



Invitation to Negotiate (ITN) **Payroll Processing Services**

Questions and Answers

January 28, 2025

Question: I see there are 220 employees, are there any seasonal employees or is 220 the total count across all classifications?

Answer: No seasonal employees. 220 is budgeted, we are currently running at about 210 pays per period.

Question: What is currently being paid for payroll processing?

Answer: For Time & Attendance and Processing fees, it averages around \$4,200 per month. But for 2 months out of the year, when we have 3 pay cycles, it'll average around \$5,600.

Question: I did not see any insurance requirements - is there any type of insurance required for this?

Answer: Yes, vendors are required to carry standard liability and workers compensation coverage as well as cyber risk coverage.

Question: What is the level of cyber insurance required?

Answer: We just ask that it be full coverage and that you are able to provide a copy of it upon contract execution if awarded a contract.

Question: Who is your current provider and which version if applicable?

Answer: ADP Workforce Payroll

Question: How many FEINs?

Answer: 1

Question: How many total Employees for each FEIN?

Answer: We currently have 220 budgeted, but approximately 210 are active employees.

Question: Do you often run off-cycle payrolls? Do you have a desire for unlimited payroll runs included?

Answer: Rarely

Question: How many Full-time vs Part Time?

Answer: All are full time.

Question: Salaried vs Hourly?

Answer: 135 are hourly, the rest are salaried

Question: How many 1099 contractors? N/A if not paid thru payroll

Answer: NA

Question: For job costing...how often are job codes changed? For example, do your EEs use the same job code for weeks and months at a time or do the jobs come and go daily?

Answer: Our funding contracts require our time keeping system to have the capability to change job codes daily.

Question: Which time-keeping system are you using?

Answer: We use ADP time and attendance

Question: Will you be utilizing scheduling?

Answer: We don't know, but we might if the interface is user friendly

Question: Are you using a 3rd party Ben Admin system such as Employee Navigator? Do you have a desire to keep this Ben Admin system if it can be integrated?

Answer: We currently use Maxwell Health, and we would not be opposed to keeping it if it could be integrated, but we would also consider switching if a new system offered a better option.

Question: What other software related to payroll and HR are you using today?

Answer: We use our in-house developed CRM to track some HR related workflows and we use Indeed Online for some of our recruitment activities

Question: Do you have a 403b and if so who is the record keeper? (Ex Fidelity, John Hancock, Principal)

Answer: N/A to this procurement

Question: Who is your benefits broker...broker name and firm?

Answer: N/A to this procurement

Question: Who is your financial advisor for your retirement plan...FA name and firm?

Answer: N/A to this procurement

Question: Who is your workers comp insurance carrier?

Answer: N/A to this procurement

Question: Who is your WC broker...name and firm?

Answer: N/A to this procurement

Question: What accounting system are you currently using? Which version? Ex Quickbooks online, Quickbooks desktop, Sage, Netsuite

Answer: Abila MIP Accounting Software

Question: Do you require your payroll (check detail) and HR data (dept/rate) history from a current vendor to be uploaded into your new platform? How many years of history?

Answer: Yes, we would like to upload our archived history as a part of the transition once a Vendor is awarded a contract. We would be interested the maximum offered. Our data goes back to 2006,