IFA
ILLINOIS FINANCE AUTHORITY

Appendix: Payroll Services
Company/Product Information and Requirements

Payroll Services

Request for Proposal IPB Ref #22035409
Agency Ref No.15-0020

OFFEROR NAME_____

	Requirement Code	Category	Desired Functionality	Do you currently provide this service and/or product? (Y or N Only)	Offeror's Comments (i.e., provide a brief description of the product or service)
1	PD	Payroll Distribution	Calculate and distribute pay to employees		
2	PD	Payroll Distribution	Calculate court-ordered wage garnishments		
3	PD	Payroll Distribution	Capability for electronic submission of W-2s to employees		
4	PD	Payroll Distribution	Deliver payroll to the employees of the Authority		
5	PD	Payroll Distribution	Process all direct deposits, with the capability to distribute net pay to at least 3 accounts		
6	PD	Payroll Distribution	Process all employee W-2 and W-4 forms		
7	PD	Payroll Distribution	Process all garnishment processing and meet payment deadlines and compliance requirements		
8	PD	Payroll Distribution	Provide net pay and other payroll notifications to employees via email or text message		
9	PD	Payroll Distribution	Provide paychecks twice monthly, on the 15th and the last day of the month		
10	PD	Payroll Distribution	Submit payments to external parties in regards to any and all wage garnishments		
11	PTS	Payroll Tax Services	Maintain accuracy for and calculate all payroll tax liabilities		

APPENDIX I. PAYROLL SERVICES AND PRODUCTS-EACH ITEM MUST BE RESPONDED TO

OFFEROR NAME_____

	Requirement Code	Category	Desired Functionality	Do you currently provide this service and/or product? (Y or N Only)	Offeror's Comments (i.e., provide a brief description of the product or service)
12	PTS	Payroll Tax Services	Prepare and submit payroll tax returns and compliance reports as required by Federal, State and Local regulations		
13	PTS	Payroll Tax Services	Provide tax-related management reports		
14	PTS	Payroll Tax Services	Provide time and attendance reporting capabilities		
15	PTS	Payroll Tax Services	Respond to inquiries from taxing agencies and maintain compliance with payroll tax laws		
16	PTS	Payroll Tax Services	Submit all payments to taxing authorities on behalf of the Authority		
17	PTS	Payroll Tax Services	Withhold and remit federal, state and local employment taxes		
18	TAA	Time and Attendance Application	Calculate leave accruals and provide balances in real-time		
19	TAA	Time and Attendance Application	Capability for employees to request leave and submit electronically to their supervisor		
20	TAA	Time and Attendance Application	Complete the transfer of the Authority's current data into the selected time and attendance application by July 31, 2015 or a later date established by the Authority		
21	TAA	Time and Attendance Application	Integrate with Microsoft Office products such as Outlook and Excel for email notifications and reports		
22	TAA	Time and Attendance Application	Provide for automated time entry via swipe cards, computer log in, mobile application, manual key entry or other mechanism to record employee time on a daily basis		

OFFEROR NAME_____

	Requirement Code	Category	Desired Functionality	Do you currently provide this service and/or product? (Y or N Only)	Offeror's Comments (i.e., provide a brief description of the product or service)
23	TAA	Time and Attendance Application	Provide for extensive time and attendance reporting on a weekly, monthly and annual basis and provide for integration into IFA financial reports on an as-needed basis (i.e., monthly, year-to-date, and annual basis)		
24	TAA	Time and Attendance Application	Provide the Authority with a secure, web-based time and attendance application, available 24 hours, 7 days per week		
25	TAA	Time and Attendance Application	Provide the Authority with the ability/workflow to approve all leave requests real-time		
26	TAA	Time and Attendance Application	Submit an implementation plan for the retrieval and archiving of all data in the Authority's current time and attendance application-EZ Labor		
27	TAA	Time and Attendance Application	Track and maintain employee accrual information for and use of paid time off		
28	OTH	Other	Produce annual report on internal controls in compliace with SSAE 16, a Service Organization Controls 1 or 2 report must be submitted to the Authority at least annually for all services provided by the vendor		
29	OTH	Other	Provide a disaster recovery plan to be reviewed on an annual basis with the Authority		
30	OTH	Other	Provide additional payroll related duties as required		

