

COVER PAGE

REQUEST FOR QUOTATION

#08-Q-WT-038

“Payroll Services/Human Resources Information System (HRIS)”

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

SIGNATURE: _____

TITLE: _____

DATE: _____



April 7, 2008

RE: Request for Quotation (RFQ) #08-Q-WT-038

Dear Quoters:

This is an invitation for you to submit a quotation to provide Payroll Services/Human Resources Information System Services for an employee base of approximately 250 employees for Payroll Services and a base of approximately 100 employees for the Human Resources Information System to The Washington Convention Center Authority (WCCA).

The quote shall be submitted to the Office of Contracts and Procurement at WCCA no later than 12 noon EST, Monday, May 5, 2008. The quote shall include an original and three (3) copies.

The quote must be signed by an official authorized to bind the company. The quote must state that the terms of the quote are valid for a period of thirty (30) days from date of quote. Submit quotes to Walter E. Washington Convention Center, Attn: Wilbur Turner Contract Specialist I, Office of Contracts and Procurement Services, 801 Mount Vernon PL., NW, Washington, DC 20001. Hours of operation for this office are 8:30 am to 5:30 pm, Monday thru Friday (excluding holidays). Should you have any questions, please contact me at (202) 249-3027 or wturner@dcconvention.com.

Sincerely,

Wilbur W. Turner, Sr.
Contract Specialist I
Contracts and Procurement Services

REQUEST FOR QUOTATION

#08-Q-WT-038

“Payroll Services/Human Resources Information System (HRIS)”

A. Statement of Work

The Washington Convention Center Authority (“WCCA”) is soliciting quotes seeking to procure the services of a Contractor to provide Payroll Services/Human Resources Information System Services for an employee base of approximately 250 employees for Payroll Services and a base of approximately 100 employees for the Human Resources Information System to WCCA

A.1. Mandatory Requirements: (Contractor shall provide to be responsive to RFQ)

A.1.2 PAYROLL SERVICES:

The Payroll Services required shall include, but not be limited to the following:

A.1.2.2 The Contractor shall provide Weekly and bi-weekly Payroll Processing which includes:

- Direct Deposit;
- Check Signing;
- Check Stuffing;
- Leave Accrual;
- Check Delivery
- New Hire Reporting Service
- Fed & Multi State Tax Filing Service
- Timekeeping Solutions

A.1.2.3 Timekeeping Solutions processes to include:

A.1.2.4 The Contractor shall provide the ability for managers to view employee accrued hours, and personal, vacation and sick leave time.

A.1.2.5 The Contractor shall provide the ability to allow employees to review hours worked (view only) and leave used by a printed report and/or via time clock or kiosk.

A.1.2.6 The Contractor shall provide the ability to automatically schedule lunch periods and breaks.

A.1.2.7 The Contractor shall provide the ability to manage late and early punches.

A.1.2.8 The Contractor shall provide the ability to mark overtime as comp time or paid over time

A.1.2.9 The Contractor shall provide the ability to provide multiple ways of clocking in/out (ex. browser, punches, etc.) and the ability to use a combination of ways.

A.1.2.10 The Contractor shall provide the ability to identify, mark and report potential problems with an employee's time (ex. employee did not clock in correctly, or is missing time.)

A.1.2.11 The Contractor shall provide the ability to interface/integrate with our Mitchell Humphrey Accounting system.

A.1.2.12 The Contractor shall provide the ability to allow for customization for WCCA policies, pay rules, work rules, and other unique needs (ex. union agreements, shift differential, deduction schedules, etc)

A.1.2.13 The Contractor shall provide the ability to handle employees with multiple jobs and labor rates. The Contractor shall also provide the ability to track employees that work in congruent / overlapping departments by specific rates and hours accomplished in the individual departments for which they are assigned (ex. an MPD who works in transportation and security departments during the same pay period; and a security officer who works in an acting supervisor's position at a different rate).

