

TOWN OF GLOCESTER
Request for Proposals
2021-02

2021-02 Town of Glocester, Rhode Island

1145 Putnam Pike
P.O. Box B
Chepachet, RI 02814

Phone: (401) 568-6206 Ext 5
Fax: (401) 567-4554
Web: www.glocesterri.org

Request for Proposals
2021-02
Professional Payroll Service

The Town of Glocester, Rhode Island (Town) is requesting proposals from qualified independent payroll processing firms. Firms expressing interest will be provided with a copy of a request for proposal (RFP).

Five (5) sets of the above sealed proposal will be accepted in the Treasurer's Office at:

Town of Glocester
Treasurer's Office
1145 Putnam Pike
P.O. Box B
Chepachet, RI 02814

until 11:00 a.m. on Monday, May 3, 2021, and will then be publicly opened and read. NO PROPOSALS WILL BE ACCEPTED AFTER THE 11:00 a.m. DEADLINE.

A certificate of Insurance showing Professional Liability and Workers Compensation with a waiver of subrogation will be required of the successful bidder. The Town reserves the right to reject any or all proposals or parts thereof, to waive any formality in same or reject any proposal deemed not to be in the best interest of the Town.

The Town will provide interpreters for the hearing impaired at the bid opening, provided a request is received three (3) days prior to said meeting by calling 401-568-6206, ext. 5

Adam R. Muccino, Director of Finance

TOWN OF GLOCESTER
Request for Proposals
2021-02

1. **Receipt and Opening of Bids:** Sealed bids will be accepted in the Office of the Finance Director, Town Hall, 1145 Putnam Pike, PO Drawer B, Chepachet, RI 02814 until the date and time specified in the Invitation for Bid and will be opened publicly at the date and time specified in the Invitation for Bid in the Gloucester Town Hall Council Chambers.

2. **Form of Bid:**
 - a. Bids shall be submitted in quadruplicate **on the Town's bid form** with supplemental information, drawings, warranties and other required documentation, literature and material to be provided with the bid.
 - b. All original documents and drawings shall become the property of the Town of Gloucester after completion of the bidder's work.

3. **Submission of Bids:**
 - a. Envelopes containing bids must be sealed, addressed as noted in the Invitation for Bid, and must be marked with the name and address of the bidder.
 - b. Bids received after the closing date and time but before the specified time for opening, will be accepted as valid if bearing a legible postmark of at least three days before the closing date.
 - c. Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Telephone or "fax" bids, amendments, or withdrawals will not be accepted.
 - d. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
 - e. Bids received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified.
 - f. Any deviation from specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.
 - g. There is no expressed or implied obligation for the Town to reimburse responding bidders for or any expenses incurred in preparing their proposals in response to this request.

4. **Permits and Fees:**

All local and state permit(s) shall be obtained by the bidder/contractor prior to installation/delivery. All permit fees and inspection fees must be included in bid price.

5. **Rhode Island Sales Tax:**

The Town is exempt from the payment of the Rhode Island Sale Tax under the 1956 General Laws of the State of Rhode, 44-18-30, paragraph I, as amended.

6. **Federal Excise Taxes:**

The Town is exempt from the payment of any excise tax or federal transportation taxes.

TOWN OF GLOCESTER
Request for Proposals
2021-02

The bid price must be exclusive of taxes, except where specified by law and so construed.

7. Qualification of Bidders:

- a. The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work and supply the materials.
- b. Each bidder shall present evidence that he/she is normally engaged in the purveying of the type of goods/services on which he/she is bidding.
- c. Certified copy(s) of federal or state licenses must be submitted (if required in the bid) with the bid.
- d. The bidder shall become thoroughly familiar with the contents of the notice before submitting his/her proposal.
- e. The bidder automatically acknowledges and accepts all the provisions, conditions, and specifications of this notice.
- f. No bid shall be considered from bidders who are unable to show that they are normally engaged in the purveying of the type of goods/services on which they are bidding.

