

Notice of Request for Proposals

Payroll Services

RFP No. 3-2018

Notice is hereby given that ISANA (hereinafter referred to as “**ISANA**”) is requesting proposals for a provider of payroll services (hereinafter referred to as **Proposer[s]**) to assist with ISANA’s operation of six charter schools.

Proposers should not construe from this notice that ISANA intends to enter into a contract with the Proposer unless, in the opinion of ISANA, it is in the best interest of ISANA to do so. ISANA reserves the right to negotiate final contractual terms with the successful Proposer.

The Request for Proposal (RFP) documents are available at
ISANA’s Web site at <http://www.isanaacademies.org>

To request the RFP documents by e-mail or postal mail, please contact:

John Vargas & Oreeille Revish
jvargas@isanaacademies.org
orevish@isanaacademies.org
3580 Wilshire Blvd. Suite 1130
Los Angeles, CA 90010

ISANA will record and provide answers to any questions or requests for clarifying information about the RFP through September 21, 2018. All questions should be sent via email to John Vargas (jvargas@isanaacademies.org) and Oreeille Revish (orevish@isanaacademies.org) with the email subject line – “Payroll Services RFP No. 3-2018”. Responses to all questions received through September 21, 2018 will be posted online on or before 12:00 p.m. on September 24, 2018.

Proposers must submit written proposals via email or in a sealed package, which should be labeled:

“Proposal – Payroll Services [RFP No. 3-2018]”

Addressed to:

John Vargas
jvargas@isanaacademies.org
3580 Wilshire Blvd. Suite 1130
Los Angeles, CA 90010

ISANA will accept all proposals received on or before **Wednesday, September 26, 2018**. Except for unusual circumstances as determined by ISANA, ISANA will not accept proposals that are received after **Wednesday, September 26, 2018**.

ISANA reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. ISANA will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of ISANA. Following the review and analysis of all responsive proposals, ISANA staff will make a recommendation to the ISANA Board of Directors at a duly noticed board meeting. The ISANA Board of Directors is responsible for selecting the schools’ provider of payroll and related services.

**REQUEST FOR PROPOSAL
for
PAYROLL SERVICES**

**RFP No. 3-2018
PAYROLL SERVICES**

by

ISANA ACADEMIES

ADDRESS ALL PROPOSALS TO:

John Vargas
ISANA ACADEMIES
3580 Wilshire Blvd. Suite 1130
Los Angeles, CA 90010
jvargas@isanaacademies.org

Request for Proposal

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Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a contract with a provider of payroll services (collectively referred to herein as “Provider”) that will provide ISANA Academies (hereinafter referred to as “ISANA”) with assistance in the operation of ISANA’s network of California public charter schools. The Provider will provide services to ISANA as described in RFP Exhibit 1, Scope of Work.

Since the first ISANA charter school opened in 2005 in Los Angeles, each one has been an anomaly in the community it serves because of its sustained academic success. ISANA enters communities continually impacted by high crime rates, high unemployment rates and poverty, and brings its culture of academic rigor, engaging curriculum, and high expectations to students who may have never had high expectations set for them. ISANA has earned a reputation for creating an atmosphere of academic excellence and also a true learning community for families. The ISANA educational program is designed to meet the needs of all pupils, but is specifically tailored to respond to its target population of primarily Latino, at-risk, and historically underperforming and underserved students. Thousands of traditionally-underserved public school families continue to choose ISANA schools because ISANA is an institution for high-quality student learning that strives to operate with integrity and transparency.

Through this RFP, ISANA seeks to promote open and free competition consistent with applicable federal and state laws and standards.

Outlined below are examples of basic competitive bidding standards ISANA will use in the issuance of this RFP:

- ISANA is soliciting competitive proposals in order to secure public objectives in the most effective manner and avoid the possibilities of fraud, collusion, etc.
- ISANA released this RFP to benefit ISANA and not the Proposers.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by ISANA of the most responsive and responsible Proposer to ISANA’s requirements, as determined by ISANA when evaluating proposals based on the criteria contained in the RFP.
- The RFP provides a basis for full and fair competition among Proposers to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only.