A.1.2.14 The Contractor shall provide the ability to notify/alert users/system administrators of a malfunctioning or broken time clock, kiosk, and/or biometric system, etc

A.1.2.15 The Contractor shall provide the ability to describe/discuss the capability of the proposed system to be expanded in the future without radically changing or replacing the initially purchased equipment

A.1.2.16 The Contractor shall provide the ability to describe the hardware, software and other equipment required for the system to work properly.

A.1.3 Payroll Applicable functions to include:

A.1.3.1 The Contractor shall provide the ability to pay the employee at more than one rate

A.1.3.2 The Contractor shall provide the ability to pay employees on a variety of pay schedules (bi-weekly, weekly).

A.1.3.3 The Contractor shall provide the ability to easily produce standard and customized payroll reports.

A.1.3.4 The Contractor shall provide the ability to process pre and post tax deductions

A.1.3.5 The Contractor shall provide the ability to handle retroactive pay

A.1.3.6 The Contractor shall provide the ability to track, process, and calculate various accruals and non-accrued leave types such as personal days and compensation time

A.1.3.7 The Contractor shall provide the ability to manage flex-spending accounts

A.1.3.8 The Contractor shall provide the ability to process pension, deferred compensation

A.1.3.9 The Contractor shall provide the ability to process moving allowances and travel allowances as needed

A.1.3.10 The Contractor shall provide the ability to split employee earnings between multiple cost centers

A.1.3.11 The Contractor shall provide the ability to track multiple anniversary dates for leave accruals and rate changes.

A.1.3.12 The Contractor shall provide the ability to process federal and multi-state taxes and reporting requirements

A.1.3.13 The Contractor shall provide the ability to process “other” state reporting requirements (ex. new hire reporting)

A.1.3.14 The Contractor shall provide the ability to create accurate reporting, for the purpose of making timely payments to all necessary agencies, and accounting for any penalties and interest incurred for subsequent omissions, errors, and delays

A.1.4 Input from stand alone PCs

A.1.4.1 The Contractor shall provide flexible data entry options with edits flags and warnings in place to identify key items or errors during data entry (i.e., leave balances)

A.1.4.2 The Contractor shall provide weekly, monthly, quarterly and annual Payroll Reports on paper and additional storage medium such as CD-Rom

A.1.4.3 The Contractor shall provide Comprehensive functionality with user friendly and graphical screens that will guide you through the payroll process step-by-step

A.1.4.4 The Contractor shall provide System base to service 250 active employees

A.1.4.5 The Contractor shall provide Query and reporting capabilities that allows you to access up-to-date information, track trends and generate management reports on demand

A.1.4.6 The Contractor shall provide Retention of historical data available to the user for four (4) years

A.1.4.7 The Contractor shall provide Electronic or Automated Time & Attendance Calendar year-end W-2 production

•

A.1.4.8 The Contractor shall provide Mitchell Humphrey Financial Management System General Ledger (G/L) Interface (see separate interface specifications)

A.1.4.9 The Contractor shall provide Flexible data access (Format Payroll information and create custom reports). Capability to gather, design and print data from all types of applications, including Microsoft Office applications, Microsoft Access and other Windows-based solutions

A.1.4.10 The Contractor shall provide adequate and easy to implement Security Management

A.1.4.11 The Contractor shall provide adequate and reasonably priced staff training support to the Authority

A.1.4.12 The Contractor shall provide • Availability of Tax Compliance and Filing Advisory Information and Service

•

A.1.4.13 The Contractor shall provide Paycheck view availability (review of single checks as well as complete pay histories on line)

A.1.4.14 The Contractor shall provide Group Term Life Automated Calculation

A.2 Payroll Interface: Mandatory Requirements: (Contractor shall provide to be responsive to RFQ).

A.2.1 Functional Requirement

A.2.1.1 The WCCA requires the capability to submit payroll information to the payroll-processing vendor. The vendor processes that information and provides the WCCA with an encrypted file containing the financial effects that are then posted to the WCCA's general ledger.

A.2.1.2 The WCCA must be able to track and monitor the financial impacts of paying its employees. Therefore, the WCCA must be able to accept and process the vendor payroll file into its general ledger/financial management system (Mitchell Humphrey Financial Management System General Ledger).