8. Addenda and Interpretations:

No interpretation on the meanings of Plans, Specifications or other Contract Documents will be made to any bidder orally. Every request for such interpretations must be in writing, addressed to the Finance Director, Gloucester Town Hall, PO Drawer B, Chepachet, RI 02814-0702, and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of bids.

9. Delivery:

- a. All bid items and/or services are to be FOB various locations within the Town of Gloucester within the time frame if specified in the bid, location to be supplied with Purchase Order.
- b. No extra charge for delivery, handling or other services will be honored.
- c. Only inside delivery and set-up, when required, will be accepted.
- d. Tailgate deliveries will be refused.
- e. Vendor must notify the Town 24 hours prior to delivery.
- f. All claims for damage in transit shall be the responsibility of the successful bidder.
- g. The Town will not make payment on damaged goods; they must be replaced or adjustments made at the option of the Town.
- h. The Town of Gloucester is represented only by the Finance Director in these matters, and he/she alone is authorized to negotiate any settlements.
- i. Deliveries must be made during normal working hours.
- j. Bid price, when applicable, is to include the cost of operating and setting in place.
- k. Bid price, when applicable, is to include installations.

10. The Town of Gloucester does not discriminate on the basis of race color, creed, national origin, age, marital status, sex, physical or mental disability. By submission of your bid, you, the contractor, agree not to discriminate in named areas; and in the event of non-

TOWN OF GLOCESTER
Request for Proposals
2021-02

compliance, the Town may declare the contractor in breach and take any necessary legal recourse including termination and/or cancellation of the contract.

11.
 - a. The Town of Gloucester reserves the right to reject any and all bids, to waive any technical defect or informality in the bids received, and to accept any of the bids deemed most favorable to the interest of the Town.
 - b. During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from bidders, or to allow corrections of minor errors or omissions. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.
 - c. The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the bidder of the conditions contained in this invitation for bid, unless clearly and specifically noted in the bid submitted.
12. Bidders will state in their proposal:
 - a. the approximate delivery date or
 - b. the time required to make delivery after notification of award
13. All bidders are responsible for insuring that no addenda have been made to the original proposal package. All proposal packages and addenda are available by contacting Diane Brennan, Finance Director, Town of Gloucester at (401) 568-6206 extension 5.
14. The bidder shall guarantee to perform the services offered and the total price of the proposal for a period of not less than 60 days from the deadline for submission of proposal.
15. Award will not be made to any person, firm or company in default of a contract with the Town, the State of Rhode Island or the Federal Government.
16. None of the services covered by the contract shall be assigned in full or in part, or sub-contracted without prior written permission from the Town.
17. Unless otherwise specified, all costs listed are firm for the term of the contract.
18. Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.
19. If any of the BID REQUIREMENTS are held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or unenforceability of a term or condition will not affect any of the other BID REQUIREMENTS.

TOWN OF GLOCESTER
Request for Proposals
2021-02

20. The proposal shall be prepared in accordance with applicable Federal and State law and regulations. Each and every provision and clause required by law to be inserted in any subsequent Contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion or correction.
21. All contracts entered into by the Town shall be governed by the Laws of the State of Rhode Island. Any disputes shall be resolved within the venue of the State of Rhode Island and Providence County.
22. a. The Contractor agrees to defend, indemnify, protect, save and keep harmless the Town of Gloucester for any and all loss, cost, damage or exposure arising from the negligent acts or omissions of the Contractor in undertaking this project.
- b. The Contractor will maintain in full force at all times workers' compensation insurance for all labor employed on the project. Workers' Compensation coverage must meet the statutory obligation of the State and supply evidence of the same to the Town of Gloucester.
- c. The Contractor will maintain in full force at all times during this engagement general liability insurance in the minimum amount of \$2,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence. The Contractor will provide evidence of its general liability policy to the Town of Gloucester naming the Town of Gloucester as an additional insured to the policy.
- d. The Contractor will maintain in full force at all times during this engagement auto liability insurance covering all owned vehicles, hired vehicles, or non-owned vehicles in the minimum amount of \$2,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence. The Contractor will provide evidence of its auto liability policy to the Town of Gloucester naming the Town of Gloucester as an additional insured to the policy.
- e. The Contractor will maintain in full force at all times during this engagement professional liability insurance coverage of at least \$2,000,000 per occurrence, and will provide evidence of the same to the Town of Gloucester
23. Bidders are advised that should any or all provisions of:
- the Davis-Bacon Act, and/or
 - the Department of Labor Regulations, and/or
 - Title 37 Chapter 13 of the General Laws of Rhode Island