To respond to this RFP, interested Providers must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. ISANA staff will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Proposer must:

- Carefully read the entire RFP, attachments, exhibits, addenda, and ISANA responses to questions before submitting a proposal.
- Ask appropriate questions or request clarification.
- Submit all required responses by the deadlines.
- Follow all instructions and requirements of the RFP thoroughly and appropriately.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Proposer shall immediately notify ISANA of the error in writing and request clarification or a modification of the RFP. If the Proposer fails to notify ISANA of the error prior to the date for submission of proposals, and is awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

**Schedule of Events
for
RFP No. 3-2018**

- Release of RFP September 14, 2018
- Question and Answer Period September 14, 2018 – September 21, 2018
- Presentation Period September 17, 2018 – September 25, 2018
- Posting of Answers to Questions September 24, 2018
- Anticipated Receipt of Proposals September 26, 2018
- Proposals Evaluated September 27, 2018 – September 28, 2018
- Anticipated Board Approval On or about October 2, 2018

ISANA will make every effort to adhere to the schedule. However, ISANA reserves the right to amend the schedule, as necessary, and will post a notice of any said amendment at www.isanaacademies.org.

General Instructions for Proposers

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Proposer's capability to satisfy ISANA's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all the services described within this RFP.
3. Provider must be able to provide evidence of Commercial General Liability Insurance as well as Worker's Compensation insurance coverage.
4. ISANA may reject a proposal if the proposal is conditional or incomplete, deemed nonresponsive, or if it contains any alterations of form or other irregularities of any kind. ISANA may reject any or all proposals or waive any immaterial deviation in a proposal. ISANA's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all other requirements if awarded the contract.
5. Proposers are responsible for the costs of developing proposals, and shall not charge ISANA for any preparation costs.
6. Proposers may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline.
7. Proposers may withdraw their proposal by submitting a written withdrawal request to ISANA, signed by the Proposer or their authorized agent, through the contact person named in the "Contact Information" provided on page ii of this RFP. Thereafter, a Proposer may submit a new proposal prior to the proposal submission deadline. Proposers may not withdraw their proposal without cause after the proposal submission deadline.
8. ISANA may modify the RFP prior to the date given for submission of proposals by posting an addendum on www.isanaacademies.org.
9. ISANA reserves the right to reject all proposals for any reason and at ISANA's discretion. ISANA is not required to award a contract.
10. ISANA will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Proposer has submitted more than one proposal for work contemplated herein will cause ISANA to reject all proposals submitted by the Proposer. If there is reason to believe that collusion exists among the Proposers, ISANA will not consider any of the participants of such collusion in this or future solicitations.
11. Additional charges for regular or express delivery, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.

12. All proposals should include the forms provided as attachments to this RFP. Proposers may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.
13. Proposers are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
14. Proposers may submit their questions regarding the information presented in this RFP to John Vargas, jvargas@isanaacademies.org, and Oreeille Revish, orevish@isanaacademies.org, through September 21, 2018. ISANA will answer all questions received by the deadline in writing without exposing the query source. Responses to all questions received through September 21, 2018 will be posted online on or before 12:00 p.m. on September 24, 2018.
15. ISANA representatives reserve the right to request to inspect a Proposer's operations prior to any award of a contract.
16. ISANA reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided ISANA considers such negotiation to be in its best interest.
17. Interested Proposers are encouraged to inspect ISANA's premises prior to submitting a proposal in order to determine all requirements associated with the proposed contract.
18. Proposers should submit one paper copy and one copy in digital format (e.g., email, CD, DVD, or flash drive.) by September 26, 2018 at 5:00pm.
 - a. The paper copy should contain the original signature of the individual(s) authorized to bind the Proposer contractually and be labeled "Master Copy."
 - b. The Proposer must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.
 - c. The proposal envelopes should be marked legibly with ISANA's RFP number and title, and ISANA name and address, as shown in the following example:

Proposal—Payroll Services [RFP No. 3-2018]

[*Enter Payroll Services Provider Name Submitting RFP*]

for
ISANA Academies

Submitted to:
John Vargas
ISANA Academies
jvargas@isanaacademies.org
3580 Wilshire Blvd. Suite 1130
Los Angeles, CA 90010

Proposal Requirements

To be eligible for evaluation, a proposal should adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers should complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section	Title
1.	Cover Letter
2.	Table of Contents
3.	Attachments Checklist
4.	Minimum Qualifications
5.	Proposal Questionnaire
6.	Proposer References
7.	Authorization Agreement
8.	Fee Proposal

1. Cover Letter

Only the individual(s) authorized to bind the Proposer contractually may sign the cover letter, which shall be a part of the proposal package. ISANA may reject the proposal if the Proposer fails to include the following information:

- Name and address of responding company
- Organizational structure of the responding company (e.g., corporation, partnership, etc.)
- Proposer's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to ISANA
- Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Proposer in a contract if different from the primary liaison
- A statement expressing the Proposer's willingness to perform the services described in this RFP
- A statement expressing the Proposer's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Proposer's proprietary information; if applicable, the Proposer must clearly mark in the upper right hand corner those pages to be considered proprietary (**Note:** the Proposer cannot consider the entire proposal to be proprietary)

- The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

2. Table of Contents

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

3. Attachments Checklist

The Proposer shall include all documents identified in the Attachments Checklist (Attachment A). ISANA may reject proposals that do not include the proper required attachments.

4. Minimum Qualifications

ISANA will only consider Proposers that **meet all minimum qualifications** (as listed on Attachment B).

5. Proposal Questionnaire

The Proposal Questionnaire (Attachment C) is intended to provide ISANA with specific information concerning the Proposer's capability to provide services as described in this RFP. Proposers should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

6. Proposer References

Proposers must provide two references on the Proposer References form (Attachment D). ISANA reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

7. Authorization Agreement

The Proposer or their authorized representative must sign the Authorization Agreement (Attachment E) and return it with the proposal package.

8. Fee Proposal

The Proposer must complete the Fee Proposal (Attachment F) and return it with the proposal package.

Evaluation of Proposals

Proposals will be opened on or after the date and time specified in the Schedule of Events. During the evaluation process, ISANA may ask Proposers to clarify information in the proposals, but Proposers may not change their proposals.

An error in the proposal may cause ISANA to reject that proposal; however, ISANA may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, ISANA will consider the conformance of the proposal to the format and content required by the RFP and that the Proposer's intent is clearly established based on review of the whole proposal.

ISANA will open proposals to determine if they contain all the required information in accordance with this RFP. ISANA will evaluate qualifying proposals using the following factors (listed in no particular order):

- Administrative Requirements: Did the Proposer include all required information in accordance with the General Instructions and Proposal Requirements?
- Experience: Did the Proposer demonstrate experience with school payroll services? Does the Proposer have the requisite capability and experience, as measured by performance record, years in the industry, client retention and satisfaction, and references?
- Capacity: Based on the Proposal Questionnaire responses and the Cover Letter, did the Proposer demonstrate a complete understanding of ISANA's service requirements, as described in the RFP and the Scope of Work, and can the Proposer perform those services to ISANA's satisfaction?
- Reputation: Has the Proposer demonstrated a track record in the industry of providing high quality, professional, and timely customer service, and provided positive references?
- Cost: Does the Proposer offer the requested services described in the RFP and the Scope of Work at a competitive price?

ISANA staff will recommend to the ISANA Board awarding the contract to the most responsive and responsible Proposer based on the factors above.

