



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
 729 MAPLE ST / PO BOX 100
 HILLSBORO MO 63050
 WWW.JEFFCOMO.ORG

Request for Proposal: [PAYROLL-HR SERVICES](#)

Date Issued: [4-28-14](#)

PROPOSALS SHALL BE ACCEPTED UNTIL: [FRIDAY, MAY 16, 2014](#), AT 2:00 P.M. LOCAL TIME.

**Specification
 Contact:**

DAVID COURTWAY
 Department of Administration
 636-797-6487

**Contract
 Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5382

**Mail (3) Three
 Complete Copies
 With Vendor And
 Proposal
 Information As
 Shown In Sample:**

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
<i>SEALED PROPOSAL: (PROPOSAL NAME)</i>	

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Contract Term:
 upon approval by
 the County Council
 and County
 Executive**

**Vendor
 Information:**

Company Name	Authorized Agent (Print)	
Address	Signature	
City/State/Zip Code	Title	
Telephone #	Date	Tax ID #
E-mail	Fax #	

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REQUIRED DOCUMENTS*

Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.

(County must be added as additional insured if awarded)

Bid deposits/bonds must be in the exact amount as stipulated in the bid.

Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)

Obtain receipts at <http://jeffersonmo.devnetwedge.com>

Or

A notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.

A Notarized affidavit of work authorization and current business entity status with E-verification documentation (pages 9 & 10).

Agreement to be executed by the County upon approval by the County Council and County Executive (Bidder is required to complete company information and execute signature).

***BIDS WILL BE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED**

PROPOSAL REQUIREMENTS

Bidder shall initial all pages and return where the Bid Document denotes

“BIDDER”S INITIALS: _____”

A. PROPOSAL SUBMISSION:

Submit proposal form in triplicate (three copies) with specification pages, if applicable. No facsimile or electronic proposals shall be accepted and shall be rejected. A fully executed Affidavit is required by Section 285.530 RSMo and shall be submitted with the proposal form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the proposal being rejected. Vendor shall comply with the requirements of Sections 285.525 to 285.555 of the Revised Statutes of the State of Missouri. If any part of the work is subcontracted, each subcontractor shall comply with the same requirements of this specification. No contractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. Vendor and any of its subcontractors, shall, by sworn affidavit and provision of documentation, affirm their enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Vendor and its subcontractors shall also sign an affidavit affirming that they do not knowingly employ any person who is an unauthorized alien.

Prevailing Wage Vendor and its subcontractors shall pay not less than the prevailing hourly rates of wages, as determined by the Labor and Industrial Relations Commission of Missouri. Vendor shall abide by the most current Annual Wage Order published by the Missouri Department of Labor and Industrial Relations or other similar resources and publications. Failure to comply with any provision, provide any required documentation, insurance forms or deposits or bonds in exact amounts or any other term or condition that is not in strict conformance shall result in the bid being rejected.

B. BASIS OF PROPOSAL AWARD:

Award may be made on an item-by-item basis to the lowest and best proposals or award may be made to the lowest and best proposal total, whichever is in the best interest of the County. County may reject any or all proposals for any reason and may waive any informality. Proposals submitted from a Missouri State Contract shall include a copy of the State Contract with the proposal.

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no proposal or proposals have been awarded by the County Council within forty-five (45) days following the opening of the proposal then all proposals will be deemed rejected.

C. PROPOSAL PREPARATION:

1. Vendors are responsible for examination of drawings, specifications, schedules and instructions.
2. Each Vendor shall furnish the information required by the invitation. The vendor shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate proposals for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Vendor shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the Request for Proposal.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

D. MODIFICATION OR WITHDRAWAL OF PROPOSALS:

Proposals may be modified or withdrawn prior to the exact hour and date specified for receipt of proposals, provided the modification or withdrawal is in writing and is delivered in the same manner as a proposal submission.

E. LATE PROPOSALS:

It is the responsibility of the vendor to deliver his proposal or proposal modification on or before the date and time of the proposal closing to the Department of the County Clerk of Jefferson County. Proposals received late will be rejected and returned unopened to the vendor.

F. PROPOSAL DEPOSITS/BONDS:

Proposal Deposits/Bonds are not required unless specified in the Specifications. Proposal deposits/Bonds must be in the exact amount as stipulated in the bid.

G. MATERIAL AVAILABILITY:

Vendors must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of proposal and delivery time. It is the responsibility of the vendor to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

H. ALTERNATE PROPOSALS:

Where required, vendors must submit complete specifications on all alternate proposals with the proposal form. Alternate proposals without complete specifications may be rejected. Alternate proposals and exceptions to proposal clauses must be clearly noted on the proposal form. The County may accept or reject alternate proposals; whatever is most advantageous to the County.