apply to the work covered by this request, then the payment of the general prevailing rate of per diem wages and the general prevailing rate for regular, overtime, and other working conditions existing in the locality for each craft, mechanic, teamster, or type of workman

TOWN OF GLOCESTER
Request for Proposals
2021-02

needed to execute this work would be a requirement for both contractors and subcontractors, and certified payroll records would have to be submitted to the Town prior to payment to the contractor for work done.

Prevailing Wage information may be obtained by calling the Prevailing Wage Division at 401-462-8580 or on the RI Department of Labor and Training website at www.dlt.ri.gov. Click on Prevailing Wage for details.

TOWN OF GLOCESTER
Request for Proposals
2021-02

REQUEST FOR PROPOSALS
FOR
PAYROLL PROCESSING

I. INVITATION:

Sealed proposals subject to the criteria contained herein are requested in accordance with the provisions of RIGL by the Purchasing Agent for providing software and services for payroll processing. Price and non-price proposals must be submitted separately and so identified.

Proposals are to be submitted (5 copies) in sealed envelopes clearly marked "Payroll Services Proposal" not later than Monday, May 3, 2021 at 11:00 a.m.

All proposals shall meet or exceed the minimum requirements specified. Proposals, which do not meet these requirements, will be considered unresponsive and excluded from consideration.

For further information regarding this RFP, you may contact the Finance Office between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday.

II. GENERAL CONDITIONS:

A. The successful bidder shall comply with all applicable Federal, State and Local laws and regulations.

B. All words, signatures and figures submitted on the bid forms shall be in ink. The proposal must bear a handwritten signature of the person or persons duly authorized to sign the bid for the Vendor. Proposals which are conditional, obscure or which contain additions not called for, erasures, alterations or irregularities, or prices which contain abnormally high or low prices for any item may be rejected as informal.

C. The Town encourages complete but concise submissions. The Town of Gloucester reserves the right to reject any or all proposals, to waive technicalities or to advertise for new proposals as may be deemed to be in the interest of the Town.

D. The Town assumes no responsibility for late submissions due to mail, courier or delivery problems.

III. CONTRACT PERIOD:

The contract period shall be for one year with an option to renew for two additional twelve-month periods, subject to annual appropriation.

The vendor shall begin the complete service with the payroll no later than the pay date of (TO BE DETERMINED). This estimated schedule is subject to change at the Town's discretion in order to accommodate unforeseen circumstances.

Award, payment and performance obligations in the present and succeeding fiscal years shall depend on the availability and appropriation of funds.

TOWN OF GLOCESTER
Request for Proposals
2021-02

IV. PRICES:

The Town requires that prices be bid for each year, including the optional second and third years. Bids, which do not provide complete pricing for each of the three years, will be considered unresponsive. Prices should be based on the issuance of approximately 2,500 – 3,000 checks a year for both the Town and the School.

All price information must be listed separately using the Town of Gloucester Forms, and sealed in a separate envelope marked “Price Proposal, Payroll Processing”. No references to cost may be included in other sections of your proposal.

V. MINIMUM SPECIFICATIONS:

A. General requirements:

The payroll system must be able to satisfy the requirements of the Town of Gloucester for the analyzing and processing of employee earnings and supplemental earnings in accordance with union contracts and Town pay plans. Each requirement stipulated below is required for each payroll. The Town of Gloucester currently processes a Town payroll bi-weekly, and a School payroll bi-weekly.