OFFEROR NAME_____

OFFEROR PRODUCTS AND SERVICES INFORMATION

TIME AND ATTENDANCE APPLICATION

#	TIME ENTRY METHOD (MANUAL, SWIPE, SCAN, OTHER)	APPLICATION NAME	# OF YEARS HAS VENDOR USED	# OF YEARS ON THE MARKET	TOTAL # OF CURRENT CUSTOMERS	TOTAL # OF CURRENT GOVERNMENT AGENCY CUSTOMERS	IS WEB BASED/ HOSTED (Y OR N)	INTEGRATES WITH MICROSOFT OFFICE (OUTLOOK, EXCEL, ETC.)	ESTIMATED ANNUAL DOWNTIME (%)	DOES THE SYSTEM ALLOW FOR PROJECT/PROGRAM/ GRANT TIME ALLOCATION	LEVEL OF SCALABILTIY; CUSTOMIZATION (LOW, MED, HIGH)	TECHNICAL SPECIFICATIONS AND/OR REQUIREMENTS
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

APPENDIX III. PAYROLL SERVICES: IMPLEMENTATION PLAN
OFFEROR NAME_____

DEVELOPMENT AND SUBMISSION OF A DETAILED IMPLEMENTATION PLAN FOR PAYROLL SERVICES			
IMPLEMENTATION PLAN COMPONENTS/REQUIREMENTS			
#	CONTENT	FORMAT	OFFEROR'S COMMENTS
1	DETAILED TIMELINE	HARD COPY & PDF	
2	DETAILED TASK RESPONSIBILITIES (AUTHORITY, OFFEROR AND CURRENT VENDOR)	HARD COPY & PDF	
3	DETAILED PROCEDURES; SPECIFIC TASKS AND START/COMPLETION DATES	HARD COPY & PDF	

APPENDIX III. PAYROLL SERVICES: IMPLEMENTATION PLAN
OFFEROR NAME_____

DEVELOPMENT AND SUBMISSION OF A DETAILED IMPLEMENTATION PLAN FOR PAYROLL SERVICES		
IMPLEMENTATION PLAN COMPONENTS/REQUIREMENTS		
4	% ALLOCATION OF WORK INVOLVED (AUTHORITY, OFFEROR AND CURRENT VENDOR)	HARD COPY & PDF	

APPENDIX IV. PAYROLL SERVICES: OFFEROR INFORMATION
OFFEROR NAME_____

OFFEROR AND COMPANY INFORMATION	

OFFEROR INFORMATION	
Offeror name (Company name):	
Offeror contact name:	
Offeror contact phone:	
Offeror contact email:	
Offeror HQ address:	
Offeror Illinois address (if applicable):	

COMPANY INFORMATION
The Offeror must have experience providing similar services to other governmental agencies and/or entities of similar size and with rigorous external reporting requirements. The Offeror must possess advanced knowledge of payroll tax laws and requirements at the Federal, State and Local level. Proposed project staff will be dedicated to the project start/finish and available as needed.
Please provide information on your company's make up and structure, along with its core capabilities with focus on your product and service portfolio. e.g., provide the following information:
1. Description of each product and service category
2. Years in Business
3. Breakdown of revenue by product and service segment at company level

APPENDIX IV. PAYROLL SERVICES: OFFEROR INFORMATION
OFFEROR NAME_____

OFFEROR AND COMPANY INFORMATION					

EMPLOYEE AND SERVICE DATA					
Please provide data for each of the last 5 years **(Please use the number of full-time employees for each of the questions below)**	**2010**	**2011**	**2012**	**2013**	**2014**
Total number of employees (global)					
Total number of employees (U.S. only)					
Number of employees focused on Payroll Distribution Services					
Number of employees focused on Payroll Tax Services					
Number of employees focused on Time and Attendance Services					
Yearly employee turnover rate (in %)					

FINANCIAL DATA					
Please provide financial data for each of the last 5 years	**2010**	**2011**	**2012**	**2013**	**2014**
Total company revenue					
Total company profit/loss					
Company revenue from Payroll and related services					
Total of above amounts attributed to public sector organizations					

APPENDIX V(1). PAYROLL SERVICES: OFFEROR EXPERIENCE/REFERENCE

OFFEROR NAME_____

Customer Reference Information	
Reference organization:	
Reference contact name:	
Reference contact phone:	
Reference role/title:	
Reference address:	

Reference Organization Details:	
Estimated number of employees:	
Estimated operating budget:	
Organizational structure:	

Payroll Services and Time and Attendance Products/Services Currently In Use:	
Number of core users:	
Number of occasional users:	
Total divisions/departments:	

Project Scope:	
Please provide details on the project scope of the Payroll Services and Time and Attendance Products procured from the Offeror	