A.2.1.3 The WCCA requires at the minimum; one time capturing device in at least each building (3). List each type of device, hardware, and equipment individually as needed to meet the requirements of this RFQ. Each item should be listed separately along with a price and description of the item. If WCCA will be required to purchase hardware and/or equipment from a third party (servers for example) list system requirements and estimated cost for that equipment.

A.2.2 Systems

A.2.2.1 Two systems will be involved in the payroll interface. The vendor payroll processing system will create the source file and transmit it to the Authority. The Authority will receive and process the payroll file into the financial management system.

A.2.3 Frequency

A.2.3.1 The WCCA submits its payroll weekly. The Contractor would be required to process and transmit the resulting file to the WCCA the following business day. The payroll interface would be run weekly into the general ledger.

A.2.4 Volume

A.2.4.1 The volume of payroll transactions will fluctuate every other week depending on whether or not the biweekly payroll is included. Processing the weekly payroll involves about 350 transactions. Processing the biweekly payroll involves 700 additional payroll transactions.

A.2.5 Training: Mandatory Requirements: (Contractor shall provide to be responsive to RFQ).

A.2.5.1 The Contractor shall provide the WCCA's staff training and materials pertaining to the services to be provided, to include, but not limited to, the following:

- Consultation and training upon implementation
- Reference and training manuals describing system capabilities
- Payroll Support toll-free telephone number
- Context-sensitive online help
- Upgrades and new revisions policies and subsequent charge and release policies
- A minimum of forty (40) additional hours of continuous training and/or educational seminars as orientation for new users and for future upgrades

A.3 Desirable Requirements: (Not Mandatory, Contractor will not be considered non-responsive to the RFQ if they don't provide the requirements. Contractor shall provide a written statement why they can not provide the requirement).

Garnishment Processing Service
• Payroll Card Product availability

A.4 Human Resources Information System Services:

The Contractor shall provide a comprehensive Human Resources Information System (HRIS) database to allow The WCCA to record, manage, maintain and report on all Human Resources data. The services shall include, but not be limited to, the following:

A.4.1 Mandatory Requirements: (Contractor shall provide to be responsive to RFQ).

A.4.1.1 The Contractor shall provide complete integration with the payroll processing system, to eliminate redundant data entry and storage

A.4.1.2 The Contractor shall provide integration with Microsoft Office applications through Microsoft Object Linking and Embedding (OLE)

A.4.1.3 The Contractor shall provide data conversion capability, to move existing SQL base data into a useable format with system

A.4.1.4 The Contractor shall provide data storage in Microsoft SQL. Licenses for SQL must be included

A.4.1.5 The Contractor shall provide a system base to include a minimum of 250 active employments

A.4.1.6 The Contractor shall provide Security management

A.4.1.7 The Contractor shall provide a Graphical interface

- A.4.1.8** The Contractor shall provide compensation management, to include applicable bonus payments and salary adjustments
- A.4.1.9** The Contractor shall provide reporting capabilities, to include EEO and I-9 reporting
- A.4.1.10** The Contractor shall provide easy organization of the Authority's reporting hierarchy
- A.4.1.11** The Contractor shall provide retention of historical data
- A.4.1.12** The Contractor shall provide integration of the Authority's time and attendance system with the payroll processing system (captured in a SQL table)
- A.4.1.13** The Contractor shall provide easy entry and retrieval of additional pertinent data (i.e., emergency contact and beneficiary information, multiple telephone numbers, etc.) in customizable fields
- A.4.1.14** The Contractor shall provide live accruals – calendar year, fiscal year, and quarterly – of leave usage compensation (regular pay, overtime pay, bonuses, etc.), and overtime hours
- A.4.1.15** The Contractor shall provide benefits management and administration, to include enrollment and eligibility

A.5 Desirable Requirements: (Not Mandatory, Contractor will not be considered non-responsive to the RFQ if they don't provide the requirements. Contractor shall provide a written statement why they can not provide the requirement.

- Automatic pop-up "ticklers" to remind HR staff of important dates, including expiration of temporary assignments, step increases, leave accrual rate changes, etc

A.5.1 Training: Mandatory Requirements: (Contractor shall provide to be responsive to RFQ).