Employees may be charged to different departments and/or accounts in the same pay period.

All data entry systems must contain password and protected field features for security assurance.

B. Specific Requirements:

(1) Payroll Input Data: System must have user-friendly data entry with pull down help screens. Ordinarily, input data shall be transmitted to the Vendor on Monday by 4:00 p.m., and all paychecks will be delivered to the Accounting Office by Tuesday at 4:00 p.m.

(2) In a case when a holiday interferes with these days and times, mutually agreeable days and times will prevail.

(3) Ability to input and maintain the following information* for individual employees as well as a record of any changes:

Employee Name
Employee Number
Employee Address
Telephone Number
Social Security Number
Date of Birth
Marital Status
Federal Exemptions
State Exemptions
Filing Status
Hourly Rate/Salary

TOWN OF GLOCESTER
Request for Proposals
2021-02

Standard Hours
Shift Code
Shift Differential
EEO Job Category Code
Voluntary Deduction
Department Number
Date of Hire
Anniversary Date
Date of Termination
Work Location
Job Title
Status e.g. full time, part time etc.
Workers; Comp Class Code
Medicare Status
Name of Spouse, Next of Kin
Emergency Contact, name & number
Union Code
Incentive Pays

* Not limited to the above list. More information may need to be added.

C. Ability to accommodate the following deduction types:

- Required Federal & State deductions
- Provision for 0 tax withholdings
- Retirement Plans
- Plan (OBRA)
- Deferred Compensation
- Tax Sheltered Annuities
- Deferred Compensation and TSA's under "catch-up" provision
- Insurances
- Union Dues
- Wage Attachments
- Other miscellaneous deductions (fixed amount or percentage)

D. Ability to accommodate up to a minimum of 20 deductions per employee, and up to a minimum of 100 deductions system-wide.

E. Ability to accommodate "Cafeteria Plan" and other non-taxable deductions and related reports to satisfy all tax requirements.

F. Ability to accommodate temporary adjustments to automatic weekly & bi-weekly deductions.

G. Ability to compute overtime premium at one and one-half times the contractual and Fair Labor Standards base rates, double time and straight time, and distribute the premium portion to separate general ledger accounts by department.

H. Ability to automatically accrue vacation time earned and automatically change an employee's accrual rate at a specified length of service intervals. Ability to print said information on check stub.

TOWN OF GLOCESTER
Request for Proposals
2021-02

I. Ability to accumulate and maintain a running balance of the hours of benefit granted to each employee for:

- Sick Time
- Vacation Time
- Personal Time
- Comp Time
- Bereavement Time
- Jury Duty
- Family Sick Time – School Department Only
- Emergency Time – School Department Only

Ability, at the discretion of the Town, to print any or all of the above information on the check stub.

J. Ability to accrue and maintain special pay, i.e. holidays worked, bonuses.

K. Ability to accumulate hours worked by each employee during calendar and fiscal year by regular and overtime hours.

L. Ability to exempt injured pay from Federal, State and Medicare withholdings.

M. Ability to produce a check “stub” but no check if a zero or negative check would be produced. Deductions producing a negative check must allow for recalculation.

N. Ability to provide multiple checks for an individual employee on the same pay date.

O. Ability to enter a manual check into the system, and ability to post manual check in current week pay record.

P. Ability to provide check for ten weeks, “teachers’ summer pay” with withholdings properly calculated on the basis of five bi-weekly pay periods.

Q. Provide W2s annually. Employees should be able to print W2’s. Such printing should be by social security number, not employee number.

R. Ability to accommodate both exception and standard payroll.

S. Ability to temporarily suspend deductions for individual employees.

T. Ability to prioritize deductions.

U. Ability to terminate an employee with ability to pay terminated employee if needed.

V. Ability to accommodate direct deposits, minimum of three different accounts per employee.

W. Ability to preview entire payroll before processing and to print pre-transmission reports such

TOWN OF GLOCESTER
Request for Proposals
2021-02

as active employees with no hours posted, salaried employees paid, personnel change reports and pay data audit reports with flexibility of qualifying and sorting.

