



**TOWN OF ALLENSTOWN
REQUEST FOR PROPOSALS FOR
Payroll Services, Electronic Timesheets, and Electronic Check Stubs**

**Issued: September 22, 2014
Finance Director
Town of Allenstown
16 School Street
Allenstown, NH 03275**

TOWN OF ALLENSTOWN, NH
REQUEST FOR PROPOSALS FOR
Payroll Services, Electronic Timesheets, and Electronic Check Stubs

I. REQUEST FOR PROPOSALS

The Town of Allenstown, NH is soliciting proposals for Payroll, Electronic Timesheets, and Electronic Check Stub Services. Proposals shall be based on a bi-weekly payroll which imports the timesheet data directly. The system needs to allow for multiple payroll policies(categories) such as police special detail paid at an overtime rate. Overtime occurs at different times depending on the department such as over 40 hours for town hall staff, over 43 hours for the Police Officers and 53 hours for the Firemen. The Town will enter into a contract with the successful bidder after approval by the Board of Selectmen.

II. BACKGROUND

The Town of Allenstown uses a third party vendor to process payroll, electronic timesheets and electronic check stubs. The Town of Allenstown has approximately 34 bi-weekly employees. These employees use the electronic timesheets. Approximately 25 call firemen and 10 stipend employees who are entered manually and paid monthly. All employees have direct deposit except for two monthly call firemen. The payroll service will process all taxes, and new hire filings. The Town of Allenstown will file worker's compensation.

III. TERMINATION/RESIGNATION

Nothing in the Agreement shall prevent, limit or otherwise interfere with the rights of either party to terminate the Agreement subject to the terminating party giving thirty (30) days written notice to the other party, prior to the effective date of separation.

The Town of Allenstown may terminate the Contract at any time, by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In that event, all finished and unfinished work product shall become the property of the Town. If the contract is terminated by the Town, as provided herein, the Contractor will be paid an amount, which bears the same ratio to the total compensation as the services actually performed bear to the total services covered by the Contract, less payment of compensation previously made. Termination of the Contract or the retention of funds by the municipality shall not preclude the Town or the Contractor from bringing an action against either party for damages or exercising any other legal, equitable, or contractual rights by the Town or Contractor may possess in the event of the Contractor's failure to perform.

The Town of Allenstown may void all contracts(s) at any time if the Contractor has materially misrepresented any offering or defaults on any contract with a New Hampshire municipality.

In the event that any Contract person or employee assigned to the Town of Allenstown is convicted of any act resulting in personal gain in the execution of services provided through this agreement, then the Town shall have no obligation of prior notice, and may immediately terminate all contracts.

IV. TRANSFER, ASSIGNMENT, SUB-LETTING

The Contractor will not assign any part of this agreement without express written permission by the Town of Allenstown.

V. PERFORMANCE REQUIREMENTS

Perform all normal and routine tasks, including but not limited to the following:

- Provide software/web service for the Town of Allenstown's employees to enter timesheets.
- Provide software/web service that allows employees to request time off.
- Provide software/web service that imports timesheet data to process payroll.
- Provide multiple payroll policies (categories) to process payroll.
- Provide direct deposit services for each employee.
- Provide software/web access that allows employees to access check stubs and W-2's for tax purposes.
- Track vacation, personal and sick time for each employees based on the Town of Allenstown's Personnel Policy.
- Provide third party electronic payments such as State of NH child support.
- File and pay federal income, social security and Medicare taxes for the Town of Allenstown.
- File New Hire Reports to the State of NH Department of Labor.
- Provide Quarterly Reports to the Town of Allenstown.
- Create an export file that can be imported into our accounting software (BMSI) each pay period.
- Provide support staff to assist Town of Allenstown employees as needed.

VI. ADDITIONAL REQUIREMENTS

- 1). The Contractor shall be compensated as an independent contractor and shall be responsible for providing FICA, Workmen's Compensation, Unemployment Compensation & Liability to all employees assigned to the Town of Allenstown.
- 2). The Contractor shall not compensate, in any way, a town officer, employee, or any member of the family of such officer or employee in the performance of any work under this contract.