I. INCORPORATION OF DOCUMENTS:

The terms of the proposal invitation, proposal specifications, proposal form are and shall be incorporated into the contract as if fully setout therein. The Proposal, if accepted and approved by the County Council and County Executive shall constitute the terms of a Contract or Agreement with Jefferson County, Missouri, subject to any further Amendments, Memoranda or other documents or specifications which must be set forth in writing and signed by all parties.

J. ADDENDA:

Addenda to proposal specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of proposal forms. Verification is made by contacting the Department of Administrative Services or by reviewing the County Web Site. (www.jeffcomo.org).

K. INSURANCE:

The Vendor/Contractor shall purchase and maintain insurance with an insurance company licensed to do business in the State of Missouri or in the state where the vendor is incorporated or otherwise licensed to do business and which shall remain, at all times during the term of any contract with the County, in full force and effect. Preference will be given to a Vendor/Contractor who provides insurance with an insurance company licensed to do business in the State of Missouri, but in any event said Vendor/Contractor shall provide said insurance at it's own expense. Such insurance shall be provided as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation. Any disputes regarding a breach, insurance amounts, liability, coverage, lapse or otherwise shall be litigated in the Circuit Court of Jefferson County, Missouri and the same shall be incorporated into any Contract agreed to by the parties.

THE COUNTY REQUIRES A CURRENT AND VALID CERTIFICATE OF INSURANCE OR BINDER SHOWING REQUIRED INSURANCE COVERAGE MUST BE PROVIDED WITH EACH BID. JEFFERSON COUNTY MUST BE ADDED AS AN ADDITIONAL INSURED AFTER AWARD OF THE BID. ANY LAPSE IN INSURANCE COVERAGE OR CANCELLATION THEREOF BY THE CONTRACTOR OR SUB-CONTRACTORS DURING THE TERMS OF THE CONTRACT SHALL IMMEDIATELY BE DEEMED A MATERIAL BREACH UNDER THE TERMS OF ANY CONTRACT.

A. Required () Not Required **Comprehensive General Liability Insurance**

The Vendor/Contractor shall maintain and keep in full force and effect during the terms of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

B. Required () Not Required **Professional Liability Insurance**

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

C. Required () Not Required **Worker's Compensation Insurance:**
per Missouri Revised Statutes Chapter 287

The Vendor/Contractor or his sub-contractor or contractors, shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statues of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

L. PROPOSAL OPENINGS:

Proposals will be publicly opened and read aloud at the time indicated on page 1. The vendors and the public are invited but not required to attend the formal opening of the proposals. No decisions relating to the award of a contract or agreement will be made at the opening.

M. PROPOSAL TABULATIONS:

Proposal Tabulations will be available 5 to 7 business days following the proposal opening. Proposal submissions are open for public review at the time of the proposal opening. Proposal tabulations are posted on the County's web-site address, www.jeffcomo.org, under the services tab, Invitation for Bid/Request for Proposal link. **NO COPIES** of proposal tabulations are sent to vendors.

PROPOSAL FORM AND CONTRACT

A. PROPOSAL REPRESENTATIONS:

The vendor, by executing the proposal form certifies that:

1. The proposal complies with Request for Proposal, Form and Proposal Specifications.
2. The vendor is not debarred or suspended from participation in Federal Assistance programs.

B. TAXES:

No bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property taxes to Jefferson County. The prospective bidder may be required to provide proof in the form of an original paid tax receipt issued by the Jefferson County Collector or a verified affidavit stating that the applicant does not own any real or personal property in Jefferson County. Tax receipts for the past 3 years are required and may be obtained at <http://jeffersonmo.devnetwedg.com/> or a notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.

Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property, or that the bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective bidder provides proof that the bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

C. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

1. The prices in the proposal shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Vendor or other person.
2. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Vendor prior to opening; or
3. No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit a proposal.

D. PRICE:

The price(s) specified in this proposal shall be firm and not subject to contingency or reservation. The vendor represents prices specified in the proposal do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the vendor's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Proposal prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.**

E. MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

Vendor represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Vendor shall include proof of compliance with the Act with the proposal.

F. NON-EXCLUSIVE AGREEMENT:

The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor's services.

G. DEFINITIONS:

1. The term "County" means the Jefferson County, Missouri and its designated representatives.
2. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
3. The term "RFP" means Request for Proposal.
4. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

H. INSPECTION, ACCEPTANCE AND APPROVALS:

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions

from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

I. WARRANTY:

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

J. PAYMENT:

County will pay Supplier for goods upon delivery to, submission of certified invoices and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

K. CHANGE ORDER:

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

L. DELIVERIES:

Deliveries shall be made in strict accordance with any delivery schedule contained in the proposal specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

M. RESPONSIBILITY FOR SUPPLIES:

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

N. SUBCONTRACTS:

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

O. CHOICE OF LAW:

This proposal and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

P. TERMINATION:

1. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County. Termination shall be affected by delivery to Supplier of a Notice of Termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. If such notice does not state termination is pursuant to subparagraph 2, 3, or 4 of this paragraph, County shall have the right to so indicate within thirty (30) days. If no notice is delivered within the thirty (30) day period, or such longer periods as is mutually agreed to by the parties, the original Notice of Termination shall be deemed to be issued pursuant to subparagraph 1 of this paragraph.
2. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability.
3. **Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property, or that the bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or**

proof shall be provided that the bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective bidder provides proof that the bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

4. Default: County may terminate the whole Contract or any part in either of the following circumstances:
- a. If supplier fails to deliver the items required by the contract within the time specified; or
 - b. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
 - c. In the event of the Supplier's non-compliance with the provisions as set forth. This Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

Q. NOTICE AND SERVICE THEREOF:

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the proposal form.

