



Appendix-Employee Benefits and Payroll Services Requirements and Pricing

Payroll Services

Request for Proposal IPB Ref #22036503

Agency Ref No.16-0011

APPENDIX I. PAYROLL SERVICES: OFFEROR INFORMATION

OFFEROR NAME _____

OFFEROR AND COMPANY INFORMATION

OFFEROR INFORMATION

Offeror name (Company name):	
Offeror contact name:	
Offeror contact phone:	
Offeror contact email:	
Offeror HQ address:	
Offeror Illinois address (if applicable):	

COMPANY INFORMATION

The Offeror must have experience providing similar services to other governmental agencies and/or entities of similar size and with rigorous external reporting requirements.

Please provide information on your company's make up and structure, along with its core capabilities with focus on your product and service portfolio. e.g., provide the following information:

1. Description of each product and service category
2. Years in Business

APPENDIX I. PAYROLL SERVICES: OFFEROR INFORMATION
OFFEROR NAME _____

OFFEROR AND COMPANY INFORMATION

EMPLOYEE AND SERVICE DATA

Please provide data for each of the last 5 years (Please use the number of full-time employees for each of the questions below)	2010	2011	2012	2013	2014
Total number of employees (global)					
Total number of employees (U.S. only)					
Yearly employee turnover rate (in %)					

FINANCIAL DATA

Please provide financial data for each of the last 5 years	2010	2011	2012	2013	2014
Total company revenue					
Total company profit/loss					
Average % increase in premiums/rates for Offeror's HMO Plans					
Average % increase in premiums/rates for Offeror's POS Plans					
Average % increase in premiums/rates for Offeror's PPO Plans					

APPENDIX II. PAYROLL SERVICES: PRODUCTS AND SERVICES INFORMATION

OFFEROR PRODUCTS AND SERVICES INFORMATION												
TIME AND ATTENDANCE APPLICATION												
#	TIME ENTRY METHOD (MANUAL, SWIPE, SCAN, OTHER)	APPLICATION NAME	# OF YEARS HAS VENDOR USED	# OF YEARS ON THE MARKET	TOTAL # OF CURRENT CUSTOMERS	TOTAL # OF CURRENT GOVERNMENT AGENCY CUSTOMERS	IS WEB BASED/ HOSTED (Y OR N)	INTEGRATES WITH MICROSOFT OFFICE (OUTLOOK, EXCEL, ETC.)	ESTIMATED ANNUAL DOWNTIME (%)	DOES THE SYSTEM ALLOW FOR PROJECT/PROGRAM/ GRANT TIME ALLOCATION	LEVEL OF SCALABILITY; CUSTOMIZATION (LOW, MED, HIGH)	TECHNICAL SPECIFICATIONS AND/OR REQUIREMENTS
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

APPENDIX III. PAYROLL SERVICES FUNCTIONAL REQUIREMENTS-EACH ITEM MUST BE RESPONDED TO

Requirement Code	Category	Desired Functionality	Do you currently provide this service and/or product? (Y or N Only)	Offeror's Comments (i.e., provide a brief description of the product or service)
1	PD	Payroll Distribution	Calculate and distribute pay to employees.	
2	PD	Payroll Distribution	Calculate court-ordered wage garnishments.	
3	PD	Payroll Distribution	Capability for electronic submission of W-2s to employees.	
4	PD	Payroll Distribution	Deliver payroll to the employees of the Authority.	
5	PD	Payroll Distribution	Process all direct deposits, with the capability to distribute net pay to at least 3 individual bank accounts.	
6	PD	Payroll Distribution	Process all employee W-2 and W-4 forms .	
7	PD	Payroll Distribution	Process all garnishment processing and meet payment deadlines and compliance requirements.	
8	PD	Payroll Distribution	Provide net pay and other payroll notifications to employees via email or text message.	
9	PD	Payroll Distribution	Provide paychecks twice monthly, on the 15th and the last day of the month.	
10	PD	Payroll Distribution	Calculate payments to external parties in regards to any and all wage deductions.	
11	PTS	Payroll Tax Services	Maintain accuracy for and calculate all payroll tax liabilities.	
12	PTS	Payroll Tax Services	Prepare and submit payroll tax returns and compliance reports as required by Federal, State and Local regulations.	
13	PTS	Payroll Tax Services	Provide tax-related management reports.	

