# Invitation to Negotiate (ITN)
# Payroll Processing Services

# Questions and Answers

**January 31, 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.

**Question: Are we required to sign the Vendor Services Agreement?**

Answer: The Vendor Services Agreement would be signed by the awarded Vendor(s) after the Procurement is over, terms have been successfully negotiated, and an award has been made.

**Question: Is time and attendance tracking in scope?**

Answer: Yes, time and attendance tracking is part of the scope as one of the minimum operational capabilities within the Payroll Processing portion on page 4 of the ITN.