The Contractor shall provide the Authority's staff training and materials pertaining to the services to be provided, to include, but not limited to, the following:

- Consultation and training upon implementation
- HRIS Support toll-free telephone number
- Context-sensitive online help
- Training aids and an electronic tutorial
- Upgrades and new revisions policies and subsequent charge and release policies
- A minimum of forty (40) additional hours of continuous training and/or educational seminars as orientation for new users and for future upgrades

A.6 The Contractor shall acknowledge and agree that WCCA shall acquire all title, right and interest in and to the goods furnished by Contractor to WCCA under this Contract and that all warranties, product registrations, certificates and the like for the goods are the sole and exclusive property of WCCA. Contractor shall ensure that all such warranties, product registrations and certificates, copies of which Contractor shall provide to WCCA, identify WCCA as the owner of the goods.

A.7 WCCA Responsibilities

A.7.1 The Contracting Officer Technical Representative (COTR) for this Contract is:

Lilian M. Rumbaugh
Controller, Financial Management Division
Walter E. Washington Convention Center
801 Mount Vernon Place, NW
Washington, DC 20002
Direct: (202) 249-3125
Fax: (202) 249-3113
lrumbaugh@dcconvention.com

B. DELIVERABLES

The Contractor shall provide the following deliverables

Deliverable	Qty	Format/Method of Delivery	Due Date	To Whom
Payroll reports	2	1 Hand Delivered/ 1 Electric Medium	TBD	COTR
Personnel reports	2	1 Hand Delivered/ 1 Electric Medium	TBD	COTR
Tax reports	2	1 Hand Delivered/ 1 Electric Medium	TBD	COTR
Administration reports	2	1 Hand Delivered/ 1 Electric Medium	TBD	COTR
Finance reports	2	1 Hand Delivered/ 1 Electric Medium	TBD	COTR
Human Resources Compliance report	2	1 Hand Delivered/ 1 Electric Medium	TBD	COTR
Requisition/ report	2	1 Hand Delivered/ 1 Electric Medium		

C PERFORMANCE

- C.1.1** WCCA desires to obtain complete and satisfactory performance in accordance with the specifications and requirements in the contract. To this end, WCCA is contracting for the complete performance of services identified in the Statement of Work. WCCA reserves the right to assess deductions for nonperformance. WCCA will consider inadequate performance to be as undesirable as non-performance, as the cost of correcting inadequate performance may equal or exceed the cost of initial performance.
- C.1.2** The average daily rate calculated from the fixed-price amount for the services of the Contractor as set forth in the contract shall be used to calculate deductions. This rate shall be multiplied by the number of productive and administrative days needed by WCCA to complete the task as determined by the COTR.
- C.1.3** The Contractor may risk termination or replacement if continued employment is contrary to a consistent productive relationship between the parties to the contract; or poses an unacceptable risk to the approved financial, development, design, construction, completion or commissioning schedule.
- C.1.4** All performance under the contract must be of high standards and must conform to good trade practices. All service under the contract shall be rendered promptly and efficiently upon receipt of an official order. All work performed under the contract is subject to inspection by the Authority to insure compliance with all terms and conditions of the contract.

C.2 SECURITY AND IDENTIFICATION

The Contractor shall take all measures necessary to comply and ensure that its employees comply with security rules and regulations of WCCA and all Federal, State and local rules, laws and regulations.

Contract employees shall not use controlled substances, unless prescribed nor illegal substances, and shall not use alcohol on WCCA's premises. The WCCA's Security Department will demand anyone suspect of working under the influence of alcohol or a controlled substance be removed from the work place. WCCA shall have the right to request any additional investigative background information including, but not limited to, the employment record of any personnel assigned to perform services under the contract resulting from this solicitation. Contractor staff assigned to this project will be furnished badges by WCCA. The COTR will coordinate the issuance of badges. Badges shall be worn on the front of the uniform where it is visible and can easily be

seen. A charge of twenty dollars (\$20.00) will be imposed as a deduction from the final bill for each lost badge.

