



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

Questions and Answers

January 16, 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.