



REQUEST FOR INFORMATION #18-19 PAYROLL PROCESSING/REPORTING SERVICES

Response Due Date and Time:
May 23, 2019, by 2:00 PM (Pacific)

1.0 REQUEST FOR INFORMATION SUMMARY

Through this Request for Information (this “RFI”), PROSPER PORTLAND, the assumed business name of the Portland Development Commission (or “we”) the urban renewal and redevelopment agency of the City of Portland, Oregon, is requesting detailed information (“responses”) from suppliers (“Vendors”) of payroll processing services.

2.0 CONTACT AND RESPONSE DELIVERY INFORMATION

Direct all questions and deliver **ONE (1) ADOBE ACROBAT VERSION (.PDF) OF YOUR RESPONSE BY EMAIL** to the “Solicitation Coordinator” named here:

Solicitation Coordinator*	Response Delivery Location
Kelly Hartle, Procurement Services Coordinator (503) 823-3298 (direct) hartlek@prosperportland.us (email)	Email to: hartlek@prosperportland.us Subject Line: Response to RFI #18-19

* The individual named here is Prosper Portland’s **SOLE POINT OF CONTACT** for this RFI.

3.0 PROJECT BACKGROUND AND GOALS

Prosper Portland is a local government agency with approximately 90 employees. The agency currently uses Microsoft AX 2012 R3 as its Enterprise Resourcing Planning system (“ERP”). Payroll processing is currently accomplished in-house using three modules:

- Human Resources (“HR”) Module for all position and employee information including compensation and benefits;
- Project Management Module for employee timecard entry and approval; and
- Payroll Module for processing earnings statements and creating payroll files for transmittal.

Prosper Portland is seeking service solutions to process payroll, make payroll payments, and process payroll related activities including monthly, quarterly and annual benefit and tax payments and reporting.

Prosper Portland desires to learn about both full and partial outsourced payroll service options for our current payroll functions as outlined in Section 4. Additionally, we will assess vendor suggestions for alternative processes. As an example, Prosper Portland currently incorporates project time tracking as part of the timecard entry process. However, we are exploring alternative methods of allocating personnel expenses to projects to simplify the timecard process. What are your suggestions for potential alternatives such as an exception reporting model?

Through this RFI, Prosper Portland's goal is to gather information to aid us in determining best practices and outsourced solutions for our payroll function. This will include:

- Improved ease of use, function and accuracy for end to end HR/Payroll processes;
- Improved ease of use for end user employees; and
- Cost-savings.

4.0 CURRENT ACTIVITIES

4.1 Current HR Activities:

- a) Employee setup and management
- b) Benefit management
- c) Regulatory reporting (ACA, other)
- d) Paid Time Off accruals and management

4.2 Bi-Weekly Time Reporting:

- a) Hourly, Part-time and Salaried Employees track time and submit timesheets to Managers by the last Friday of each pay period.
- b) Managers review & approve direct report's timesheets and submit to Payroll on the Monday prior to pay-date for processing.

4.3 Current Payroll Activities:

- a) Bi-weekly payroll activities:
 - i. Employee generated timecards including project billing
 - ii. Payroll Processing (Review of approved timecards and processing of pay statements)
 - iii. Direct deposits submitted to bank 2.5 days prior to pay date
 - iv. Benefit and tax payment reconciliation and reporting
 - Medical, Dental, Life insurances, LTD
 - health savings account contributions withheld including accelerated funding
 - Short term disability
 - Transit benefit
 - Track participants enrolled in deferred comp
 - Oregon and Federal tax
 - Subject salary for Oregon Public Employees Retirement system
 - Process all garnishments (wage assignments)
 - Employee W-4, Direct Deposit

- Manual paychecks (final paychecks) processing as needed
- b) Monthly reporting and tax activities:
 - i. ASI Flex Administrative Fees
 - ii. AFLAC monthly invoices
 - iii. TriMet and C-Tran monthly payments based on enrollment
 - iv. Health Savings Account processing/payments
- c) Quarterly benefit and tax activities:
 - i. SAIF payments
 - ii. COP Deferred compensation report
 - iii. Federal and Oregon state tax (including transit tax reporting)
- d) Annual/Year-end activities:
 - i. W-2 reconciliation and distribution
 - ii. SSA upload
 - iii. Oregon E-wire upload
 - iv. Issue corrected W-2C as needed

5.0 RESPONSE FORMAT AND PRICING

- 5.1 Provide a brief history of your company including the year organized, locations, affiliated companies, and the total number of employees. Include any additional information not already included elsewhere in your response that you consider most relevant to Prosper Portland’s needs.
- 5.2 Describe any current Oregon government clients and your role/experience in Public Employee Retirement System (“PERS”) reporting and reconciliation.
- 5.3 Describe your understanding and approach to meet Prosper Portland’s needs as described above in Section 4.
- 5.4 Describe your suggested service solution for all or part of Prosper Portland’s payroll process. Describe alternate solutions if applicable.
- 5.5 List any technical capabilities that Prosper Portland may need to acquire to utilize your service; include cost.
- 5.6 Describe user access capabilities such as web, mobile, etc.
- 5.7 Describe how Prosper Portland’s accounting department will access data; describe how you ensure the security and privacy of employee data.
- 5.8 Describe any analysis services you offer.
- 5.9 Describe your approach to implementation and transitions.

- 5.10 Tell us about your review and correction process for employee setup/benefits and timecards.
- 5.11 Provide a detailed cost estimate for all service options and alternatives.
- 5.12 In summary, tell us what we don't know. Tell us how to optimize our payroll function.

6.0 INSTRUCTIONS TO RESPONDENTS

- 6.1 **Response Preparation and Submission Instructions.** You must email your response to the Solicitation Coordinator identified in Section 2 of this RFI no later than the "Response Due Date and Time" listed on the first page of this RFI. Your response should be optimized to a file size of no greater than **FIVE MEGABYTES (5 MB)**. You are encouraged to prepare responses that are succinct and directly address the items in Section 5 above. Unless specifically requested, Prosper Portland discourages the submission of generic marketing material.
- 6.2 **Preparation Costs.** Vendors participating in this RFI do so at their sole cost and expense.
- 6.3 **Questions and Changes to this RFI.** Any requests for clarification to any matter contained in this RFI must be submitted by email to the Solicitation Coordinator of this RFI **NO LESS THAN FOUR (4) BUSINESS DAYS** prior to the date and time responses are due. Prosper Portland may alter or amend this RFI at any time based on any questions we receive or for any other reason.
- 6.4 **Response Clarification.** Prosper Portland may request additional information from any Vendor to clarify its response or solicit additional information at any time.
- 6.5 **Intent of this RFI; Price Estimates.** This RFI is not a request for competitive offers and no contract will directly result from it. Rather, the intent of this RFI is to gather information from interested suppliers to inform a potential procurement process (e.g., an RFP). This RFI and any submitted responses are not subject to any process except as described herein and this RFI does not commit Prosper Portland to procure the service described herein. Any pricing information submitted in response to this RFI will be considered for budget estimating purposes only and will not be construed a bona fide offer. If a subsequent procurement process is deployed, Prosper Portland is under no obligation to contact any Vendors that responded to this RFI and may invite other suppliers who did not receive or respond to this RFI to participate in that process.
- 6.6 **Use of Submitted Information.** By submitting a response to this RFI, you hereby consent to Prosper Portland's incorporation of any submitted ideas, concepts, approaches, solutions, or strategies into any planning, design, or procurement process without obligation or liability on the part of Prosper Portland.
- 6.7 **Public Records and Disclosure.** All responses submitted in response to this RFI will become the property of Prosper Portland and will be subject to public disclosure pursuant to Oregon Public Records Law (ORS 192), except those portions of responses that are clearly marked as exempt from ORS 192. Any such portion of a response must (1) meet the requirements of

ORS 192.501(2), (2) be clearly marked as “Confidential,” and (3) be easily separable from the rest of the response to facilitate public review of the non-confidential portions of the response. **IF THE ENTIRE RESPONSE IS MARKED “CONFIDENTIAL,” “PROPRIETARY,” OR SIMILAR MARKING, THE RESPONSE WILL NOT BE DEEMED TO HAVE BEEN SUBMITTED IN CONFIDENCE.**

END OF THIS RFI