C.3 STANDARDS OF CONDUCT

The Contractor shall provide and take necessary measures to ensure compliance of their employees with WCCA's standards. The standards are:

- Attitude is the most important aspect of any public contact job. All persons must maintain a friendly, respectful and helpful attitude in all dealings with business invitees and staff of and visitors to the WCCA.
- Disorderly and/or inappropriate behavior (horseplay, fighting, threats, and abusive language) by any person in/on WCCA premises shall not be permitted.
- No weapons are permitted on WCCA property.
- All persons, regardless of their employer or job assignment, must report any of the following to a WCCA representative:
 1. Damage to any property or equipment;
 2. Theft or unauthorized possession or secreting of any property or equipment;
 3. Any unsafe condition or activity involving the Convention Center premises or equipment (ice on sidewalks, oil on floor, escalators stopped, wires or cords across aisles, etc.);
 4. Any unsafe condition or activity involving shows or public-attending events (emergency exits blocked, crowd control problems, etc.);
 5. Any emergency (fire, medical, etc.).

C.4 REMOVAL PROCEDURE

The COTR may request the removal of any employees from this contract who does not act in accordance with Section C.2 Security and Identification. The Contractor shall remove employees from this contract whose continued employment is contrary to a consistent good relationship between the parties to the contract; or who poses a safety risk.

C.5 Resumes

C.5.1 The Offeror shall submit a qualification and experience statement of the person(s) that would be assigned to the Center's account.

C.5.2 The Offeror shall provide the following information for each assigned individual:

- 1) Full name;
- 2) Title and areas of specialty;
- 3) Experience directly related to services;
- 4) Education/training.

C.6 References

C.6.1 The Offeror shall provide the following information regarding contracts similar to the one to be awarded by WCCA through this solicitation for which it provides or has provided for convention centers or hospitality related industries within the past three (3) years. The Offeror shall provide the following information for at least **three** (3) current references:

- A. name of company or organization;
- B. name, address and current telephone number of contact person;
- C. dates of contract;
- D. contract amount;
- E. specific description or nature of services provided, and
- F. weekly hours of service

D. EVALUATION OF RESPONSES

D.1 Selection Criteria

WCCA will make the award based on the contractor's response which conforms to the solicitation and is most advantageous to WCCA, when cost or price, and technical factors as listed in Section D.2 are considered. For this quotation technical quality is more important than cost or price. As responses become more equal in their technical merit, the evaluated cost or price becomes more important.

D.2 WCCA will evaluate offerors for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate WCCA to exercise them. The Total WCCA's requirements may change during the option years. Services to be required will be determined at the time each option is exercised

E. TERMS AND CONDITIONS

E.1 Insurance Requirement

E.1.1 Commercial General Liability Insurance-The Contractor shall secure and maintain during the Contract period Commercial General Liability insurance with limits of not less than one (1) million dollars(\$1,000,000.00) per occurrence and in the aggregate. The Commercial General Liability coverage must be extended to include owners, employees and contractors protective liability. The coverage should also include all premises and product operations, personal and advertising injury and contractual liability.

E.1.2 Worker's Compensation Insurance-The Contractor shall secure and maintain during the Contract period all Worker's Compensation insurance required by the District of Columbia Government law for all employees, and its employees involved in the Contract, without exclusion of any class of employee.

E.1.3 Upon execution of this Contract, the Contractor shall provide Certificates of Insurance to WCCA for review and approval. All insurance policies and Certificates described herein shall state that WCCA, its Board of Directors, employees and officers, are named as additional insured's.

E.1.4 Notice: The Contractor shall immediately report in writing to the WCCA's Director of Contracts and Procurement any incident which might reasonably be expected to result in any claim under any of the coverage's mentioned herein. Contractor agrees to cooperate with WCCA in promptly releasing information as to the disposition of any claims, including a resume of claims experience relating to WCCA

E.2 Term of Contract

The base term of the Contract shall be from Date of Award through September 30, 2008.

E.2.1 Option To Extend The Term Of The Contract

WCCA may extend the term of this contract for a period of four (4) one-year option periods, or successive fractions thereof, by written modification to the Contractor before the expiration of the contract; provided that WCCA will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit WCCA to an extension. The exercise of this option is subject to the availability of funds at the time of the

exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

E.2.2 If WCCA exercises this option, the extended contract shall be considered to include this option provision.

