



Payroll Service Proposal

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Business Development

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Diane Demers

Finance Director

Town of Allenstown

16 School Street

Allenstown, NH 03275

Dear Mrs. Demers,

I am submitting a proposal for your consideration for comprehensive payroll services and time and attendance solutions for the Town of Allenstown. Checkmate would love for the opportunity to further show the technology that is capable of handling the complexities of a municipality as well as our industry leading customer service.



1. Executive Summary

The Town of Allenstown is looking for a comprehensive payroll and time keeping solutions for management staff to access reports and employee data as well as employee self-service features. The Town of Allenstown is seeking a local payroll service provider to process a bi-weekly and monthly payroll and assume all related responsibilities, in order to reduce the time spent on payroll tasks internally, and in order to ensure compliance with payroll tax filing requirements.

Checkmate Workforce Management Solutions will provide solutions that streamline all tasks associated with payroll processing and time & labor management, reducing costs and allowing management to focus on other aspects of town administration. Specifically, Checkmate will:

- Provide a software with one employee record, so that payroll data and time & labor data report to each other in one, unified system
- Provide an online payroll management solution, with access to payroll reports, employee demographic and related payroll information.
- Provide an Employee Self Service feature that allows employees to access and view their pay statements and W2s via the online payroll management system, along with the ability to request time off, view time off calendars and schedules.
- Produce employee pay statements that show the total value of the employee's compensation including the value of the employer provided benefits (e.g. employer paid health insurance, employer contributions to the retirement plan, etc.).
- Provide multiple payroll policies to produce a bi-weekly and monthly payroll with direct deposit, laser signed checks and checks/vouchers stuffed and sealed in envelopes. This includes deductions for health and/or dental insurance, retirement contributions, and any other pre or post tax deductions.
- Produce additional payrolls as needed (quarterly, annually, etc.), for stipend employees.
- Provide full payroll tax and compliance services including: payroll tax deposits paid via EFTPS, new hire reporting, filing of Federal/State quarterly and annual tax returns; and W2/1099 processing.
- Generate third party checks, direct deposit transactions, and/or electronic file uploads as needed, for child support payments, etc.
- Allocate employee earnings and employer payroll costs between multiple cost centers, and produce corresponding labor distribution reports.



- Track accruals for vacation/personal time, and display the remaining time available on employee pay statements.
- Produce monthly retirement contribution reports, in XML format for submission to NHRS.
- Submit quarterly unemployment report to the Town of Allenstown.
- Provide a G/L interface service to seamlessly integrate Checkmate generated payroll data with the BMSI interface via a simple file download.
- Provide either web based time clocks or hardware (biometric clocks etc.) for employees to electronically record their time.
- Assign a single client account manager that will be able to assist with any and all questions or support that the Town of Allenstown requires

2. Organization Profile

Checkmate is a privately-held business that has been owned and managed by the Robinson family since 1994. After managing his accounting practice for 7 years, Steve Robinson, CPA realized there was a great need for cost-effective, accurate payroll services with a customer-centric focus. There were large, nationwide companies available, but businesses complained about excessive fees, poor service, and complicated reports. The national companies acted more like check-writing factories than customer-focused service providers. Steve's experience as a small business owner provided the foundation for Checkmate and the passion to serve customer's needs. He focused on three items: accuracy, timeliness, and cost. The Payroll Fee Schedule was designed to be affordable to all employers, whether they have one employee or over 100. Unlike the national publically-listed payroll companies that cater to stockholders, Checkmate caters to its clients.

The business has passed to the second generation with Steve's son Joshua now owning and managing Checkmate. Joshua is as passionate about carrying on the great legacy and core values that Steve established, as he is in aligning those strengths with comprehensive workforce management technology solutions. Checkmate is committed to continue establishing and maintaining strong, productive and valued-added relationships with each client by equipping them with tools to streamline processes and make HR a strategic part of their business.

Checkmate currently has 12 employees, servicing approximately 500 employers, for whom we generate thousands of payment transactions each month for employees working in more than 35 states across the U.S. Checkmate is SSAE 16 certified.



