

**REQUEST FOR SEALED, COMPETITIVE PROPOSALS**

**FOR**

**PAYROLL PROCESSING SERVICES**

**August 3, 2018**

**ONONDAGA COUNTY  
RESOURCE RECOVERY AGENCY  
100 ELWOOD DAVIS ROAD  
NORTH SYRACUSE, NEW YORK 13212-4312  
Telephone: (315) 453-2866 Fax: (315) 453-2872**

# REQUEST FOR SEALED, COMPETITIVE PROPOSALS FOR PAYROLL PROCESSING SERVICES

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## ***Background Information***

The Onondaga County Resource Recovery Agency is a New York public benefit corporation created by Public Authorities Law, Title 13B, Sections 2045-a to 2045-x, as adopted 1981 and amended in 1989.

The Agency was created for the public purpose of assisting in the planning development, construction, operation and maintenance of solid waste facilities. The Agency currently operates two transfer stations and two compost sites. The plant processing construction and demolition waste is located in the town of Salina on 7th North Street (Ley Creek). The second transfer station is located in the Town of Onondaga on Rock Cut Road (Rock Cut). The compost sites are located in Camillus, NY and Jamesville, NY. The Administrative and Recycling staffs are located at 100 Elwood Davis Road in North Syracuse (Main Office).

The Agency currently employs sixty-eight (68) full and part time employees in several locations spread throughout Onondaga County. This proposal covers a two years period covering the remainder 2018 through 2020.

## ***Payroll Processing Program ("Program") Requirements***

Attachment "A" outlines the requirements for payroll processing services for the remainder of 2018, 2019 with a renewal option for 2020. Please indicate on Attachment "A" whether or not your organization is capable of providing each service specified on the attachment including cost of service

## ***Review Time Line***

August 3, 2018	Issuance of RFP.
August 17, 2018 at 4 p.m.	Deadline for receipt by the Agency of competitive proposal.
September 4, 2018	Agency to enter into contract with selected payroll processing provider
September 5-October 1, 2018	Conversion preparation and commencement of agreed upon services for first payroll in 4 <sup>th</sup> quarter 2018.

The Agency reserves the right to modify this schedule at any time with or without notice

## ***Instructions to Respondents***

- 1) Proposal should be emailed to [mnosik@ocrra.org](mailto:mnosik@ocrra.org) or enclosed in a sealed envelope, plainly marked "**COMPETITIVE PROPOSAL FOR PAYROLL PROCESSING SERVICES**", and addressed as follows:

Maureen Nosik  
ONONDAGA COUNTY RESOURCE RECOVERY AGENCY  
100 Elwood Davis Road  
North Syracuse, NY 13212

- 2) Receipt of proposals must be no later than 4:00 p.m. on August 17, 2018 at the address listed above.
- 3) A cover letter and any other supporting documentation should be submitted with the proposal. The cover letter should include the following:
  - a) A statement that the proposal shall not be withdrawn for a period of ninety (90) days from the August 17, 2018 return deadline.
  - b) Commitment of organization to carry out provisions of proposal if selected by Agency.
  - c) Cover letter must be signed by an individual empowered to sign such material and commit to the obligations contained in the proposal.
  - d) Statement that all information in the entire proposal, including any forms, supporting documents or subsequent submittals are factual and accurate.
  - e) Designation of the individual authorized to negotiate a contract with the Agency.
- 4) Providers should include a background history of their organization including the administrative contact personnel to act a liaison and any other pertinent information regarding the organization.
- 5) Proposals shall state the cost for services on an itemized "per service" basis, not in lump sum form, for services not covered under a basic fee. For any basic fee, state the specific services provided for such fee and the number of employees used to calculate such fee.

### ***Confidentiality***

All proposals and supporting documentation submitted to the Agency will be subject to the New York State Freedom of Information Law (Public Officer's Law, Article 6, Section 84-90) once a selection has been made by the Agency.

### ***Conflict of Interest***

All vendors submitting proposals to provide payroll processing services to the Agency will be required to sign an affidavit attesting to no direct or indirect conflict of interest with the performance of these services to the Agency.

### ***Non-Collusion***

All vendors submitting proposals to provide payroll processing services will be required to sign a Certificate of Non-Collusion.

### ***Selection and Evaluation Process***

The evaluation and selection process will be based upon a thorough review of all proposals and related material submitted by the deadline date, possible interviews and the use of independent sources of information. The Agency specifically reserves the right to reject any and all proposals at its sole discretion. The Agency also reserves the right to provide addendums to the RFP which may include a request for additional information.