R. CONTRACT TERM:

Performance shall be governed solely by the terms and conditions as set forth in the Request for Proposal, Proposal Specifications, Proposal Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

S. COMPLIANCE WITH APPLICABLE LAWS:

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended.

T. ACTS OF GOD:

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

U. SELLER'S INVOICES:

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

V. APPROVAL:

It is agreed the acceptance of a proposal shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council and County Counselor.

W. INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Indicate: [] Individual: [] Partnership: [] Corporation.

Incorporated in the State of _____.

X. LITIGATION:

This agreement shall be interpreted under the laws of the State of Missouri. Any disagreements, questions, controversies, litigation or other causes of action whatsoever arising from or under the terms of this agreement shall be resolved in the trial courts of 23rd Judicial Circuit Court of the State of Missouri-Hillsboro, Missouri.

Y. LANGUAGE: Bids and all related documents will only be accepted in the English Language.

THE INVITATION FOR BID / REQUEST FOR PROPOSAL NOTICES ARE POSTED ON THE JEFFERSON COUNTY, MISSOURI WEBSITE AT WWW.JEFFCOMO.ORG LOCATED UNDER THE SERVICES TAB, INVITATION FOR BID / REQUEST FOR PROPOSAL LINK.

SPECIFICATION
CONTACT

DAVID COURTWAY-DIRECTOR OF ADMINISTRATION-636-797-6487

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

SPECIFICATIONS

PROPOSAL DOCUMENTS REQUIRED

The following documents and forms in the following arrangement must accompany each submission:

Cover Page: This is to be used as the first page of the submission. This form must be fully completed and signed by an authorized officer of the firm.

Executive Summary: This part of the response to the RFP should be limited to a brief narrative highlighting the Proposer's qualifications and experience. Typically, this section should not exceed 2-3 pages.

Firm Information/Organization: The Proposer must identify the Account Manager who will be working directly with the County and engaged in managing the work. Information must be included which reference the individual's qualifications and experience in managing similar projects. List relevant projects worked on, dates showing length of time spent on each project, and the specific duties and responsibilities for each project.

Identify the responsibilities of the key individuals, other than the Account Manager, who will be assigned to the proposed contract, and who will have major responsibilities for performance of the services required. Include information that list relevant projects worked on, dates showing length of time spent on each project, and the specific duties and responsibilities for each project.

The County reserves the right to approve or disapprove any change to the successful Proposer's Account Manager. Personnel changes that impact the contract may result in the cancellation of the contract.

Firm Experience: At a minimum, a vendor should have been in business as a provider for a minimum of ten (10) years. The Proposal shall include at least five (5) references from past or current government entity clients for similar types of payroll services, with a minimum of three (3) references being similar-type governmental agencies.

Information:

- Client (contact person, address, telephone number, fax number, and email)
- Date contract started to date completed
- Nature of work for each contract (include all applicable modules/work processes)

Project Approach: Proposer shall include a comprehensive narrative section that illustrates Proposer's understanding of the requirements of the project and the project schedule. Proposer shall also include a comprehensive narrative section that sets out the methodology, strategy, and intended management plan. Proposer must illustrate how the methodology will serve to accomplish the work and meet the County's project schedule. Be specific in addressing the various tasks to be performed and state how they will be carried out.

Cost Proposal: The Cost Proposal must provide a detailed fee schedule including itemized services including (but should not be limited to) the following:

- Monthly rates for regularly scheduled activities and help desk support.
- Labor costs, administrative costs, equipment and materials, and sub-consultant or consultant team costs.
- County staff training and implementation costs.
- A fee schedule for emergency and/or after-hours services calls is also required.
- Cost proposal must refer/reference specific Scope of Work items.
- Specify price structure breakdown (e.g., 1-50 employees, 51-100 employees, 101-200 employees, etc.) as well as the cost per employee.
- If a specific requested services, function, or option is not offered/available please indicate.
- Indicate a frequency of cost (e.g., per payroll process, monthly, annually, as required)
- Provide any one-time costs or costs that are not based on the number of employees.
- Include any general comments on pricing, or different levels of service.
- List licensing fees (per workstation/location) for product software, if applicable.
- List charges for “special payroll reports” created by the vendor, if applicable.
- It is expected that all Proposers responding to this RFP will offer government or comparable most favorable rates. Any and all discount offers must be clearly delineated.

