is requested and/or listed on the Proposal Form, bidders may bid on any or all items. The Town reserves the right to make award on an item for item basis or aggregately, whichever may be in the best interest of the Town.

ARTICLE 3. TELEGRAPHIC MODIFICATION

Telephonic, telegraphic or oral bids, amendments or withdrawals will not be accepted.

ARTICLE 4. WITHDRAWAL OF BIDS

Bids may be withdrawn personally or by written request at any time prior to the time specified for the opening. Bids may be modified in the same manner. Negligence on the part of the bidder in preparing the bid confers no right of withdrawal or modification of his bid after such bid has been opened.

ARTICLE 5. QUALIFICATIONS OF THE BIDDER

The Town reserves the right to request each bidder to present evidence that he is normally engaged in purveying the type of product or equipment bid on. No bid shall be considered from bidders who are unable to show that they are normally engaged in purveying the type of product or equipment specified in the bid proposal.

To receive full consideration, the bidder must submit literature and necessary details, when applicable, on the material or service he proposes to furnish in order that the Town may have full information available when analyzing the proposals.

ARTICLE 6. OBLIGATIONS OF THE BIDDER

At the time of opening of bids, each bidder will be presumed to have inspected the Specifications and Contract Documents (including all Addenda) which has been sent to the address given by such bidder. The failure or omission of any bidder to receive or examine any form, instrument, or document or to inspect any item specified as a Trade-in shall in no way relieve any bidder from any obligation in respect to his bid.

Any exceptions or deviations from the provisions contained in this Specification must be explained in detail and attached to proposal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the proposal will receive careful consideration.

ARTICLE 7. PRICES

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between unit prices and the extended totals, the unit prices shall govern. In the event that there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

In the event a column headed "Vendor's Offering" is provided in the bid proposal, enter your offering, compliance or non-compliance in each space. DO NOT enter dollar amounts.

I agree that the prices in this bid shall be irrevocable for ninety days, or until the bid is awarded by the Town Council. After award by the Town Council, said prices shall then remain firm for the duration of the Contract.

ARTICLE 8. TAX EXEMPTIONS

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para. I, as amended. The Town is exempt from payment of Federal Excise Taxes. The prices bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

ARTICLE 9. CONTRACT PERIOD AND TERM OF AGREEMENT – Per bid award.

ARTICLE 10. LAWS, ORDINANCES AND CODES

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Town of North Kingstown will not award the Contract to any Contractor who is, at the time, ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United States Department of Labor, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island.

I. REQUEST

The Town of North Kingstown invites written proposal from qualified payroll services companies (“Company”) wishing to provide payroll services for the Town and School Department of North Kingstown. Proposal should be submitted as directed in Section III A&B below.

II. BACKGROUND

The Town of North Kingstown serves an area of forty-four square miles with a population of 26,326 (2000 Census). It is primarily a residential suburb approximately 22 miles south of Providence, but it is also emerging as an important employment center because of the location of the Quonset Business Park. The Town operates under a home rule charter adopted in 1954, and subsequently amended, providing for a council/town manager form of government with a five-member Town Council by the Charter, including the adoption of the Town budget, the ordering of any tax, making appropriations and transacting any other business pertaining to the financial affairs of the Town.

The Town of North Kingstown provides the following services to its citizens:

Public Safety (Law Enforcement, Code Enforcement Emergency Medical and Fire Services)

Education (Kindergarten through Grade 12)

Public Works (Road Maintenance, Recycling Pickup and Solid Waste Disposal Services (Transfer Station), Parks and Facilities Maintenance, Street Lighting, Development Oversight)

Recreation (Beach, Arts, Golf Course, Marina, Youth and Adult Activities)

Senior Services

Welfare Services

Free Library

The Town has a total payroll of \$49,843,350 covering approximately 900 employees, including the School Department.

III. INSTRUCTIONS TO PROPOSERS

- A. The proposer shall include an original and four copies of a dollar cost bid clearly marked as follows:

**PROPOSAL FOR
Town of North Kingstown, Rhode Island
FOR
PAYROLL AND TAX FILING SERVICES**

- B. Proposers should send the completed proposal to the following address:

Town of North Kingstown
80 Boston Neck Road
North Kingstown, RI 02852

- C. All proposals must be received on or before 11:00 A.M on May 20, 2011.

IV. SELECTION PROCESS

Proposals submitted will be evaluated by a Selection Committee which may include the Town Manager, Finance Director, Superintendent of Schools, Director of Administration and other payroll personnel as necessary.

A. The Town has set the following tentative schedule for the selection process:

- | | |
|---|-------------------------------|
| • Request for proposal issued | May |
| • Due date for proposals | May 20, 2011 by 11:00AM |
| • Selection & Notification | Before end of May |
| • Award by Town Council | Before end of June |
| • Contract Executed | Within 30 days of appointment |
| • Specifications/Implementation/
Data Conversion/Testing | To be determined |
| • GO LIVE | New Calendar Year |

B. All proposers will be notified of the results of the selection process.

V. SCOPE OF SERVICES

The Town and School Department of North Kingstown seeks to obtain the services of an internet based payroll services that will integrate with the Town's existing MUNIS financial program, School Department's AESOP substitute fulfillment program, 403B and benefits product selections, and Human Resource functions. The Company shall address as part of their response the following:

- Alternate #1: Cost for combined Town and School contract – 2 year contract with 5-year renewal option.
- Alternate #2: Cost for Town contract – 2 year contract with 5-year renewal option.
- Alternate #3: Cost for School Department contract – 2 year contract with 5-year renewal option.