X. Ability to split payroll across fiscal years.

Y. Ability to automatically void a check and have data updated.

Z. Ability to input payroll in desired sequence.

AA. Ability to achieve full compliance with Federal Fair Labor Standards Act accounting, report and overtime/compensatory time compensation requirements.

BB. Ability for storage and retrieval of employee check detail by individual check or by date range on Town's PC.

CC. Ability to accommodate non-taxable benefit payment.

DD. Vendor must provide and maintain current Federal, State and Local tax deduction calculation tables and formula for the calculation of all statutory deductions.

EE. The Vendor's system shall have input and output controls acceptable to the Town of Gloucester's Finance Director to prove that balancing, control totals and related safeguards are incorporated into program and associated manual procedures.

FF. The vendor must demonstrate that it has a written plan to assist recovery or contingent operations in the event of a disaster such as labor strike, civil disturbance, severe weather, equipment failure or destruction. The Vendor must demonstrate that it has copies of current operating programs, job control and documentation stored off-premises and readily available in case the regular operation is disrupted, and a current agreement in force to use a backup computer. In the event that a re-run of the processing is required, the Vendor must demonstrate that it is able to do so and have all the deliverable payroll at Town Hall the day before pay day.

GG. The Vendor must demonstrate that its computer center has safety and fire prevention measures in conformance with local fire codes. In addition, the Vendor must demonstrate that it has emergency procedures covering equipment cut-off and the securing of files, data and other items needed to assure uninterrupted processing of the Town's payroll.

HH. The Vendor shall submit an implementation schedule, which must show, in detail, all pertinent events with the associated time requirements, due dates and responsibilities required to achieve commencement. The Town and selected Vendor will review and confirm the implementation schedule following award of contract.

II. The Vendor will provide training and technical support to the Town of Gloucester personnel. Technical support must be timely with maximum call back time of fifteen (15) minutes. The cost quoted for training is to include all expenses of the Vendor's personnel. The Town of Gloucester will not pay for expenses as a separate item. If there are any limits to the training to be provided, it must be clearly stated in the bid.

JJ. Ability to provide tax service including deposits and reporting. Bi-weekly reporting

TOWN OF GLOCESTER
Request for Proposals
2021-02

KK. The Vendor's system must have the ability to produce a link to input to the Town's General Ledger. The Town may opt for this service at the additional specified cost.

LL. REQUIRED REPORTS: All reports must conform to the requirements of the agency

(1) Payroll Checks – checks with expanded stub that shows pay amount, deductions, benefit balances and current year to date total for each employee. Ability to provide checks sorted by department. System must have ability to print special message on stub and denote master file changes, i.e. rate changes, exemption change, deduction change.

Frequency: Every pay period. 1 copy.

(2) Payroll Register – shows the computation of gross wages for each employee, the deductions from gross wages and the check number.

Frequency: Every pay period. 1 copy.

(3) Input Register – Shows total hours input and gross calculated amount, run alphabetically by department.

Frequency: Every pay period. 1 copy.

(4) Payroll Warrant – Shows total gross charged to each expenditure account. Shows expenditures for all money deducted for taxes and voluntary deductions.

Frequency: Every pay period. 1 copy.

(5) Deduction Register – Shows deductions taken by employee by type of deduction.

Frequency: Every pay period. 1 copy.

(6) Electronic Transfer Output – details records to be provided separately for reporting to bank for Direct Deposits.

Frequency: Every pay period. 1 copy.

(7) Monthly Year-to-Date Earnings Report: Shows year-to-date earnings and deductions by employee. Active, inactive and terminated employees must appear on the report.

Frequency: Monthly. 1 copy.

(8) Federal Quarterly Earnings, Form 941, and State Quarterly Earnings M-941D: Statement of what was filed to Federal and State.

Frequency: Quarterly. 1 copy.