Cost proposal shall list each module/function separately and should include all purchase and implementation costs. The County may choose to implement all modules, one module, or any combination thereof. While the Proposer may choose to offer additional discounts or cost savings for the initial purchase of all modules/functions combined, the County reserves the right to purchase modules/functions individually. In addition, all prices must be firm and fixed for at least one (1) year following the notice of award. If the purchase/implementation of a module/function occurs after such period of time, Proposer shall indicate the manner in which future pricing is calculated and/or price increases are applied. The separate modules/functions are:

- Human Resources Information Systems (HRIS)
- Payroll Processing
- Time and Attendance

Also, specify the annual increase for each of the modules listed above for the next 3 years.

Vendor Questionnaire: Answers to questionnaire will be used in the County’s evaluation of proposal.

Firm’s Current Workload and Schedule: Provide information supporting firm’s ability to perform in a timely fashion. Present workload of key personnel assigned to this project. Indicate that the personnel listed in the submittal shall be available for and assigned to the County based on illustrated workload. Indicate firm’s ability to meet budget and schedule. It will be important to limit response to similar projects based on current and near-future workload.

Sub-consultants/Subcontractors: Proposer shall submit a list of sub-consultants and subcontractors. No substitutions shall be made without prior written approval by the County.

Intangibles: Describe any significant or unique accomplishments or awards for work performed for similar agencies. Provide any additional information which may be relevant to the evaluation of your submission relative to the County's project.

Litigation: Please list any past and/or pending litigation or disputes relating to the work described herein that the firm has been involved in within the last five (5) years. List shall include project name, nature of litigation, and outcome of litigation (if resolved).

Licenses: Firm shall submit proof of licensing as may be required by local, state, or federal agencies to perform the required work.

Proposal Forms:

- Exceptions or Deviations Form
- Submitter Certification/Addenda Acknowledgement Form
- IRS W-9 Form

EXAMINATION OF PROPOSAL DOCUMENTS

Each vendor shall carefully examine the Specifications and other applicable documents, and inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the Contractor will in no way relieve him/her of the obligations and responsibilities assumed under the Contract.

Should a vendor find discrepancies or ambiguities in, or omissions from the Specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the County, in writing by email to dcourtway@jeffcomo.org.

CHANGES/MODIFICATIONS

The county reserves the right to order changes in the scope of work and resulting contract. The successful Proposer has the right to request an equitable price adjustment in cases where modification to the contract under the authority of this clause will result in increased costs to the contractor. Price adjustments will be based on the unit prices proposed by the Contractor in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

VENDOR QUESTIONNAIRE

Proposer must include in response to questions complete information about Proposer's company and its ability to perform the requested services as described in the Scope of Work.

General Information

- 1) Basic corporate information and history
- 2) Financial Information
 - (a) Can the company deliver without risk of bankruptcy?
 - (b) Is the company likely to merge or be acquired in the short term?
 - (c) A copy of the most recent audit and financial statement should be attached.
- 3) Technical capability
- 4) Estimated completion period for this project
- 5) Has your organization recently received any awards?
- 6) How do you distinguish yourself from the competition?
- 7) What is your average client size?
- 8) How many of your clients are government entities?
- 9) Describe any formal quality programs you have in place.
- 10) Do you have a support office within 30 miles of St. Louis, Missouri? If not, list the closest support office.

Solution Overview

- 1) What services do you offer?
- 2) Describe key accomplishments or industry firsts.
- 3) Does your organization provide payroll services locally, nationally, and/or internationally?
- 4) Describe three (3) recent quality initiatives. What were the results?
- 5) Describe your organizations research and development capabilities.
- 6) Describe how you are investing in your current and future product lines.
- 7) For the past three (3) years, what was your investment in product development?

Payroll

- 1) For pre-processing activities, does the system provide pre-edit reports based on user-defined parameters for gross-to-net pay calculations?
- 2) Describe the audit process for each payroll.
- 3) What processes are in place to make corrections to payroll errors?

Payroll General

- 1) Does the system support an online "what if" with update capability?
- 2) How many payroll checks did you process last year?
- 3) What tax updates, if any, are provided and how are these updates received?
- 4) Describe your general ledger process.
- 5) Does the application allow for the allocation of costs to any level of detail?

- 6) How does the payroll application handle multiple General Ledger account numbers for the same employee?
- 7) Can customers view W-2 information throughout the year?
- 8) Is there start and stop dates for deductions?
- 9) Does the system have the ability to set up deductions with appropriate future effective date?
- 10) Can batch input screens for hours and earnings be customized or user defined?
- 11) Can mass increases be generated?

Time & Attendance

- 1) Does the system allow direct entry of employee time over the Internet using a standard Web browser through the use of smartphones and tablets? Is it restricted by the use of GP?
- 2) Does the system allow for input of schedules?
- 3) Does the system allow for accruals of a typical PTO?
- 4) Please describe in detail the management hierarchy/levels permitted to review/edit/sign off on time and attendance.
- 5) Is the system capable of producing a file of hours worked by job function with a pay rate by job function to interface in Project Cost Account system?