E.2.3 The price for the option period shall be as specified in the contract.

E.3 Applicability of Standard Contract Provisions

WCCA Standard Contract Provisions (SCP) dated May, 2006, is incorporated by reference from this solicitation and any resulting contract. A copy of WCCA's SCP may be downloaded from WCCA's website at http://www.dcconvention.com/community/business_current.asp.

F.4 Local, Disadvantaged Businesses, Businesses Operating In an Enterprise Zone, Or Resident Business Ownership

Quoters submitting evidence that they are certified as small, local, disadvantaged, operating in an enterprise zone or having resident business ownership shall receive:

- (a) A three (3%) percent reduction in the bid price or the addition of three points on a 100-point scale for a small business enterprise (SBE) certified by the District of Columbia Small and Local Business Opportunity Commission (SLBOC) or the D.C. Department of Small and Local Business Development (DSLBD), as applicable,
- (b) A five (5%) percent reduction in the bid price or the addition of three points on a 100-point scale for a resident-owned business (ROB) certified by the SLBOC or the DSLBD, as applicable,
- (c) A ten (10%) percent reduction in the bid price or the addition of ten points on a 100-point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable,
- (d) A two (2%) percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable,
- (e) A two (2%) percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise with its

principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable, and

- (f) A two (2%) percent reduction in the bid price or the addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.
- (g) Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

G INSTRUCTIONS

G.1 Hand Delivery, Mailing or Faxing of Quotations

Please deliver, mail or fax or for any request for clarifications or questions regarding this inquiry to:

Wilbur W. Turner, Sr.
Contract Specialist I
Contracts and Procurement Services
Washington Convention Center Authority
801 Mount Vernon Place, NW
Washington, DC 20001
Phone: 202-249-3027
Fax: 202-249-3114
E-Mail: wturner@dcconvention.com

G. 2 Submission Date and Time

Quotations must be submitted no later than 12:00 p.m. EST, Monday, May 5, 2008.

ATTACHMENT A-

QUOTE FORM-

Base Period Year: Date of Award through September 30, 2008

Please provide pricing for an employee base of 250 employees for Payroll Services and a base of 100 for Human Resources.	Each addtl Price	Base Price	Minimum Rate
Items			
Weekly			
1. Payroll Delivery			
2. Pay (1-5)			
3. Check Reconciliation			
4. Check Signing			
5. Labor Distribution			
6. Direct Deposit			
7. Check Stuffing			
8. CD Payroll Reports base			
9. CD Payroll Reports each			
10. Super Data Access proc			
11. Benefits Accruals			
12. Vacation & Sick Report			
13. G/L Interface			
14. Processing Charge			
15. Group Term Life Automated Calculation			
16. Total Payroll Processing Weekly			
17. Annual Value Payroll Processing			
Monthly Billing			
18. Local Area Network			
19. Super Data Access Monthly			
20. Human Resources Perspective Base			
21. Benefits Module			
22. Human Resources Perspective each			
23. Total Monthly billing			
24. Annual Value Monthly Billing			

Please provide pricing for an employee base of 250 employees for Payroll Services and a base of 100 for Human Resources.	Each addt'l Price	Base Price	Minimum Rate
Quarterly Billing			
25. Tax Report Delivery			
26. Earnings Records			
27. CD Wage & Tax Base			
28. CD Wage & Tax each			
29. District of Columbia UI Mag Tape & Transmittal			
30. Total Quarterly Billing			
31. Annual Value Quarterly			
Annual Processing			
32. Y/E Statements			
33. Y/E Adjustments			
34. Virginia W-2 Mag & Transmittal			
35. Maryland W-2 Mag & Transmittal			
36. District of Columbia W-2 Mag & Transmittal			
37. CD Rom W2 Base			
38. CD Rom W2 each			
39. Total Annual Processing			
40. Grand-Total Annual Value (Add lines 17, 24, 31, & 39)			
41. New Hire Reporting each			

Memo: Please provide an explanation of the base price and each price for the above line items. You may change the line item descriptions to reflect your company's description of the line items.