(9) Monthly listing of Town Retirement and Teachers Retirement deductions, showing percentage where applicable. Teacher's Retirement report must conform to requirements of Rhode Island Teachers' Retirement Board.

Frequency: Monthly. 1 copy.

(10) Quarterly Filing Information Report:

Health Insurance Quarterly Contribution Report.

Employers Quarterly Report of Wages Paid.

Quarterly Earnings Report.

Frequency: Quarterly. 1 copy each.

TOWN OF GLOCESTER
Request for Proposals
2021-02

(11) Forms W-2: Prepared as required in standard format. Reporting to Federal and State governments via electronic transfer.

Frequency: Annually. 4 copies.

(12) Personnel Change Report – Lists all changes and additions to the Payroll Personnel Master File.

Frequency: Every pay period. 1 copy.

(13) Employee Detail Report – Lists all employees, or specific departments, with all related personnel detail.

Frequency: Annually and as needed.

VI. OPTIONAL REPORTS:

Vendor's system must allow for the generation of reports according to the Town's future requirements. System should have capability of interfacing with spreadsheet software. The non-price proposal should list or state the capability to provide any additional types of reports not presently required by the Town but available from the Vendor. The cost proposal should reflect any charges if the Vendor provides such reports at the Town's request, and any charge for a report writer program to allow the Town to produce its own reports.

VII. HARDWARE:

Vendor should list all computer hardware, and all prerequisite specifications that are to be installed on site in the Town in order to process the Town's payroll. Vendor should state whether it will provide such hardware or the procurement of the required hardware is the responsibility of the Town.

VIII. COMPARATIVE EVALUATION CRITERIA:

All proposals submitted in accordance with the requirements of this request for proposals will be reviewed for completeness and responsiveness. Proposals from firms that do not meet the standards for qualification of Vendors set forth in minimum specifications will be considered by the Town to be non-responsive. The Town in its sole discretion will decide if a Vendor meets the standards.

All responsive proposals, which satisfy the minimum proposal submission requirements will be evaluated by the Town, and will be ranked for each of the comparative criteria as, listed below. Proposals will be ranked on each comparative evaluation criterion as follows:

- Highly advantageous
- Advantageous
- Not Advantageous
- Unacceptable

Any proposal receiving an unacceptable rating for any single criterion will be considered unacceptable in all respects.

In the following list, criteria are clearly defined for all rankings. It is required that all Vendors

TOWN OF GLOCESTER
Request for Proposals
2021-02

have the ability to meet the general requirements and specific requirements listed in the Specifications. Any exception, deviation or alternate to any specified requirement must be clearly stated in the response to the RFP. If no exception, deviation or alternate to any specified requirement is stated in the bid, it is conclusively understood that the specification will be met.

A. Experience in providing payroll services with particular emphasis on experience provided to Rhode Island municipalities and schools.

(1) Vendors should state the total number of consecutive years that it has provided payroll service.

(2) Vendor shall list the name and address of all municipalities and public schools for which it is providing payroll services in the State of Rhode Island.

Unacceptable: No municipality currently under contract.

Not Advantageous: Less than six municipalities currently under contract.

Advantageous: Less than six municipalities currently under contract.

Highly Advantageous: Vendor has seven or more contracts with municipalities in the State of Rhode Island, in particular with Towns comparable to or larger than Glocester.

B. Demonstration of actual software to be used. The demonstration shall include the typical input of a weekly payroll and the creation of basic reports, as well as managerial reports and should demonstrate ease of development and extraction of information from the database. Vendors shall include samples of input-output forms, reports, journals and data entry instructions.

Unacceptable: Unclear or imprecise computer procedures. Inadequate mechanisms in place for assuring prompt transmission of required information. No examples of vendor reports provided.

Not Advantageous: Computerized reports do not show complete breakdown of individual accumulated deductions or limited access to accumulation-to-date records. Examples of reports are incomplete and/or inadequate.

Advantageous: Open access to all individual records. Clear and precise payroll procedures. Printouts from system provide a high level of detail with all deductions broken down by category for each individual employee. Examples of reports are complete, concise and well-organized.