Year End

- 1) Describe the vendor/client responsibilities for the year-end and/or year begin process.
- 2) Are year-end services provided?
- 3) Are garnishment and tax levy payments automatically generated to the payee?
- 4) Does the system maintain all federal and state regulation for garnishment processing?
- 5) How do you meet the January 31 deadline for distributing W-2's?
- 6) How does your system handle manual checks?
- 7) Can the user sort reports by name, classification, gender, and ethnicity?

Tax

- 1) Is there PC/online access to current and historical tax information?
- 2) What is your process of tracking amendment and inquiry response time?
- 3) How do you distinguish yourself from the competition in the area of tax processing?
- 4) How do you keep clients informed of what is going on with the various tax jurisdictions?
- 5) Will we have a dedicated Customer Support Representative specifically to handle Tax issues?
- 6) What are the core competencies for Customer Support Representatives in the Tax area?
- 7) What is the average length of time a client retains the same Tax support representative?
- 8) How are adjustments handled?
- 9) What type of tax reports are generated each pay period?
- 10) Will you provide copies of all tax filings?
- 11) What are three (3) frequent reason payroll customers select your company over your competition?
- 12) What is your process for quality control?
- 13) Can a year be held "open" while continuing to process the new year's taxes?

Human Resources

- 1) Describe your company's commitment to the product and development plans over the next 3-5 years.
- 2) Was your product originally developed by your organization?

- 3) What major enhancements to your system have you planned for the next three (3) years?
- 4) Does the system track safety and worker's compensation information?
- 5) Does the system include succession planning?
- 6) Describe job and organizational hierarchy.
- 7) What compensation management functions does the system support?
- 8) Can the solution prohibit setting up an employee if a position does not appear as "vacant" in position control?
- 9) Does the system support employees with multiple positions and departments?

Benefits

- 1) Does the payroll system integrate with benefits?
- 2) Can benefit plans be set up so only a specific group of employees are eligible for them?
- 3) Can benefit cost changes be future dated for a future year within the current year?
- 4) Are premiums automatically updated for age and salary benefit calculations?
- 5) Are insurance amounts automatically adjusted with a salary increase?
- 6) Can you automatically enroll a certain group of people in a benefit plan?
- 7) Do Employee Benefit Statements include the company's cost of benefits?
- 8) Do you offer online benefit enrollment?
- 9) Does the system have the ability to handle calendar/fiscal benefit plans?
- 10) Does the system calculate arrears on employee benefits while on disability?
- 11) Does the system include benefit premium reports?
- 12) What is the benefits enrollment process?
- 13) Will benefit election changes update payroll deductions?

Compensation

- 1) Are new hourly rates automatically calculated when salary increases are made?
- 2) Can employee earnings be split between multiple departments on an on-going basis?
- 3) Describe multiple compensation programs by employee type, geography, and other factors.
- 4) What compensation management functions does the system support?
- 5) What is the salary administration functionality or capability of your product?
- 6) Can a mass increase be given to a specified subset of employees by location?
- 7) Does the system provide an on-line view of the employee's total compensation package?

Customization

- 1) Who has responsibility for maintaining customization changes?
- 2) Will our customizations be overwritten in an upgrade?

History/Record Keeping

- 1) Will the system maintain unlimited history for each employee?
- 2) Are on-line help screens available for all screens and processes?
- 3) Can corrections be made to historical, current, and future records?
- 4) Can search definitions be stored?
- 5) Can the system accommodate effective dating for future or past dates?
- 6) Can the system process multiple transactions for an employee with the same effective date?
- 7) Can the system store scanned documents or picture images?

- 8) Can your system setup non-employees or those who are non-paid?
- 9) Define the type of data available on your system for inactive employees.
- 10) Describe how your solution supports workflow and electronic approvals.
- 11) Describe HR/PR product's simulation/what-if capabilities provided with the package.
- 12) Does the system have data archiving capabilities for inactive employees?
- 13) Does the system provide flexibility in establishing organizational and payroll hierarchies?
- 14) Does your system have the ability to roll back to a specific date in time?
- 15) How long does the system maintain pay history for current and former employees?
- 16) How many years of pay history can the employee readily access?

Application Security

- 1) Describe the overall security scheme.
- 2) Is access to specific functions, files, and data elements restricted based on user profile or workstation ID?
- 3) How can you prevent users from viewing and/or editing data at the field level?
- 4) Can the administrative user control security or is it reliant on the vendor?
- 5) How do you handle groups of users with the same security profile?
- 6) Describe what happens when the system is accessed by someone without rights.
- 7) What password authentication controls are utilized?