Payroll Processing

- Basic payroll processing services for Town and School entities with weekly, biweekly, twice monthly and monthly paid employees, including requirements specific to collective bargaining agreements.
- Calculate gross wages and appropriate withholding taxes
- Process benefit, retirement, advance and other miscellaneous deductions from employee paycheck and credit back to Town/School for disbursement to appropriate vendors
- Respond to wage garnishment inquiries
- Remit garnishment amounts deducted to proper agencies
- Ability to print and deliver paychecks per the payroll cycle
- Ability to provide paper checks and direct deposits

- Ability to have up to 10 direct deposit accounts
- Resolve ACH returns
- Transmitting payroll data via phone, fax or internet

Payroll Reporting for State and Federal Purposes

- Prepare and remit quarterly State TX-17, Employer Wage Tax Filing
- Prepare and remit quarterly Federal 941 tax deposits and returns
- Prepare and remit quarterly State/Federal reports to Bureau of Labor Statistics, Internet Data Collection Facility, for statistical programs used for statistical and Unemployment Insurance program purposes.
- Prepare and remit annually SSA's W-2/W-3 filings with full reconciliation to 941's
- Prepare and remit monthly earnings/contributions State Retirement Reports for Police, Fire and Municipal Employees

General Reporting Requirements

- Ability to interface payroll data with our current financial systems; MUNIS and AESOP.
- Ability to create general ledger report specific to Town/School
- Ability to create electronic data for use in importing to the Town/School general ledger system
- Ability to download payroll data into a spreadsheet and/or an external database
- Flexible reporting to detail payroll by department including all employee and employer taxes and pension
- Ability to produce hard copy and electronic reports by date range preferably in multiple formats, including but not limited to Excel, Word and PDF format
- Ability to produce and import Payroll Check History, Payroll Distribution and Payroll Encumbrance data text file into MUNIS software per MUNIS file specs
- Ability to allocate each employee payroll pay rate with up to 20 MUNIS Organization and Object codes and corresponding allocation percentages
- Ability to calculate and update the Payroll Encumbrance balance for each payroll pay rate and allocation, as well as for taxes, pension, health, dental and life insurance.
- System must have accrual tracking
- Online payroll and reporting
- Ability to allow employees internet access to review payroll information so that employees may perform supervised self-service updates of their personnel information.

Product Profile

- How much of the Town/School's history will be converted?
- Complete "hands on" functional training to payroll system users.
- How much time is required for training and is it included in the proposal?
- Does your Company provide software upgrades as part of your package?
- Are customizations or modifications maintained with each upgrade? If not then what is the process for accommodating these situation?

Reporting Capabilities

- Describe how your product will produce future year Budget data from existing payroll data.
- Describe how your product produces current year payroll and benefit projection (encumbrance) data.
- NKSD is required to meet Uniform Chart of Accounts compliance for RIDE reporting. Describe how your product will fulfill this need.
- Describe how your product may be used for human resources reporting. Existing local clients using this feature will be of particular interest

System Technology

- Is your product SIF (Schools Interoperability Framework) compliant?
- Can more than one user access the program at a time?
- Can security access restricted to information by employer, user, screen field and web access?

Other Requirements

- Commercial liability policy with at least \$1,000,000 million in coverage per occurrence; Professional liability Errors and Omissions coverage with at least \$1,000,000 per occurrence.
- Provide timely update on any changes to federal and state rules and laws specific to payroll

Service and Support

- Provide information and pricing on how emergency check(s)are handled.
- Please note which features are included in your product as part of a standard package and which would add to the pricing structure.
- Does pricing reflect a complete cost for annual service?
- If additional services are required do you have a standard pricing structure for these services, and has it been included with this submission?

VI. TECHNICAL QUALIFICATIONS

a. Expertise and Experience

1. The Company's past experience and performance on comparable municipal engagements
2. State the number of years your organization has provided payroll services
3. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of North Kingstown and the firm selected. The Town of North Kingstown reserves the right without prejudice to reject any or all proposals.
4. During the evaluation process, the Selection Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Town of North Kingstown may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND
PROPOSAL FORM**

To: Town of North Kingstown
80 Boston Neck Road
North Kingstown RI 02852-5762

I, (We), the undersigned, agree to furnish to the Town of North Kingstown the following proposal for Payroll and Tax Filing Services, for each Alternate according to the specifications:

<hr/>	\$ _____
(Price in words) Alternate 1-Combined	(1 yr Price in figures)
TOTAL NET BID PRICE	\$ _____
	(2 yr Price in figures)

<hr/>	\$ _____
(Price in words) Alternate 2- Town	(1yr Price in figures)
TOTAL NET BID PRICE	\$ _____
	(2 yr Price in figures)

<hr/>	\$ _____
(Price in words) Alternate 3- School	(1 yr Price in figures)
TOTAL NET BID PRICE	\$ _____
	(2 yr Price in figures)

Warrantee/Guarantee: _____

TERMS: _____

DISCOUNT FOR EARLY PAYMENT: _____

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

(Please print name and title)

TEL: _____ DATE: _____

Email: _____