Highly Advantageous: Check stubs indicate all deductions with to-date accumulation of benefits. Examples of report forms are clear and readily understandable, and are specifically tailored to the needs of the Town of Glocester. Ease of voiding checks and recalculating new ones. Timely submission of all required Federal, State and Town Documents.

C. Vendors must demonstrate ability to convert from an existing system and successfully implement a new system.

Unacceptable: Little or no experience in:

- a) Transition from another service company or in-house system.
- b) conversion from existing systems

TOWN OF GLOCESTER
Request for Proposals
2021-02

- c) management
- d) communications and accessibility
- e) State and Federal regulatory requirements
- f) Union contract requirements

D. Vendor shall include a statement of the type and amount of training to be provided, together with the resume(s) of the trainer(s) to be assigned to the Town of Gloucester.

Unacceptable: Limited training and lack of user manuals.

Not advantageous: Limits on number of Town's personnel to be trained. Poorly written user manuals.

Advantageous: Fewer restrictions on the number of Town personnel to be given training. User friendly manuals.

Highly Advantageous: No restrictions on the allowable number of Town personnel to receive training. Allowance for training of new personnel at no cost to the Town. All user documentation is routinely updated. Location of training is within reasonable proximity to the Town.

VII. INTERVIEWS:

After review of the technical proposals, the Town, at its discretion may schedule interviews with any or all of the Vendors responding to this RFP for the purpose of further evaluation of the proposer's qualifications, expertise and ability to provide the required service. Vendors interviewed will be ranked by the Town based on their presentation.

VIII. SELECTION:

Based on the qualitative criteria, composite ratings will be developed as follows:

- (1) If a proposal receives an "unacceptable" rating on any single criterion, the composite rating shall be unacceptable and the proposal will be eliminated from further consideration.
- (2) If a proposal receives one or more "not advantageous" ratings, the composite rating will be "not advantageous" and the evaluation shall specify the risk or disadvantages of selecting the proposal balanced against the proposal's cost advantage, if any.
- (3) A proposal receiving no "unacceptable" or "not advantageous" ratings, and at the same time achieving a "highly advantageous" rating on at least two criteria shall be highly advantageous. The written evaluation shall explain the additional benefits offered by the proposal that may offset a cost premium, if any.
- (4) All other proposals shall have a composite rating of advantageous.

The Town reserves the right to request additional documentation from proposers.

TOWN OF GLOCESTER
Request for Proposals
2021-02

PAYROLL PROCESSING BID FORM

Pursuant to and in compliance with the INVITATION, and the INSTRUCTIONS TO BIDDERS relating thereto, the undersigned bidder hereby states that they have carefully examined the CONTRACT DOCUMENTS and the party understands the provisions, requirement, terms and conditions thereof, all of which are acknowledged to be part of the Bid Proposal.

Further, they have become familiar with local conditions and the extent of work: has determined the required quality, quantity and sources of supply of all plant, equipment, materials, tools, supplies, labor and all other facilities and things necessary or proper or incidental to the continuous execution and completion of the work as required: and hereby agrees to perform the contract in strict accordance with the CONTRACT DOCUMENTS.

The undersigned bidder hereby agrees that the bid proposal submitted shall remain in effect and binding upon the bidder for a period of 90 calendar days, from the date and time bids are received.

The undersigned bidder declares that his/her bid proposal in all respects is fair and made without collusion with any other person, firm, corporation making a proposal for this work.

1) TOTAL BID PRICE (YEAR 1):

_____ (written) (figures)

2) TOTAL BID PRICE (YEAR 2):

_____ (written) (figures)

3) TOTAL BID PRICE (YEAR 3):

_____ (written) (figures)

BUSINESS NAME: _____

ADDRESS: _____

SIGNED: _____ TITLE: _____

PRINT NAME: _____ DATE: _____

PHONE: _____ FAX: _____

E-MAIL: _____ FIN: _____