Reporting

- 1) Does the system provide an integrated ad hoc report writing tool?
- 2) Does the system allow generation of reports on all fields that exist in the data dictionary?
- 3) Does the system provide flexibility for defining selection criteria, data ranges, sorting and grouping options, and report output, enabling users to tailor information to their specific needs?
- 4) Does the system provide both historical and point-in-time reporting capabilities?
- 5) Discuss how a non-technical user can obtain reports from the system without assistance.
- 6) Does the system have the ability to handle consolidated reporting across companies/organizations?
- 7) Does the system have the ability to handle consolidated reporting across payroll and HR data?
- 8) Does the system have the ability to product headcount reports using a user-defined FTE formula?
- 9) Does the system provide standard report capabilities?
- 10) Does the system provide the ability to schedule standard reports?
- 11) Does the system provide the ability to set up and run batch reports?
- 12) Explain how your system maintains OSHA logs. Describe the production of the OSHA log report.
- 13) Does your system create dynamic organizational charts?
- 14) Can queries be saved "globally" as well as "personally" so that users are non-inundated with a barrage of queries in the drop down list?
- 15) Can the user sort reports by name, classification, gender, and ethnicity?
- 16) Does the reporting tool have charting capabilities? Please explain.

Compliance Reporting

- 1) Are standard reports available for OSHA, EEO, and ACA requirements?
- 2) Is there any special employee setup required to print government compliance reports?

Technical Overview

- 1) Describe the integration between your HR/Payroll solution and other systems and applications such as GL, recruiting or time and attendance. What types of interfaces are involved?

Hosted Services

- 1) Who provides your internet access? At what level of service?
- 2) Is site hosting internally or externally managed?
- 3) Where is your data center or hosting facility located?
- 4) Describe your software development lifecycle for ASP.
- 5) Describe the data security/accessibility of your hosted services center. Do you utilize SSL technology?
- 6) What is the migration process in upgrading to new versions and how does the upgrade process affect customization?
- 7) What is the standard rule base for incoming/outgoing traffic enforced by the Firewall?
- 8) What password authentication controls are utilized?
- 9) What Virus detection/scanning mechanisms are in place?
- 10) Do you have an off-site backup facility? If so, where is it located?

Service & Support

- 1) What is your customer service model?
- 2) How many payroll clients and individuals do you serve?
- 3) What is your payroll customer retention rate?
- 4) What is the average tenure of your payroll customers?
- 5) Do you use your Web site as a mechanism to provide support to your clients?
- 6) Describe your procedure for escalating support issues.
- 7) Will we be assigned a single, dedicated Service Representative, or is it a Call Center with different representatives answering our questions?

Implementation

- 1) Does the system allow for the importing of initial payroll data?
- 2) Please explain your project management implementation process.
- 3) Please provide a sample payroll implementation project plan.

Training

- 1) What types of payroll training do you offer customers?
- 2) What training materials do you provide?
- 3) What training options are available above and beyond basic payroll training?

Billing

- 1) Do you support 3rd party billing?
- 2) Describe your bill cycle and what is included in that billing cycle?

PARTS

SCOPE OF SERVICES

Scope of Work

The County of Jefferson Missouri seeks the services of a qualified Payroll/HR Services provider with expertise in outsourced payroll processing and related payroll services to successfully provide these services to meet the payroll, human resource and general ledger needs of the County in the most cost-effective and efficient manner possible. Qualified firms wishing to respond to RFP Payroll/HR Services, must provide all equipment and materials described in this document, whether directly or through sub-contractors/sub-consultants. This does not, however, limit the use of sub-contractors or sub-consultants.

The selected vendor will contract with and be paid by the “County” IT vendor, REJIS. The selected vendor shall have passed the IRS Assurance Testing System (ATS) and/or Business Acceptance Testing System (BATS) requirements for Software Developers, Reporting Agents and Transmitters of electronic business returns to the IRS.

Time is of the essence in the implementation of the County’s payroll services software/solution. It is anticipated that the solution will be completely installed, integrated with the County’s Mitchell Humphrey Financial software, and County staff trained by July 1, 2014. Proposer shall demonstrate in the response to the RFP that this timeline can be met or exceeded.

HUMAN RESOURCE INFORMATION SYSTEMS

General Information

- Seamless integration between Payroll, General Ledger, and Human Resources data
- Capacity to handle status changes for a minimum of 700 employees, both regular and seasonal/temporary
- Full-time, part-time
- Public safety (Police)
- Successfully handle varied “standard” hours (PT, 80, 2080, 2912)
- Bargaining Unit
- Multiple types of accruals (annual, fiscal year, monthly) for varied benefits
- Easy, intuitive navigation

Employee Access

- View online paystubs and W-2s
- Select their benefits options through open enrollment
- New Hire entry of own data, i.e., personal data, beneficiary, emergency contact, Equal Employment Opportunity (EEO) race and ethnicity classifications, etc.

Management of employee's own personal information
Provide for ability for current employees to apply for positions electronically
Sign up for training with a supervisory approval step
Access to Company Intranet-forms, handbooks, etc.