ATTACHMENTS

Attachment A

Attachments Checklist

Proposer Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or "x" next to each item submitted to ISANA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Section	Title
_____ 1	Cover Letter
_____ 2	Table of Contents
_____ 3	Attachments Checklist
_____ 4	Minimum Qualifications
_____ 5	Proposal Questionnaire
_____ 6	Proposer References
_____ 7	Authorization Agreement
_____ 8	Fee Proposal

Attachment B

Minimum Qualifications

A Proposer must meet all of the following minimum qualifications to ISANA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of July 30, 2018, both the Proposer's company and its key personnel meet all of the following minimum qualifications:

1. The Proposer has at least three years of experience with providing payroll services to private and public institutions similar to that of ISANA.

Yes _____ No _____

2. The Proposer has knowledge and experience working with California charter schools.

Yes _____ No _____

3. The Proposer has professional references that demonstrate and evidence the ability to perform the required services.

Yes _____ No _____

4. The Proposer is licensed to do business in the state of California.

Yes _____ No _____

Attachment C

Proposal Questionnaire

This proposal questionnaire is intended to provide ISANA with specific information concerning the Proposer's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment B, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing payroll services and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with providing any similar services.
3. Provide a general description of your company's experience with California charter schools.
4. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of organizations or schools that have discontinued or terminated your company's services in the last five years and the reason(s) why.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.
6. Provide a recommended transition plan that describes the steps the Proposer will take to begin providing the services described in this RFP.

Attachment D

Proposer References

List at least two references to which the Proposer has provided payroll services within the past five year(s).

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 3 (optional)		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Attachment E

Authorization Agreement

Request for Proposal for Payroll Services
RFP No. 3-2018

We, [*Enter Company Name*], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year, with yearly renewal options.
4. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for ISANA.
5. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative

Date Signed: _____

Attachment F

Fee Proposal

Please make careful note of the following points about the rate requirements:

Please submit rates for all services that your organization provides that addresses the scope of work requested.

If there are other services that Provider can offer that are not listed in the scope of work, please include that information, but ensure the cost is listed separately.

If there are any questions regarding how to list pricing please contact John Vargas.

Please break out per payroll run costs, any monthly costs, any quarterly or annual costs.

We have approximately 500 employees. Please use this factor for illustrative purposes to provide us with an annual cost estimate for all services proposed.

Lastly, for biometric time clocks, please include a per unit cost. While we currently have a need for 13 clocks at 13 sites, that need may fluctuate in the future.

COST BREAKDOWN

Proposer Instructions

⇒ Provide a breakdown of all costs included in the fixed price, including personnel costs.

⇒ **Clearly identify all costs**

Item #	Description of Services	Annual Cost
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
GRAND TOTAL		

RFP EXHIBIT 1 – Scope of Work

1. Human Resource Information Systems (HRIS)

a) General Information

- i. Seamless integration between Payroll, General Ledger, and Human Resources Information System data
- ii. Capacity to handle status changes for 500+ employees, regular and temporary, full-time and part-time
- iii. Successfully handle varied “standard” hours (80, 2080, 2912)
- iv. Multiple types of accruals (annual, fiscal year, monthly) for varied benefits
- v. Easy, intuitive navigation

b) Employee Access

- i. View online pay stubs, W-2s and 1099s
- ii. Select their benefits through open enrollment
- iii. New Hire entry of own data (*i.e.*, personal data, beneficiary, emergency contact, Equal Employment Opportunity (EEO) race and ethnicity classifications, etc.)
- iv. Management of employee’s own personal information
- v. Provide for ability for current employees to apply for positions electronically
- vi. Sign up for training, with a supervisory approval step
- vii. Access to Company Intranet – forms, handbook, etc.