Signed by: _____ Date: _____

RFQ 08-Q-WT-038

Payroll Services/Human Resources Information System (HRIS)

Position: _____
Company: _____

1st Option Year: October 1, 2008 through September 30, 2009

Please provide pricing for an employee base of 250 employees for Payroll Services and a base of 100 for Human Resources.	Each addt'l Price	Base Price	Minimum Rate
Items			
Weekly			
1. Payroll Delivery			
2. Pay (1-5)			
3. Check Reconciliation			
4. Check Signing			
5. Labor Distribution			
6. Direct Deposit			
7. Check Stuffing			
8. CD Payroll Reports base			
9. CD Payroll Reports each			
10. Super Data Access proc			
11. Benefits Accruals			
12. Vacation & Sick Report			
13. G/L Interface			
14. Processing Charge			
15. Group Term Life Automated Calculation			
16. Total Payroll Processing Weekly			
17. Annual Value Payroll Processing			
Monthly Billing			
18. Local Area Network			
19. Super Data Access Monthly			
20. Human Resources Perspective Base			
21. Benefits Module			
22. Human Resources Perspective each			

23. Total Monthly billing			
24. Annual Value Monthly Billing			
Quarterly Billing			
25. Tax Report Delivery			
26. Earnings Records			
27. CD Wage & Tax Base			
28. CD Wage & Tax each			
29. District of Columbia UI Mag Tape & Transmittal			
30. Total Quarterly Billing			
31. Annual Value Quarterly			
Annual Processing			
32. Y/E Statements			
33. Y/E Adjustments			
34. Virginia W-2 Mag & Transmittal			
35. Maryland W-2 Mag & Transmittal			
36. District of Columbia W-2 Mag & Transmittal			
37. CD Rom W2 Base			
38. CD Rom W2 each			
39. Total Annual Processing			
40. Grand-Total Annual Value (Add lines 17, 24, 31, & 39)			
41. New Hire Reporting each			

Memo: Please provide an explanation of the base price and each price for the above line items. You may change the line item descriptions to reflect your company's description of the line items.

Signed by: _____ Date: _____

Position: _____
 Company: _____

2nd Option Year: October 1, 2009 through September 30, 2010

Please provide pricing for an employee base of 250 employees for Payroll Services and a base of 100 for Human Resources.	Each addtl Price	Base Price	Minimum Rate
Items			
Weekly			
1. Payroll Delivery			
2. Pay (1-5)			
3. Check Reconciliation			
4. Check Signing			
5. Labor Distribution			
6. Direct Deposit			
7. Check Stuffing			
8. CD Payroll Reports base			
9. CD Payroll Reports each			
10. Super Data Access proc			
11. Benefits Accruals			
12. Vacation & Sick Report			
13. G/L Interface			
14. Processing Charge			
15. Group Term Life Automated Calculation			
16. Total Payroll Processing Weekly			
17. Annual Value Payroll Processing			
Monthly Billing			
18. Local Area Network			
19. Super Data Access Monthly			
20. Human Resources Perspective Base			
21. Benefits Module			

22. Human Resources Perspective each			
23. Total Monthly billing			
24. Annual Value Monthly Billing			
Quarterly Billing			
25. Tax Report Delivery			
26. Earnings Records			
27. CD Wage & Tax Base			
28. CD Wage & Tax each			
29. District of Columbia UI Mag Tape & Transmittal			
30. Total Quarterly Billing			
31. Annual Value Quarterly			
Annual Processing			
32. Y/E Statements			
33. Y/E Adjustments			
34. Virginia W-2 Mag & Transmittal			
35. Maryland W-2 Mag & Transmittal			
36. District of Columbia W-2 Mag & Transmittal			
37. CD Rom W2 Base			
38. CD Rom W2 each			
39. Total Annual Processing			
40. Grand-Total Annual Value (Add lines 17, 24, 31, & 39)			
41. New Hire Reporting each			

Memo: Please provide an explanation of the base price and each price for the above line items. You may change the line item descriptions to reflect your company's description of the line items.