3. Previous Project Summaries and References

<p>Town of Boscawen Pam Hardy 603.753.9188 phardy@townofboscawen.org</p> <p><i>The Town of Boscawen has been working with Checkmate for more than 4 years now. Prior to this, payroll was processed in-house. Recently, Checkmate spent a number of hours putting in place G/L account number mapping to create a nearly automatic process for payroll accounting and job costing.</i></p>	<p>Town of Wakefield Michelle MacDonald 603.522.6205 finclerk@wakefieldnh.com</p> <p><i>The Town of Wakefield has been working with Checkmate for so many years that we're not 100% sure what they did before Checkmate. Over a decade ago, Checkmate invented a way to provide its municipal NH clients, including Wakefield, with an XML solution for reporting monthly employee/employer retirement contributions to NHRS.</i></p>
<p>Andover Corporation Heidi Waring 603.893.6888 HPW@andovercorp.com</p> <p><i>Andover Corporation has been a Checkmate client for well over a decade. At the beginning of 2014, Andover Corporation started using Checkmate's cloud based payroll management platform, allowing the company to create a more or less paperless payroll solution.</i></p>	<p>Franklin Savings Bank Dorothy Savery 603.934.8362 savery@fsbnh.com</p> <p><i>Franklin Savings Bank has been a Checkmate client for the past 3+years. Prior to working with Checkmate, Franklin Savings Bank worked with ADP as its vendor for payroll and time and labor management solutions. Franklin Savings Bank is now utilizing the full breadth of Checkmate's workforce management technology – payroll, HRMS and Time & Labor Management, including a number of biometric clocks.</i></p>

4. Proposed Implementation Schedule and Approach to Work

- 1) Checkmate provides Town of Allenstown staff with a demo of our cloud based payroll and time and labor management solution.
- 2) Town of Allenstown accepts Checkmate's proposal.
- 3) Town of Allenstown and Checkmate employees meet to map out an implementation plan and agree upon key milestones and deliverables.
- 4) Town of Allenstown and Checkmate employees execute implementation plan over a period of 6-8 weeks.



- 5) Towards the end of the implementation process, Checkmate provides Town of Allenstown staff with on site manager level training on how to use the system, with custom documentation and recorded training webinars.
- 6) Approximately 8 weeks after the implementation plan meeting, the Town of Allenstown is on board and utilizing a unified system for payroll and time and labor management, serviced and supported by the team of professionals at Checkmate.
- 7) Every pay period, Checkmate employees work together with Town of Allenstown staff to make sure that town employees are always paid accurately and on time and all of the town's payroll related regulatory compliance obligations are met.

5. Contract Cost

Payroll Processing and related services

- **Payroll Setup Fee**
 - \$750.00 one-time
 - **Payroll Processing Fee - Annual**
 - \$7,000.00 per year, charged on a bi-weekly basis at \$269.00 per pay period
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Workforce Ready Time & Labor Management

- **Time & Labor Setup Fee**
 - \$750.00 one-time
- **Recurring Usage Fee (34 Employees)**
 - \$3.70 per active employee, per month = \$126.00 per month

Total Annual Time & Labor Cost: \$1,512.00

Total Annual Cost – Payroll + Time and Labor Management: \$8,512.00

Workforce Ready HRMS


- **Time & Labor Setup Fee**
 - \$00.00 for turning on HRMS for training & certifications, asset tracking, incident tracking etc.
 - \$500.00 for Performance Review Set up (one-time)
 - \$500.00 for Open Enrollment (one-time)



- \$500.00 for Recruitment (one-time)
- **Recurring Usage Fee (34 Employees)**
 - \$2.25 per active employee, per month = \$76.50 per month

Total Annual HRMS Cost: \$918.00

This proposal is a firm offer for a ninety (90) day period from opening.

Signature:  _____

The handwritten signature is in black ink, consisting of several loops and a long horizontal stroke.

Victoria Lantiegne