Supervisory

Access employee records
Receive notifications of various events that impact employees (performance review dates)
Create, run, and access various employee and departmental reports
Review and approve employee timesheets

Benefits Administration

Ability to upload files to benefit vendor systems for new hires, terminations, changes
Administering employees benefits and conducting open enrollment
Produce census reports
Customizable reports for census, self-billing
Must seamlessly integrate with the Payroll System such that election changes update
Payroll deductions

Benefit plans

- Checks/balances that prohibit employees from making unauthorized changes
- Customizable for open enrollment & employee changes
- Automatic premium updates for age and salary benefit calculations
- Adjustment of insurance amounts when a salary increases/decreases
- Group uploads for enrollments
- Ability to handle calendar/fiscal/anniversary based benefit plans
- COBRA Tracking/Billing
- FMLA Tracking

Employee Benefit Statements

- Include both employee and employer costs for all applicable benefits
- Customizable

Online Benefit Enrollment

Reporting

- Benefit premium reports
- HIPAA reporting

Training/Education

Schedule and manage diverse training-required, general new hire orientation
Keep track of the participants
Audit required certifications/licenses/degrees

Performance

- Set up reminders for upcoming or past-due performance reviews
- Create employee performance reviews templates
- Allow employees to view their performance review history
- Tracking and reporting for employee performance issues/disciplinary actions

Recruitment/Selection

- Tracking from applicant to hire, including sourcing info, hire costs, etc. Allow for separate classes: Internships, Volunteers

Position Control/Budgeting

- Manage salaries, pay grades
- Entry and tracking of all status changes: new hires, terminations, leaves, promotions, transfers and more
- Production of organizational chart/hierarchy
- Compensation planning tools
- Position control such that system prohibits an employee hire/transfer if a position does not appear as “vacant”
- Position allocation function

Compensation

- Tracking employee salary and status changes over time
- Analytical reports for budget and compensation studies and analysis
- Ability to enter and track Supplemental Pay
- Report showing full cost of pay and benefits

General Administration

- Configurable security levels for employee/manager/senior management access
- Monitoring key information for compliance reporting, such as EEO-1, workers compensation, workplace accidents, and OSHA forms
- Viewing and reprinting employee pay stubs and W-2s
- Managing security and user access to your company’s critical HR data
- Workflow Management: Easily track workflow processes online
- Email alerts/notifications when an approval is needed or if a change has been made
- Audit trails
- Asset management of assigned tools/equipment
- I-9 tracking

Safety Risk

- Tracking of safety and worker’s compensation information

History/Record Keeping

- Unlimited history for each employee
- On-line help screens available for all screens and processes

Corrections be made to historical, current, and future records
Effective accommodation of effective dating for future or past dates
Effective processing of multiple transactions for an employee when transactions all have the same effective date
System storage of scanned documents or picture images
System setup of non-employees or those who are non-paid (Board Supervisors, Interns, Volunteers)
Data archiving capabilities for inactive/terminated employees

Reporting

Provision of an integrated, user friendly, ad hoc report writing tool
Easy report generation from all fields available from all systems (payroll, HR, GL)
Flexibility for user to define selection criteria, data ranges, sorting and grouping options, and report output, so as to allow customizable reporting
Provision of both “point-in-time” as well as historical reporting capabilities Ability to handle consolidated reporting across governments/organizations
Ability to schedule standard reports
Ability to save queries both “globally” as well as “personally” so that users are not inundated with a barrage of queries in the drop down list
EEO-1
Any other governmental mandated reports
OSHA
Ability to print single employee records
Workers Comp

Customer Service/Training

Provide a dedicated customer service representative and a designated back-up
On-site training for supervisors and employees on the time and attendance module, at least 2 different class cycles of same training for staff of over 30 employees.
Classes must be on at least four separate days, including three consecutive.

- Two on-site training sessions on time and attendance module each year for refresher training

On-site training for HR and Finance Department staff (at least 16 hours) on management and use of software
User tools for employees, managers and HR staff
In person and online training materials provided for separate levels of usage, i.e., employee, manager system user

PAYROLL PROCESSING

Employee Categories

Provide a time and labor recording system consistent with FLSA that can accurately account for the following employees categories:

General employees non-exempt from the overtime rules in FLSA that requires payment of overtime worked in excess of 40 hours in a seven-day work week

General employees exempt from the FLSA overtime rules

General employees may be also categorized as:

- Permanent or temporary
- Full-time or part-time

Public Safety employees:

- Police officers

General Processing

Ability to successfully run a short bridge pay period between prior cutoff and our intended new pay schedule

Ability to process mass changes of variable amounts (such as charitable deductions, merit payments, ect.)

Ability for employees to update electronically W-4 forms, direct deposit elections, ect.