	Payroll Distribution Services:	Check all services that apply ("x")	Project Details	Offeror's Comments
PDS	Calculate and distribute pay to employees			
	Calculate court-ordered wage garnishments			
	Capability for electronic submission of W-2s to employees			
	Deliver payroll to the employees			
	Process all direct deposits, with the capability to distribute net pay to at least 3 accounts			
	Process all employee W-2 and W-4 forms			
	Process all garnishment processing and meet payment deadlines and compliance requirements			
	Provide net pay and other payroll notifications to employees via email or text message			
	Provide paychecks twice monthly, on the 15th and the last day of the month			
	Submit payments to external parties in regards to any and all wage garnishments			

APPENDIX V(1). PAYROLL SERVICES: OFFEROR EXPERIENCE/REFERENCE

OFFEROR NAME_____

	Payroll Tax Services:	Check all services that apply ("x")	Project Details	Offeror's Comments
PTS	Maintain accuracy for and calculate all payroll tax liabilities			
	Prepare and submit payroll tax returns and compliance reports as required by Federal, State and Local regulations			
	Provide tax-related management reports			
	Provide time and attendance reporting capabilities			
	Respond to inquiries from taxing agencies and maintain compliance with payroll tax laws			
	Submit all payments to taxing authorities on behalf of the Authority			
	Withhold and remit federal, state and local employment taxes			

	Time and Attendance Application:	Check all services that apply ("x")	Project Details	Offeror's Comments
TAA	Calculate leave accruals and provide balances in real-time			
	Capability for employees to request leave and submit electronically to their supervisor			
	Complete the transfer of the data by required deadlines			
	Integrate with Microsoft Office products such as Outlook and Excel for email notifications and reports			
	Provide for automated time entry via swipe cards, computer log in, mobile application, manual key entry or other mechanism to record employee time on a daily basis			
	Provide for extensive time and attendance reporting on a weekly, monthly and annual basis			
	Provide a secure, web-based time and attendance application, available 24/7			
	Provide the ability/workflow to approve all leave requests real-time			
	Track and maintain employee accrual information for and use of paid time off			

APPENDIX V(2). PAYROLL SERVICES: OFFEROR EXPERIENCE/REFERENCE

OFFEROR NAME_____

Customer Reference Information	
Reference organization:	
Reference contact name:	
Reference contact phone:	
Reference role/title:	
Reference address:	

Reference Organization Details:	
Estimated number of employees:	
Estimated operating budget:	
Organizational structure:	

Payroll Services and Time and Attendance Products/Services Currently In Use:	
Number of core users:	
Number of occasional users:	
Total divisions/departments:	

Project Scope:	
Please provide details on the project scope of the Payroll Services and Time and Attendance Products procured from the Offeror	

	Payroll Distribution Services:	Check all services that apply ("x")	Project Details	Offeror's Comments
PDS	Calculate and distribute pay to employees			
	Calculate court-ordered wage garnishments			
	Capability for electronic submission of W-2s to employees			
	Deliver payroll to the employees			
	Process all direct deposits, with the capability to distribute net pay to at least 3 accounts			
	Process all employee W-2 and W-4 forms			
	Process all garnishment processing and meet payment deadlines and compliance requirements			
	Provide net pay and other payroll notifications to employees via email or text message			
	Provide paychecks twice monthly, on the 15th and the last day of the month			
	Submit payments to external parties in regards to any and all wage garnishments			

APPENDIX V(2). PAYROLL SERVICES: OFFEROR EXPERIENCE/REFERENCE

OFFEROR NAME_____

	Payroll Tax Services:	**Check all services that apply ("x")**	**Project Details**	**Offeror's Comments**
PTS	Maintain accuracy for and calculate all payroll tax liabilities			
	Prepare and submit payroll tax returns and compliance reports as required by Federal, State and Local regulations			
	Provide tax-related management reports			
	Provide time and attendance reporting capabilities			
	Respond to inquiries from taxing agencies and maintain compliance with payroll tax laws			
	Submit all payments to taxing authorities on behalf of the Authority			
	Withhold and remit federal, state and local employment taxes			

	Time and Attendance Application:	**Check all services that apply ("x")**	**Project Details**	**Offeror's Comments**
TAA	Calculate leave accruals and provide balances in real-time			
	Capability for employees to request leave and submit electronically to their supervisor			
	Complete the transfer of the data by required deadlines			
	Integrate with Microsoft Office products such as Outlook and Excel for email notifications and reports			
	Provide for automated time entry via swipe cards, computer log in, mobile application, manual key entry or other mechanism to record employee time on a daily basis			
	Provide for extensive time and attendance reporting on a weekly, monthly and annual basis			
	Provide a secure, web-based time and attendance application, available 24/7			
	Provide the ability/workflow to approve all leave requests real-time			
	Track and maintain employee accrual information for and use of paid time off			