The Agency intends to select the Proposal that is deemed most advantageous to the Agency at its

sole discretion. In reaching this determination, the Agency shall consider, without limitations, such factors as cost of services and responsiveness. Providers submitting proposals should be aware that while cost is a significant factor in the Agency's determination, the Agency specifically reserves the right to select other than the lowest cost proposal, if the Agency determines that such other proposal, on the basis of all factor considered, is most advantageous.

The Agency reserves the right to award to any provider, and to reject all proposals and to again solicit new proposals at its sole discretion.

Subsequent to contract negotiations relative to all terms, conditions and language necessary, the Agency's Board of Directors will vote to make the final decision regarding selection and authorization for contract signing.

### ***Inquiries***

All inquiries shall be in writing and directed to Maureen Nosik via email at [mnosik@ocrra.org](mailto:mnosik@ocrra.org) or fax at (315) 453-2872. Interested parties and their agents and representatives are directed not to contact or lobby members of the Board of Directors of OCRRA or other OCRRA staff members regarding this invitation. Maureen Nosik is the designated contact person and she will internally coordinate distribution of questions and written replies to inquiries to allow interested all parties to be equally informed of questions and answers during the procurement process. To allow for distribution to all interested parties, kindly submit inquiries no later than 4 p.m. Wednesday, August 15, 2018.

***Attachment "A"***  
***Payroll Service Provider Requirement Matrix***

<b><i>Description of Service/Capability</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Cost/Comments</i></b>
<b><i>General Software</i></b>			
Perform multiple pension deduction calculations on pre-tax basis with earning caps and accumulate annual data			
Calculate and display annual equivalent for hourly and salary pay types			
User defined date fields			
Identify Qualified Pension on W-2			
Store separate federal and state tax withholding information including additional flat \$ amount			
Identify tax blocks (Agency exempt from FUTA)			
Summarize YTD tax information on screen			
Meet all Federal Regulations regarding implementation of health care reporting requirements.			
Garnishment calculation fields, track goal and deduction amounts to date			
Minimum of 3 direct deposit bank accounts			
Cumulative YTD data screen			
User defined deduction codes			
Ability to designate deduction code as other than every pay period ( 2x per month, monthly, annual)			
User defined earning codes			
Ability to add, modify or delete deduction and earning codes to be reflected in current payroll			
Ability to perform earning and deduction special calculations on pre-tax and post-tax basis			
Ability to processes IRS sect 457 pre-tax payroll and Roth deductions			

<b><i>Description of Service/Capability</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Cost/Comments</i></b>
Ability to run in Windows 10 Pro or Apple environment			
Ability to send voluntary deduction payments via electronic transfer methods			
Ability to have multiple user access in a Windows 10 environment			
<b><i>Payroll data entry method</i></b>			
Ability to transmit payroll data over the internet			
Ability to enter and transmit manual check information			
Ability to enter and transmit third party sick pay information			
Ability to view payroll data information			
Ability to download YTD and pay period information			
Ability to use temporary pay rate, or use multiple pay rates			
Ability to enter negative deductions for allowances			
Ability to issue multiple checks per employee			
Provide summary/full reports on payroll data input			
Provide summary/full reports on manual checks			
Provide summary/full reports on third party sick pay			
Provide summary/full reports on active employees with no pay data			
Provide summary/full reports on inactive employees with pay data			
Access to tax and deduction calculations for sample purpose or for transmission with payroll data			
<b><i>Report Software</i></b>			

<b><i>Description of Service/Capability</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Cost/Comments</i></b>
Create reports using any field within the database (YTD or per payroll)			
Ability to cut and paste between software applications			
Ability to perform calculations on numerical data base fields			
Ability to adjust report defaults			
Ability to copy, modify, save or delete reports			
<b><i>Direct payroll access</i></b>			
Ability to download pay period detail to review or create reports			
Ability to review employee pay records in chronological order on screen			
Ability to capture per pay period data in report format for employee or group of employees			
<b><i>Back Up Process</i></b>			
Ability to perform full or partial backup			
<b><i>Security</i></b>			
Assign varied authority levels for different users			
Control user/password access			
Password protection to confidential or sensitive data			
Program to prompt change in password			
<b><i>Payroll Reports and Pay Checks</i></b>			
Pay checks arrive signed through computer image method and in sealed envelopes			