c) Supervisory

- i. Access employee records
- ii. Receive notifications of various events that impact employees
- iii. Create, run, and access various employee and departmental reports
- iv. Review and approve employee timesheets

d) Benefits Administration

- i. Ability to upload files to benefit vendor systems for new hires, terminations, changes
- ii. Administering employee benefits and conducting open enrollment
- iii. Produce census
- iv. Customizable reports for census, self-billing
- v. Must seamlessly integrate with the payroll system such that election changes update payroll deductions
- vi. Benefit plans
 - Customizable for open enrollment & employee changes
 - Checks/balances that prohibit employees from making unauthorized 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
- vii. Online benefit enrollment
- viii. Benefits Reporting

e) Training/Education

- i. Schedule and manage diverse training – required, general, new hire orientation
- ii. Work with SafeSchools
- iii. Keep track of the participants
- iv. Track audit required certifications/licenses/degrees

f) Performance

- i. Set up reminders for upcoming or past-due performance reviews
- ii. Create employee performance reviews templates

- iii. Allow employees to view their performance review history
- iv. Tracking and reporting for employee performance issues/disciplinary actions
- g) **Recruitment/Selection**
 - i. Ability to edit applications/postings as necessary
 - ii. Tracking from applicant to hire, including sourcing info, hire costs, etc.
 - iii. Allow for separate classes (e.g., certificated, classified, volunteer, etc.)
- h) **Position Control/Budgeting**
 - i. Manage salaries, pay grades
 - ii. Entry and tracking of all status changes: new hires, terminations, leaves, promotions, transfers and more
 - iii. Production of organizational chart/hierarchy
 - iv. Compensation planning tools
 - v. Position control such that system prohibits an employee hire/transfer if a position does not appear as "vacant"
 - vi. Position allocation function
- i) **Compensation**
 - i. Tracking employee salary and status changes over time
 - ii. Analytical reports for budget and compensation studies and analysis
 - iii. Ability to enter and track Supplemental Pay (e.g., phone allowance)
 - iv. Report showing full cost of pay and benefits
- j) **General Administration**
 - i. Configurable security levels for employee/manager/senior management access
 - ii. Monitoring key information for compliance reporting, such as EEO-1, workers' compensation, workplace accidents, and OSHA forms
 - iii. Viewing and reprinting employee pay stubs and W-2s
 - iv. Managing security and user access to ISANA's critical HR data
 - v. Workflow Management: Easily track workflow processes online
 - vi. Email alerts/notifications when an approval is needed or if a change has been made
 - vii. Audit trails
 - viii. Asset management of assigned equipment
 - ix. I-9 tracking
- k) **History/Record Keeping**
 - i. Unlimited history for each employee
 - ii. Online help screens available for all screens and processes
 - iii. Corrections be made to historical, current, and future records
 - iv. Effective accommodation of effective dating for future or past dates
 - v. Effective processing of multiple transactions for an employee when transactions all have the same effective date
 - vi. System storage of scanned documents or picture images
 - vii. Data archiving capabilities for inactive/terminated employees
- l) **Reporting**
 - i. Provision of an integrated, user friendly, ad hoc report writing tool
 - ii. Easy report generation from all fields available from all systems
 - iii. Flexibility for user to define selection criteria, data ranges, sorting and grouping options, and report output, so as to allow customizable reporting
 - iv. Provision of both "point-in-time" as well as historical reporting capabilities
 - v. Ability to schedule standard reports
 - vi. EEO-1
 - vii. Any other mandated reports, as requested by ISANA
 - viii. OSHA
 - ix. Ability to print single employee records
 - x. Workers Comp Tracking
- m) **Customer Service/Training**
 - i. Provide a dedicated customer service representative and a designated back-up
 - ii. On-site training for supervisors and employees on the time and attendance module

- iii. Two on-site training sessions on time and attendance module each year for refresher training
- iv. On-site training for HR and other staff (at least 16 hours) on management and use of software
- v. User tools for employees, managers and HR staff