VII. INSURANCE SPECIFICATIONS

Certificates of insurance, identifying the Municipality as co-insured, will be submitted to the Municipality no more than thirty (30) days after the signing of the contract. The Municipality will be notified within 15 days in the event of loss or change in coverage or conditions or amounts of coverage. A financially secure insurer, duly licensed to do business in the State of New Hampshire, shall issue each policy of insurance.

- 1). Worker's Compensation – Statutory requirements and benefits if utilizing any additional employees.
- 2). Commercial General Liability - \$1,000,000 combined single limit. The Town of Allenstown is to be named as an additional insured with respect to the services being procured. This coverage is to include Independent Contractor's Liability, Personal Injury Liability, Blanket Contractual Insurance, Broad Form Property Damage, and Premises, Operations and Completed Operations.
- 3). Errors and Omissions Insurance with no less than \$1,000,000 combined single limit.

VIII. EVALUATION OF PROPOSALS

Evaluation of the responses will be based on the extent to which the response meets the requirements of the solicitation and the town's determination as to the extent to which the respondent is likely to be able to achieve the desired results and fulfill the purposes of the solicitation. Proposers are welcome to submit supporting information or references, demonstrating how they have shown their performance to be in terms of quality and timeliness in tasks performed for other clients or the Town of Allenstown and how responsive they will be in terms of cost efficiency to the Town of Allenstown.

IX. PROPOSAL DEADLINE

Proposals are due by 5:00 p.m., Wednesday, October 22, 2014, at the Town Hall, 16 School Street, Allenstown NH 03275. Proposals received after the deadline will be rejected.

X. SELECTION PROCESS

The town may engage in individual discussions with bidders deemed fully qualified, responsible and suitable based on initial responses and with emphasis on professional competence, to provide the required service. These bidders may be requested to make an oral presentation to explain their proposal and answer questions.

XI. PROPOSAL REQUIREMENTS

The Town of Allenstown reserves the right to reject all proposals and to make a selection in the best interests of the Town.

To be deemed qualified, the Proposer(s) must demonstrate the requisite experience, skills, and resources necessary to successfully perform services requested in the Request for Proposals. All questions about this Request for Proposals should be submitted to:

Diane Demers
Finance Director
Town of Allenstown
16 School Street, Allenstown, NH 03275
Tel: (603) 485-4276 x 120
ddemers@allenstownnh.gov

Proposal Preparation: In order to facilitate evaluation of the proposals, the proposer is instructed to be concise and to follow the outline below in responding. Proposals that do not follow the outline, or do not contain the required information, may be considered as invalid proposals. Additional detailed information may be annexed to the proposal.

Format of Proposal: Proposers are instructed to be concise and proposals should include, in order, the following:

1. Letter of Transmittal;
2. Executive Summary to include understanding of the project and scope of work;

3. Brief organization profile, including background and experience of the firm;
4. Previous project summaries, including reference contact information for a minimum of three (3) projects, which are similar in scope to the project described herein that demonstrate pertinent corporate and key personnel experience; listing of the pertinent projects may be included (the Town reserves the right to contact any references provided by the proposer or otherwise obtained);
5. Approach to work – a detailed outline of the proposed services for executing the requirements of the Proposed Scope of Services and availability to the Town as needed;
6. Proposed schedule to meet the needs outlined in the RFP;
7. Contract cost to municipality given the scope of work described in the RFP.

Bids must be in a sealed envelope clearly marked: **“PAYROLL SERVICES PROPOSAL”**.

Signature/Certification: An official authorized to bind the offer shall sign the proposal and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day period from opening. The proposal shall also provide the following information: name, title, address and telephone number of the individual(s) with authority to contractually bind the company and who may be contacted during the period of proposal evaluation for clarifying submitted information.

Proposal Withdrawal: the determination of whether a proposal may be withdrawn is solely at the discretion of the Town of Allentown. However, in no event shall a proposal be withdrawn unless the request for withdrawal is filed within five (5) days of the date of the opening and proposer establishes that the proposal contains a material mistake and the mistake occurred despite the exercise of reasonable care.