Signed by: _____ Date: _____

RFQ 08-Q-WT-038

Payroll Services/Human Resources Information System (HRIS)

Position: _____
 Company: _____

3rd Option Year: October 1, 2010 through September 30, 2011

Please provide pricing for an employee base of 250 employees for Payroll Services and a base of 100 for Human Resources.	Each addt'l Price	Base Price	Minimum Rate
Items			
Weekly			
1. Payroll Delivery			
2. Pay (1-5)			
3. Check Reconciliation			
4. Check Signing			
5. Labor Distribution			
6. Direct Deposit			
7. Check Stuffing			
8. CD Payroll Reports base			
9. CD Payroll Reports each			
10. Super Data Access proc			
11. Benefits Accruals			
12. Vacation & Sick Report			
13. G/L Interface			
14. Processing Charge			
15. Group Term Life Automated Calculation			
16. Total Payroll Processing Weekly			
17. Annual Value Payroll Processing			
Monthly Billing			
18. Local Area Network			
19. Super Data Access Monthly			
20. Human Resources Perspective Base			

21. Benefits Module			
22. Human Resources Perspective each			
23. Total Monthly billing			
24. Annual Value Monthly Billing			
Quarterly Billing			
25. Tax Report Delivery			
26. Earnings Records			
27. CD Wage & Tax Base			
28. CD Wage & Tax each			
29. District of Columbia UI Mag Tape & Transmittal			
30. Total Quarterly Billing			
31. Annual Value Quarterly			
Annual Processing			
32. Y/E Statements			
33. Y/E Adjustments			
34. Virginia W-2 Mag & Transmittal			
35. Maryland W-2 Mag & Transmittal			
36. District of Columbia W-2 Mag & Transmittal			
37. CD Rom W2 Base			
38. CD Rom W2 each			
39. Total Annual Processing			
40. Grand-Total Annual Value (Add lines 17, 24, 31, & 39)			
41. New Hire Reporting each			

Memo: Please provide an explanation of the base price and each price for the above line items. You may change the line item descriptions to reflect your company's description of the line items.

Signed by: _____ Date: _____

Position: _____

Company: _____

4th Option Year: October 1, 2011 through September 30, 2012

Please provide pricing for an employee base of 250 employees for Payroll Services and a base of 100 for Human Resources.	Each addt'l Price	Base Price	Minimum Rate
Items			
Weekly			
1. Payroll Delivery			
2. Pay (1-5)			
3. Check Reconciliation			
4. Check Signing			
5. Labor Distribution			
6. Direct Deposit			
7. Check Stuffing			
8. CD Payroll Reports base			
9. CD Payroll Reports each			
10. Super Data Access proc			
11. Benefits Accruals			
12. Vacation & Sick Report			
13. G/L Interface			
14. Processing Charge			
15. Group Term Life Automated Calculation			
16. Total Payroll Processing Weekly			

17. Annual Value Payroll Processing			
Monthly Billing			
18. Local Area Network			
19. Super Data Access Monthly			
20. Human Resources Perspective Base			
21. Benefits Module			
22. Human Resources Perspective each			
23. Total Monthly billing			
24. Annual Value Monthly Billing			
Quarterly Billing			
25. Tax Report Delivery			
26. Earnings Records			
27. CD Wage & Tax Base			
28. CD Wage & Tax each			
29. District of Columbia UI Mag Tape & Transmittal			
30. Total Quarterly Billing			
31. Annual Value Quarterly			
Annual Processing			
32. Y/E Statements			
33. Y/E Adjustments			
34. Virginia W-2 Mag & Transmittal			
35. Maryland W-2 Mag & Transmittal			
36. District of Columbia W-2 Mag & Transmittal			
37. CD Rom W2 Base			
38. CD Rom W2 each			
39. Total Annual Processing			

40. Grand-Total Annual Value (Add lines 17, 24, 31, & 39)			
41. New Hire Reporting each			

Memo: Please provide an explanation of the base price and each price for the above line items. You may change the line item descriptions to reflect your company's description of the line items.

Signed by: _____ Date: _____

Position: _____

Company: _____