2. **Payroll Processing**

- a) **Employee categories** – Provide a time and labor recording system consistent with FLSA that can accurately account for the following employees categories:
 - i. General employees non-exempt from the overtime rules in FLSA
 - ii. General employees exempt from the FLSA overtime rules
 - iii. General employees may be also categorized as:
 - Permanent or temporary
 - Full-time (30 hours a week or more) or part-time
- b) **General Processing**
 - i. Ability to process mass changes of variable amounts (such as charitable deductions, merit payments, etc.)
 - ii. Ability for employees to update electronically W-4 forms, direct deposit elections, etc.
 - iii. Ability to perform year-end corrections/adjustments as needed up to cut-off time for year-end W-2 generation
 - iv. Ability to make one-time, recurring or term (specified number of pay periods) benefit deductions
 - v. Ability to allocate pay &/or hours of an employee between departments
 - vi. Automated deduction payments for insurance, retirement, workers comp and other payments by ISANA
 - vii. Hardware requirements and software licenses required by the Service Provider for each of our users must be specified and a cost provided for each license
- c) **Payroll Record Keeping**
 - i. 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 to specific users and password protected. Each employee must be assigned a unique employee number that will remain unchanged while employed by ISANA.
 - ii. 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, etc.
 - iii. It should be index-able by name, employee number and other criteria as defined by ISANA
- d) **Payroll Processing** – Service Provider must provide the following services:
 - i. Accurately and timely process 26 (or 27) bi-weekly payrolls based on timeframe to be designated by ISANA
 - ii. Seamlessly accept payroll information from ISANA by time to be designated by ISANA, and deliver earnings and leave statements and checks within 2 days or less
 - iii. Direct deposits must be posted to bank accounts on pay date
 - iv. Provide W-2 forms to ISANA for distribution no later than second pay date in January
 - v. Prepare Forms 940 and 941 and submit to the IRS along with tax withholdings by required deadlines
 - vi. Prepare any required forms and submit State tax deposits, including State unemployment
 - vii. Remit payroll taxes for FWIT and FICA (Social Security and Medicare) to IRS on bi-weekly basis within IRS prescribed time frames
 - viii. Prepare special checks or accept manual checks for error correction purposes
 - ix. Prepare and remit garnishments and tax levies as required as part of each payroll cycle

- e) **Payroll Reporting** – Prepare payroll reports and provide to ISANA the following as a minimum:
 - i. IRS forms filing
 - ii. 401(k) standard report
 - iii. Leave and earnings report for each employee each pay period
 - iv. Summary and detail leave report by department
 - v. Summary and detail earnings report by department
 - vi. Summary and detail deduction reports by department
 - vii. As required inquiry reports
 - viii. Reports must be capable of being downloaded to Excel. Provision of reports in electronic storage format required.
 - f) **Time Categories** – Time and labor recording system must be capable of tracking different time categories (e.g., hours worked, vacation, FMLA leave, jury duty, etc.), and must be capable of processing and tracking time off requests.
 - g) **Accruals** – System must be able to handle multiple varieties of accruals. In addition, system must be able to also take on additional classes of employees in the future if ISANA so desires.
 - h) **Implementation** – Data conversion of payroll files from current vendor:
 - i. Timeline for conversion and implementation of new system must be provided
 - ii. List of Service Provider team that will be assigned to this task, including the designated project manager or equivalent
 - iii. Assistance in setting up payroll record for each existing employee
3. **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 ISANA.
- a) **Employee/Supervisor Accessibility** – The electronic time and attendance system must be accessible via computers, both at home and office.
 - b) **General**
 - i. Multiple data entry/collection options
 - ii. Employee Scheduling:
 - Create, view or change employees' schedules
 - Supervisors can create schedules that employees can view by month, week, or day
 - iii. Time Card Management
 - Data can be reviewed and edited for tracking purposes
 - iv. Reporting Capabilities:
 - Combination of "canned" and user-generated reports
 - Ease of report writing
 - Gross to net payroll reporting
 - v. 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
 - vi. Exception Handling
 - vii. Reports:
 - View a wide range of standard reports or generate custom reports
 - Reports of balances for employee/ department

- viii. 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
- ix. Labor Distribution: Allocate time to different departments/locations
- X. Leave Management: Automate the administration of paid time off