Ability to perform year-end corrections/adjustments as needed up to cut-off time for year-end W-2 generation

Ability to make one-time, recurring or term (specified number of pay periods) benefit deductions

Ability to allocate pay & hours of an employee between departments

Automated deduction payments for insurance, retirement, workers comp and other payments by County

Ability to provide for disaster recovery, both for the vendor site and our site

Must be on-site to process the first monthly and first bi-monthly payroll processing

Payroll Record Keeping

System must create a “permanent” record for each employee that will include information that does not change from pay period to pay period. The update of this record must be limited and password protected. Each employee will be assigned an employee number that will remain unchanged while employed by the County. The number must be at least capable of 5 digits (99,999 discrete numbers).

At minimum the permanent file will include items such as personal information (i.e., name, SSN, address, telephone number, emergency contact), and also payroll elections related to withholding (W-4), allotments, deductions and the like.

It should be index-able by name, employee number and other criteria as defined by the County.

Payroll Processing

Successful respondent must provide the following services:

The payroll company must accurately and timely process monthly and 26 (or 27) bi-weekly payrolls based on timeframe to be designated by the County

The company must be able to be able to seamlessly accept payroll information from County by time to be designated by County, and deliver earnings and leave statements and checks within 2 days or less

Direct deposits must be posted to bank accounts or pay cards pay date
Payroll Company must provide completed W-2 forms to County for distribution no later than second pay date in January
Prepare the quarterly/annual forms and submit to the federal, state, and local agencies by required deadline
Remit all payroll taxes to federal, state, and local agencies on bi-weekly basis within prescribed time frames
Prepare all required reports to calculate Lagers/CERF Retirement System payments by required deadlines
Capable of preparing special checks or accept manual checks for error correction purposes
Prepare and process required payroll interface to County's Mitchell Humphrey financial system to provide for automated posting of accounting expense data
Prepare and remit garnishments and tax levies as required as part of each payroll cycle

Payroll Reporting

Prepare payroll reports and provide to the County the following as a minimum:

- Federal, state, and local agencies forms filing
- Leave and earnings report for each employee each pay period
- Summary and detail leave report by department
- Summary and detail earnings report by department
- Summary and detail deduction reports by department as required inquiry reports
- Lagers/CERF reports
- Special reports/projects requested by County staff
- Reports must be capable of being downloaded to Excel. Provision of reports in electronic storage format required.

Time Categories

Hours worked

Paid Leave

- Vacation leave
- Sick leave
- FMLA leave
- Holiday leave
- Bereavement
- Jury Duty
- Comp Time
- Military

Non-paid leave

- Leave of absence
- FMLA leave
- LWOP

Accruals

System must be able to handle multiple varieties of accruals which include but not limited to; comp time, sick leave, annual leave.

Holidays

We currently provide the following holidays to our employees. The system must account for them, as well as be able to add, or delete, holidays as needed.

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- President's Day
- Truman's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

Implementation

Data conversion of payroll files from County's files:

- Timeline for conversion and implementation of new system must be provided
- List of vendor team that will be assigned to this task, including the designated project manager
- To include assistance in setting up payroll record for each existing employee
- To include on site assistance during the testing of the pseudo-production run for both Bi-monthly and Monthly periods

TIME AND ATTENDANCE

An electronic time and attendance module must be provided that will allow the daily posting of time by each employee and the certification of correctness by a member of the supervisory chain of command. This includes all categories of work time and leave time as specified by the County and current MOU. The ability to assign employee work schedules through this system is preferable. This module must be separately quoted on the response as an optional item separate from the remainder of the response.

Employee/Supervisor Accessibility:

The electronic time and attendance system must be accessible via PCs, both home and office. There must be an access system at remote sites that may not have a computer.

General

- Multiple data entry/collection options

Employee Scheduling:

- Create, view or change employee's schedules
- Supervisors can create schedules that employees can view by month, week, or day

Time Card Management:

- Data can be reviewed and edited for tracking purposes

Reporting Capabilities:

- Combination of "canned" and user-generated reports
- Ease of report writing

Manager/Employee Self Service:

- Managers: approve requests, enter sick, holiday, jury duty, or other non-work time comparative between approved vs. pending requests, management approval hierarchies for review/edit/sign off on time and attendance
- Employees: enter, review, transfer, and submit time sheets & PTO requests balances both on paychecks as well as system access

Exception Handling:

- Input of a typical schedules, i.e. officers 12 hours on/12 hours off
- Accruals of a typical PTO

Reports:

- View a wide range or standard reports or generate custom reports
- Reports of balances for employee/division/department

Customize Rules and Accruals:

- Specify our own overtime, rounding, lunch and holiday rules
- Automate complex rules for accumulating vacation, sick time and other types of benefit accruals

Labor Distribution: Allocate time to different departments/locations

Leave Management: Automate the administration of paid time off

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2013:

County of Jefferson, State of Missouri

Company Name

Signature

Kenneth B. Waller County Executive

Print

Company Address: _____

Phone: _____

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

County Auditor

APPROVED AS TO FORM

County Counselor