APPENDIX III. PAYROLL SERVICES FUNCTIONAL REQUIREMENTS-EACH ITEM MUST BE RESPONDED TO

Requirement Code	Category	Desired Functionality	Do you currently provide this service and/or product? (Y or N Only)	Offeror's Comments (i.e., provide a brief description of the product or service)
14	PTS	Payroll Tax Services	Respond to inquiries from taxing agencies and maintain compliance with payroll tax laws.	
15	PTS	Payroll Tax Services	Withhold and remit federal, state and local employment taxes.	
16	PTS	Payroll Tax Services	Submit all payments to taxing authorities on behalf of the Authority.	
17	TAA	Time and Attendance Application	Calculate leave accruals and provide balances in real-time.	
18	TAA	Time and Attendance Application	Capability for employees to request leave and submit electronically to their supervisor.	
19	TAA	Time and Attendance Application	Complete the transfer of the Authority's current data into the selected time and attendance application by September 1, 2015.	
20	TAA	Time and Attendance Application	Provide the Authority with a secure, web-based time and attendance application, available 24 hours, 7 days per week.	
21	TAA	Time and Attendance Application	Integrate with Microsoft Office products such as Outlook and Excel for email notifications and reports.	
22	TAA	Time and Attendance Application	Provide for online, automated time entry via swipe cards, computer log in, mobile application, manual key entry or other mechanism to record employee time on a daily basis.	
23	TAA	Time and Attendance Application	Track and maintain employee accrual information for and use of paid time off.	
24	TAA	Time and Attendance Application	Provide for extensive time and attendance reporting on a weekly, monthly and annual basis.	
25	TAA	Time and Attendance Application	Provide the Authority with the ability/workflow to approve all leave requests real-time.	

APPENDIX III. PAYROLL SERVICES FUNCTIONAL REQUIREMENTS-EACH ITEM MUST BE RESPONDED TO

Requirement Code	Category	Desired Functionality	Do you currently provide this service and/or product? (Y or N Only)	Offeror's Comments (i.e., provide a brief description of the product or service)
26	TAA Time and Attendance Application	Submit an implementation plan for the retrieval and archiving of all data in the Authority's current time and attendance application-EZ Labor.		
27	OTH Other	Produce annual report on internal controls in compliace with SSAE 16, a Service Organization Controls (SOC 1 or 2) report must be submitted to the Authority at least annually for all services provided by the vendor.		
28	OTH Other	Provide a disaster recovery plan to be reviewed on an annual basis with the Authority.		
29	OTH Other	Provide additional payroll related duties as required.		

APPENDIX IV. PAYROLL SERVICES: IMPLEMENTATION PLAN
OFFEROR NAME _____

DEVELOPMENT AND SUBMISSION OF A DETAILED IMPLEMENTATION PLAN FOR PAYROLL SERVICES			
IMPLEMENTATION PLAN COMPONENTS/REQUIREMENTS			
#	CONTENT	FORMAT	OFFEROR'S COMMENTS
1	DETAILED TIMELINE	HARD COPY & ELECTRONIC	
2	DETAILED RESPONSIBILITIES (THE AUTHORITY, THE OFFEROR AND THE CURRENT VENDOR)	HARD COPY & ELECTRONIC	
3	DETAILED PROCEDURES; SPECIFIC TASKS AND DATES	HARD COPY & ELECTRONIC	
4	TRAINING PLAN/AGENDA	HARD COPY & ELECTRONIC	

APPENDIX V(a). PAYROLL SERVICES: OFFEROR EXPERIENCE/REFERENCE

Customer Reference Information	
Reference organization:	
Reference contact name:	
Reference contact phone:	
Reference role/title:	
Reference address:	

Reference Organization Details:	
Estimated number of employees:	
Estimated operating budget:	
Organizational structure:	

Payroll Services and Time and Attendance Products/Services Currently In Use:	
Number of core users:	
Number of occasional users:	
Total divisions/departments:	