APPENDIX V(3). PAYROLL SERVICES: OFFEROR EXPERIENCE/REFERENCE

OFFEROR NAME_____

Customer Reference Information	
Reference organization:	
Reference contact name:	
Reference contact phone:	
Reference role/title:	
Reference address:	

Reference Organization Details:	
Estimated number of employees:	
Estimated operating budget:	
Organizational structure:	

Payroll Services and Time and Attendance Products/Services Currently In Use:	
Number of core users:	
Number of occasional users:	
Total divisions/departments:	

Project Scope:	
Please provide details on the project scope of the Payroll Services and Time and Attendance Products procured from the Offeror	

	Payroll Distribution Services:	Check all services that apply ("x")	Project Details	Offeror's Comments
PDS	Calculate and distribute pay to employees			
	Calculate court-ordered wage garnishments			
	Capability for electronic submission of W-2s to employees			
	Deliver payroll to the employees			
	Process all direct deposits, with the capability to distribute net pay to at least 3 accounts			
	Process all employee W-2 and W-4 forms			
	Process all garnishment processing and meet payment deadlines and compliance requirements			
	Provide net pay and other payroll notifications to employees via email or text message			
	Provide paychecks twice monthly, on the 15th and the last day of the month			
	Submit payments to external parties in regards to any and all wage garnishments			

APPENDIX V(3). PAYROLL SERVICES: OFFEROR EXPERIENCE/REFERENCE

OFFEROR NAME_____

	Payroll Tax Services:	Check all services that apply ("x")	Project Details	Offeror's Comments
PTS	Maintain accuracy for and calculate all payroll tax liabilities			
	Prepare and submit payroll tax returns and compliance reports as required by Federal, State and Local regulations			
	Provide tax-related management reports			
	Provide time and attendance reporting capabilities			
	Respond to inquiries from taxing agencies and maintain compliance with payroll tax laws			
	Submit all payments to taxing authorities on behalf of the Authority			
	Withhold and remit federal, state and local employment taxes			

	Time and Attendance Application:	Check all services that apply ("x")	Project Details	Offeror's Comments
TAA	Calculate leave accruals and provide balances in real-time			
	Capability for employees to request leave and submit electronically to their supervisor			
	Complete the transfer of the data by required deadlines			
	Integrate with Microsoft Office products such as Outlook and Excel for email notifications and reports			
	Provide for automated time entry via swipe cards, computer log in, mobile application, manual key entry or other mechanism to record employee time on a daily basis			
	Provide for extensive time and attendance reporting on a weekly, monthly and annual basis			
	Provide a secure, web-based time and attendance application, available 24/7			
	Provide the ability/workflow to approve all leave requests real-time			
	Track and maintain employee accrual information for and use of paid time off			

APPENDIX VI. PAYROLL SERVICES: PRICING INFORMATION

OFFEROR NAME_____

Services Category	Fee Per Year (Initial Term)	# of Years (Initial Term)	Total Fee*Years (Initial Term)	Fee Per Year (Renewal Term 1)	# of Years (Renewal Term 1)	Total Fee*Years (Renewal Term 1)	Fee Per Year (Renewal Term 2)	# of Years (Renewal Term 2)	Total Fee*Years (Renewal Term 2)		Total All Fees
Payroll Services											
Payroll Distribution	-	3	-	-	1	-	-	1	-		-
Payroll Tax	-	3	-	-	1	-	-	1	-		-
Time and Attendance Application	-	3	-	-	1	-	-	1	-		-
Other (Audit reports, Disaster Recovery Plan, Other Services)	-	3	-	-	1	-	-	1	-		-
One-Time Costs											
Implementation	-	-	-	-	-	-	-	-	-		-
License	-	-	-	-	-	-	-	-	-		-
Other One-Time Costs	-	-	-	-	-	-	-	-	-		-
Other Ongoing Costs											
Ongoing costs for the Time and Attendance Application	-	3	-	-	1	-	-	1	-		-
Maintenance/Support	-	3	-	-	1	-	-	1	-		-
Hosting	-	3	-	-	1	-	-	1	-		-
Other Ongoing Costs	-	3	-	-	1	-	-	1	-		-
Grand Total	$ -	-	$ -	$ -	-	$ -	$ -	-	$ -		$ -