<b><i>Description of Service/Capability</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Cost/Comments</i></b>
Payroll reports and checks are available to Agency the day after transmission of pay data information			
Payroll reports and checks are delivered to Agency on day after transmission by 12 p.m.			
Payroll reports and paychecks meet New York State Wage Theft Prevention Act requirements.			
Reports identify active and non-active deductions for the current payroll			
Identify employer liability summary including tax breakdown, tax totals, total \$ in checks, total \$ in direct deposit			
Net Cash summary			
Breakdown of employer and employee tax liabilities			
Description of accumulators, or special calculations, earning codes and deduction codes			
Analysis of hours, earnings, IRS sect 125 deductions and voluntary deductions			
Per Department payroll summary report			
Total payroll summary report			
Unused deduction report by employee name including deduction amount, employee status and explanation			
Personnel Change report should include the following: Address changes, terminations, new hires, pay rate adjustments (including temporary adjustments), deduction adjustments, pay record adjustments, pays issues to non-active employees			
Payroll register organized by department to include: Name, rate, title, NYSRS registration no., regular hours, overtime hours, benefit hours (sick, vacation etc.), regular earnings, overtime earnings, benefit earnings, gross pay, tax deductions, voluntary deductions, net pay, check no. or voucher no. for direct deposit			



<b><i>Description of Service/Capability</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Cost/Comments</i></b>
<b><i>Quarterly Records</i></b>			
Summary of employees hours and earnings, including deductions, and taxes, YTD gross earnings			
Wage and tax records			
Quarterly wage report			
NY state wage report			
IRS Section 125 plan benefit register			
IRS Section 457 pre-tax and Roth plan benefit registers			
<b><i>Additional Services</i></b>			
New York State Retirement System reports and information delivered to Albany via internet reporting in compliance with state regulations and approved formats. Able to process in Retirement Online Legacy format and Enhanced format in 2019.			
Ability to set up special calculation and special accumulators			
Full tax service including impounding of funds, filing reports, making timely deposits with proper tax entities, submitting summary reports to Agency and acceptance of responsibility for research problems and filing issues			
Customer service representatives able to address problems and questions immediately or within reasonable period of time			
Ability to transmit payroll on Tuesday for Thursday pay date			
Human Resource Information System capabilities			
Ability to interface with Time America's Genesis for Windows version 10.51h computerized time card system that handles multiple locations. Bridge for seamless data entry from time system into payroll software system.			

<b><i>Description of Service/Capability</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Cost/Comments</i></b>
Paid Leave tracking and accrual products			
Ability to be compliant with any requirement under Affordable Care Act.			
Ability to enter spouse and dependent health care coverage			
Ability to print IRS1095C reports and summary reports for January 31 submittal to IRS.			
<b><i>Service provider's comments/additional features</i></b>			

## CERTIFICATE OF NON-COLLUSION

Non-collusive Certifications required of all bidders/proposers/quoters under Section 103-d of the General Municipal Law as amended by Chapter 751 of the Laws of 1965 and Chapter 675 of the Laws of 1966 effective September 1, 1966, is as follows:

By submission of this bid/proposal/quote, the bidder/proposer/quoter and each person signing on behalf of the bidder/proposer/quoter certifies, and in the case of a joint bid/proposal/quote each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid/proposal/quote have been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/proposer/quoter or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid/proposal/quote have not been knowingly disclosed by the bidder/proposer/quoter and will not knowingly be disclosed by the bidder/proposer/quoter prior to opening, directly or indirectly, to any other bidder/proposer/quoter or to any competitor; and

(3) No attempt has been made or will be made by the bidder/proposer/quoter to induce any other person, partnership, or corporation to submit or not to submit a bid/proposal/quote for the purpose of restricting competition.

\_\_\_\_\_  
Legal Name of Bidder/Proposer/Quoter (Typed)

\_\_\_\_\_  
Address (Typed)

\_\_\_\_\_  
City State Zip

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Typed)

Dated \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Title (Typed)

**CONFLICT OF INTEREST**

**AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, deposes and says for  
and on behalf of \_\_\_\_\_, that:

1. Our (my) firm \_\_\_\_\_, is an independent firm or company, and has this date submitted a bid, proposal, or quote to provide goods and/or services to the Onondaga County Resource Recovery Agency.
2. I certify on behalf of the bidder, proposer, or quoter that it and its employees have no interest, direct or indirect, which could conflict in any manner or degree with the performance or provision of these goods and/or services to the Onondaga County Resource Recovery Agency.
3. If awarded a contract my (our) firm agrees that in providing the goods or in the rendering of services to the Onondaga County Resource Recovery Agency, no persons having any such interest shall be employed by the firm. I assume full responsibility for knowing whether my (our) employees or agents have any such interest and hereby certify that no such interest exists.

Dated: \_\_\_\_\_, 20\_\_\_\_ By: \_\_\_\_\_

For and on Behalf of: \_\_\_\_\_

Sworn before me this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public