Project Scope:	
Please provide details on the project scope of the Payroll Services and Time and Attendance Products procured from the Offeror	

Payroll Distribution Services:		Services covered (please check with "x")	Project Details	Offeror's Comments
PDS				

APPENDIX V(a). PAYROLL SERVICES: OFFEROR EXPERIENCE/REFERENCE

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Payroll Tax Services:		Services covered (please check with "x")	Project Details	Offeror's Comments
PTS				

Time and Attendance Application:		Services covered (please check with "x")	Project Details	Offeror's Comments
TAA				

APPENDIX V(a). PAYROLL SERVICES: OFFEROR EXPERIENCE/REFERENCE

Customer Reference Information	
Reference organization:	
Reference contact name:	
Reference contact phone:	
Reference role/title:	
Reference address:	

Reference Organization Details:	
Estimated number of employees:	
Estimated operating budget:	
Organizational structure:	

Payroll Services and Time and Attendance Products/Services Currently In Use:	
Number of core users:	
Number of occasional users:	
Total divisions/departments:	

Project Scope:	
Please provide details on the project scope of the Payroll Services and Time and Attendance Products procured from the Offeror	

Payroll Distribution Services:		Services covered (please check with "x")	Project Details	Offeror's Comments
PDS				

APPENDIX V(a). PAYROLL SERVICES: OFFEROR EXPERIENCE/REFERENCE

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Payroll Tax Services:		Services covered (please check with "x")	Project Details	Offeror's Comments
PTS				

Time and Attendance Application:		Services covered (please check with "x")	Project Details	Offeror's Comments

APPENDIX V(c). PAYROLL SERVICES: OFFEROR EXPERIENCE/REFERENCE

Customer Reference Information	
Reference organization:	
Reference contact name:	
Reference contact phone:	
Reference role/title:	
Reference address:	

Reference Organization Details:	
Estimated number of employees:	
Estimated operating budget:	
Organizational structure:	

Payroll Services and Time and Attendance Products/Services Currently In Use:	
Number of core users:	
Number of occasional users:	
Total divisions/departments:	

Project Scope:	
Please provide details on the project scope of the Payroll Services and Time and Attendance Products procured from the Offeror	

Payroll Distribution Services:		Services covered (please check with "x")	Project Details	Offeror's Comments
PDS				

APPENDIX V(c). PAYROLL SERVICES: OFFEROR EXPERIENCE/REFERENCE

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Payroll Tax Services:		Services covered (please check with "x")	Project Details	Offeror's Comments
PTS				

Time and Attendance Application:		Services covered (please check with "x")	Project Details	Offeror's Comments
TAA				

APPENDIX VI. PAYROLL SERVICES: PRICING INFORMATION

OFFEROR NAME _____

Services Category	Fee Per Year (Initial Term)	# of Years (Initial Term)	Total Fee*Years (Initial Term)	Fee Per Year (Renewal Term 1)	# of Years (Renewal Term 1)	Total Fee*Years (Renewal Term 1)	Fee Per Year (Renewal Term 2)	# of Years (Renewal Term 2)	Total Fee*Years (Renewal Term 2)	Total All Fees
Payroll Services										
Payroll Distribution	-	3	-	-	1	-	-	1	-	-
Payroll Tax	-	3	-	-	1	-	-	1	-	-
Time and Attendance Application	-	3	-	-	1	-	-	1	-	-
Other (Audit reports, Disaster Recovery Plan, Other Services)	-	3	-	-	1	-	-	1	-	-
One-Time Costs										
Implementation	-	-	-	-	-	-	-	-	-	-
License	-	-	-	-	-	-	-	-	-	-
Other One-Time Costs	-	-	-	-	-	-	-	-	-	-
Other Ongoing Costs										
Ongoing costs for the Time and Attendance Application	-	3	-	-	1	-	-	1	-	-
Maintenance/Support	-	3	-	-	1	-	-	1	-	-
Hosting	-	3	-	-	1	-	-	1	-	-
Other Ongoing Costs	-	3	-	-	1	-	-	1	-	-
Grand Total	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -