

Town of Wareham



Request for Proposals (RFP)

PAYROLL SERVICES

Your participation is invited with regard to the above referenced proposal. In order for your submission to be considered responsive this original document as well as three duplicate copies of your proposal must be delivered prior to the time and at the place indicated herein. The Town of Wareham assumes no liability for proposals mistakenly opened due to improperly labeled envelopes and will return same to the proposer without notice. (It is strongly suggested that proposals sent via carriers other than first class mail should be placed in properly labeled and sealed envelopes prior to being placed in the carrier packaging in order to avoid premature opening.)

TOWN OF WAREHAM

Legal Notice

REQUEST FOR PROPOSALS

SEALED PROPOSALS for providing Payroll Services for the Town for a three (3) year period commencing in January of 2019, subject to annual appropriation, shall be received at the Office of Procurement, on behalf of the Awarding Authority, the Town Administrator, Memorial Town Hall, 54 Marion Road, Wareham, MA 02571, until 11:00 A.M., on Monday, October 29, 2018. Proposals will not be publicly opened. Phone calls, telegrams, postmarks, etc. shall not be considered. Proposals not submitted on original forms shall be deemed non-responsive. **Submissions must be made in accordance with Chapter 30B of M.G.L. which requires TWO (2) sealed envelopes; one clearly marked "Payroll Services - Proposal" and the second clearly marked "Payroll Services - Price".** The Town of Wareham assumes no liability for proposals mistakenly opened due to improperly labeled envelopes and will return same to proposer without notice.

Specifications may be obtained from the Town Administrator's Office at the above address on or after 10:00 a.m. on Thursday, October 11, 2018.

The Town of Wareham reserves the right to reject any and all proposals, in whole or in part, and to make awards in a manner deemed in the best interest of the Town as provided by M.G.L.

The Town of Wareham is an Equal Opportunity Employer. Proposals from Women and Minority Business Enterprises are strongly encouraged.

Derek Sullivan
Chief Procurement Officer

I. SUBMISSION REQUIREMENTS

- A. Proposer's are requested to return the original request for proposals with all forms completed as well as one original proposal and three (3) duplicate copies.
- 1.) The proposal may be withdrawn or amended without prejudice between the time of submission and the time of opening.
 - 2.) All proposal amounts will be considered firm and may not be withdrawn for a period of no less than sixty (60) days from the date of opening, unless stated otherwise.
- B. **Submissions shall be made in accordance with Chapter 30B of M.G.L. which requires TWO (2) sealed envelopes; one clearly marked "Payroll Services - Proposal" and the second clearly marked "Payroll Services - Price "**. In the event that Town Hall is closed due to any reason, including but not limited to inclement weather, this proposal will be opened at the same time and place on the next week day that Town Hall is in operation. The Town of Wareham assumes no liability for proposals mistakenly opened due to improperly labeled envelopes and will return same to proposer without notice.
- C. Where the word "signed" appears, it refers to the hand written signature of the individual authorized to execute the contract and where applicable the corporate seal must be affixed. Proposals "signed" by any way other than described here will be considered non-responsive
- D. Certificates of insurance must be submitted by the successful bidder within five (5) business days of the request from the Town (Also see Section VII, "Insurance")
- E. Signed (and sealed when applicable) certificate of indemnification to save harmless the Town of Wareham for all damages to life and property due to his/her negligence or that of his/her sub-contractors, etc. during the term of this contract (Use form attached)
- F. Signed (and sealed when applicable) certification that the proposer has paid all State taxes due (Use form attached).
- G. Signed (and sealed when applicable) certification that the proposer has not colluded with any other party in the preparation and submission of his/her proposal.

II. CONTRACT DOCUMENT

The contract documents will consist of all forms as attached hereto. In addition the following documents will be included:

1. All submissions required by Sect. I 'Submissions'
2. Any RFP addendum
3. Notification of Award
4. Purchase Order
5. Any other documents by mutual agreement of the Town and successful proposer

III. TERM OF CONTRACT

- A. TIME IS OF THE ESSENCE
- B. This contract will be awarded within thirty (30) days following the receipt of proposals.
- C. Complete service with payroll is expected no later than the pay date of January 3, 2019.
- D. The contract period shall be for three (3) years, commencing on approximately January 1, 2019 subject to the annual appropriation of funds.

IV. EVALUATION CRITERIA

The successful proposal shall be selected based on the evaluation criteria below which shall be equally applied to all proposals determined to be responsive. The Town retains the right to waive minor informalities.

- A. A **RESPONSIVE** proposer meets all of the following criteria:
 1. Answers all questions as required by this bid document
 2. Includes all forms and certifications required by Sect. I "Submission Requirements"
- B. A **RESPONSIBLE** proposer will be ranked on each comparative evaluation criterion, using the ratings of "highly advantageous", "advantageous", "not advantageous", and "unacceptable" by a committee comprised of the Assistant Treasurer/Collector, the Human Resource Director and the School Business Manager. 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.

1. Experience in providing payroll services with particular emphasis on services provided to Massachusetts municipalities and schools, especially those of comparable size to the Town of Wareham.
 - a. Vendors shall state the total number of consecutive years that they have provided payroll services
 - b. Vendors shall list a minimum of six (6) names and addresses of municipalities for which they are currently providing payroll services in Massachusetts
 - c. Vendor shall state the total number of Massachusetts' municipalities and public schools for which they are currently providing payroll services

Unacceptable: No current Massachusetts' municipality under contract

Not Advantageous: Less than six Massachusetts' municipalities under contract

Advantageous: Six to ten Massachusetts' municipalities under contract

Highly Advantageous: Vendor has eleven or more contracts in Massachusetts with municipalities of comparable size to Wareham

2. Demonstration of actual software to be used. The demonstration shall include the typical input of a weekly payroll and the creation of basic reports, managerial reports and custom reports. The demonstration should also indicate the ease of development and extraction from the payroll database.

Vendors shall include samples of input-output forms, reports, journals, and data entry instructions.

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

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

Advantageous: Open access to all individual records. Clear and precise payroll procedures. Print onto system provides 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 accumulations of benefits. Examples of report forms are clear and readily understandable, and are specifically tailored to the needs of the Town of Wareham. Ease of voiding checks and recalculating new ones. Timely submissions of all required Federal, State and Town documents.

3. Vendors must demonstrate the experience and proficiency of their support personnel.

Unacceptable: Lack of experience in computerized payroll systems and regulatory requirements concerning employees.

Not Advantageous: Key personnel have adequate experience and qualifications but are responsible for too many other contracts to adequately support the Town's requirements.

Advantageous: Key personnel are experienced in payroll processing of similar size municipalities and complexity.

Highly Advantageous: Qualifications of key individual assigned to the Town's services demonstrate expertise and experience in:

- a.) meeting all requirements specified
- b.) transitions from present payroll system
- c.) management
- d.) communications and accessibility
- e.) Massachusetts and Federal regulatory requirements

4. 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 Wareham.

Unacceptable: Limited training and the lack of user manuals

Not Advantageous: Limits on number of Town's personnel to be trained; poorly written user manuals.

Advantageous: Less restrictions on the allowable number of the Town's personnel to be trained; user friendly manuals. Location of training is within reasonable proximity to the Town.

Highly Advantageous: No restrictions on the allowable number of Town personnel to be trained; allowance for training for new employees at no cost to the Town; all user documentation is routinely updated. Location of training is within reasonable proximity to the Town and available on line.

5. Ability to integrate with the town's VADAR Systems software.

Unacceptable: Proposed payroll software does not integrate with VADAR Systems.

Not Advantageous: Proposed payroll software integrates with VADAR Systems with considerable modification to software package.

Advantageous: Proposed payroll software integrates with VADAR Systems with minor modification to software package.

Highly Advantageous: Proposed payroll software integrates with VADAR Systems with no modification to software package.

6. Ability to process electronic time sheets.

Unacceptable: Proposed payroll software does not process electronic time sheets.

Not Advantageous: Proposed payroll software does process electronic time sheets with considerable modification to software package.

Advantageous: Proposed payroll software does process electronic time sheets with minor modification to software package.

Highly Advantageous: Proposed payroll software does process electronic time sheets with no modification to software package.

7. Ability to process electronic/online checks, W2s and reports.

- Unacceptable:** Proposed payroll software does not process electronic/online checks, W2s and reports.
- Not Advantageous:** Proposed payroll software does process electronic/online checks, W2s and reports with considerable modification to software package.
- Advantageous:** Proposed payroll software does process electronic/online checks, W2s and reports with minor modification to software package.
- Highly Advantageous:** Proposed payroll software does process electronic/online checks, W2s and reports with no modification to software package.

C. Interviews

After review of the Technical proposal ("THE PROPOSAL"), 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 capabilities, qualifications and expertise to provide the required service.

D. 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 shall be not advantageous, and the evaluation shall specify the risks or disadvantages of selecting the proposal to be 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.

V. PRICE EVALUATION

Quoted prices are guaranteed to be fixed for the term of this contract.

VI. PRE-BID CONFERENCE

There will be no formal pre-bid conference. However, any prospective bidder requesting a change in, or interpretation of existing specifications or terms and conditions must deliver said request for change or interpretation **in writing** to the Town Administrator's Office at the address below, on or before Thursday, October 25, 2018.

Derek Sullivan
Chief Procurement Officer
54 Marion Road, Wareham, MA 02571
(508) 291-3100, Ext. 3107
(508) 291-3124 FAX

VII. INSURANCE

- A. Commercial General Liability Insurance-Contractor is to maintain Casualty Insurance as follows:

Commercial General Liability Insurance with an insurance company acceptable to the Town, providing a limit of liability of not less than \$ 1,000,000 per occurrence and general aggregate. Such insurance is to include the following extension of coverage.

- 1.) Contractual Liability - \$1,000,000 per occurrence
- 2.) Premises Operation Liability - \$1,000,000 per occurrence
- 3.) Independent Contractors Liability - \$1,000.00 per occurrence
- 4.) Personal Liability - \$1,000,000 per occurrence
- 5.) Products Liability - \$1,000,000 per occurrence

- B. Automobile Liability Insurance with an Insurance Company acceptable to the Town providing a limit of liability not less than those specified below. Such insurance is to include claims arising out of vehicles owned by contractor, hired by contractor, or owned by others acting on behalf of or under the direction of the contractor.

- 1.) Bodily Injury Liability of not less than \$500,000 per accident, bodily injury and property damage combined

- C. Workmen's Compensation Insurance - The contractor shall furnish the Town with certificates of insurance showing that all his/her employees who shall be connected with this work are protected under Workmen's Compensation Insurance Policies.
- 1.) Coverage A - Massachusetts
 - 2.) Coverage B - \$500,000 per insuring agreement
- D. The Town of Wareham is to be included as an additional insured under contractor's policies of insurance for claims arising out of the activities of the contractor, or anyone acting in conjunction with the contractor. Prior to the commencement of the work, contractor will cause to be delivered to the Procurement Office, Town of Wareham Certificates of Insurance evidencing the foregoing. The Certificates of Insurance are to provide that the Town of Wareham in care of its Procurement Officer shall be given at least 30 days advance notice of cancellation, intent not to renew, or material change in coverage.
- E. Bidder hereby agrees to save and hold the Town of Wareham, its agents, servants, and employees, harmless from any and all claims arising out of the activities of contractor, its agents, servants, employees, and invitee or subcontractors.

VIII. AFFIRMATIVE ACTION

It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.

IX. SUBSTITUTION

- A. All specifications provided are considered to be minimum quality and/or quantity acceptable.
- B. In the event that a proprietary specification is used, the intent is to clearly and best describe a minimum acceptable standard of quality and in no way reduce the competitiveness of the bid. Where proprietary specifications are used, alternate items of 'equal to or better than' standard may be substituted unless stated otherwise.
- C. When a substitution is made, the burden of proof shall be on the bidder to demonstrate that the substitute is in fact equal to or better than the standard used. The bidder shall submit such proof as part of the bid

document. Bids not containing said documentation may be considered non-responsive at the sole discretion of the Town.

X. ASSIGNMENT OF CONTRACT

The contractor will not be permitted to either assign or underlet the contract, nor assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the Town.

XI. PURCHASE DESCRIPTION (SPECIFICATIONS)

A. GENERAL REQUIREMENTS:

The payroll system must be able to satisfy the requirements of the Town of Wareham for the analyzing and processing of employee earnings, third party/agency checks, benefit time and all supplemental earnings in accordance with Union contracts and Town pay plans. Each requirement stipulated below is required for each payroll. Prices should be based on the issuance of approximately 32,200 checks and direct deposits per year. The Town of Wareham currently processes two payrolls:

Town:	220 Direct Deposits Weekly - Average
School:	400 Checks and Direct Deposits Weekly - Average

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. Security must have multiple levels.

B. SPECIFIC REQUIREMENTS:

Payroll Input Data - Input data shall be transmitted to the Vendor on Tuesday by 2:00 p.m. and all paychecks delivered to the Treasurer's Office by Wednesday, 2:00 p.m. The Town's pay day is Thursday. However, the Vendor will accommodate electronic transmission as late as Tuesday, 2:00 p.m. with a Wednesday delivery of checks.

In the case where a holiday would interfere with these days and times, mutually agreeable days and times will prevail.

The Vendor shall input, maintain and update the following information for individual employees:

- Employee Name
- Employee Number
- Employee Address
- Telephone Number
- Social Security Number
- Date of Birth
- Race
- Sex
- Marital Status
- Veteran's Status
- Handicapped Status
- Federal Exemptions
- State Exemptions
- Filing Status
- Hourly/Salary
- Standard Hours
- Shift Code
- Shift Differential
- Deductions, i.e. Union Dues, Insurance (Family/Individual), Life Insurance, etc.
- Monthly, quarterly, fiscal and calendar year-to-date accumulation of Gross Wages, Federal Wages, State Wages, Medicare Wages, Taxes Withheld (by type), and all deductions individually
- Department number
- Date of hire and anniversary date
- Date of termination
- Location
- Job title
- Job classification
- Position number (unlimited)
- Salary
- Status - permanent full-time, permanent part-time, temporary, seasonal, etc.
- Workers' Compensation Classification Code
- Medicare Status
- Name of Spouse and next of kin
- Emergency contact name and telephone number
- Union Code
- Educational Incentive Pay
- EEO Job Category Code

Vendor must provide electronic reconciliation file for checks, direct deposits and taxes to bank every payroll period.

Vendor must be able to run concurrent check number sequences for town and school (i.e. town # 1 - 200 and school # 201-600).

Vendor must accommodate Third Party/Agency checks weekly.

Vendor must accommodate Third Party/Agency checks with multiple deduction codes linked to one third party/agency code.

Vendor must accommodate Direct Deposits at any bank and with multiple accounts for employee.

Vendor must accommodate the following deduction types:

- Required Federal and State deductions
- State Income Tax Withholdings (provision should be made for zero tax withholdings)
- Federal Income Tax Withholdings (provision should be made for zero tax withholdings)
- Retirement Plans (Plymouth County, State Teachers, in lieu of social security plan, i.e. Deferred Comp)
- Insurance
- Union Dues
- Annuities
- Wage Attachments
- Other miscellaneous deductions (fixed amount or percentages)

Vendor must accommodate position control.

Vendor must accommodate up to a minimum of 25 deductions per employee and up to a minimum of 100 different deductions system-wide.

Vendor must accommodate that all pay codes paid to employee are printed on check/direct deposit stub.

Vendor must accommodate "Cafeteria Plan" and other non-taxable deductions and report them to satisfy all tax requirements.

Vendor must accommodate temporary adjustments to bi-weekly automatic deductions.

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

Vendor must have the capability to automatically accrue vacation, sick, and personal time earned and automatically change an employee's accrual rate at specified length of service intervals for all union and non-union employees including Police and EMS in accordance with the current Collective Bargaining

Agreements (Vendor shall provide sample accrual codes for Police and EMS as part of demonstration).

Vendor must have the ability to accumulate and maintain a running balance of the hours of benefit granted to each employee for:

- Sick Leave
- Vacation Leave
- Personal Leave

Vendor must, at the discretion of the Town, print any or all of the above information on check stubs. (Vendor shall provide sample employee accrual reports/checks as part of the demonstration). Vendor must have the ability to run accrual reports as specified by the Town.

Vendor must accrue and maintain special pay, i.e. holidays worked, bonuses, etc.

Vendor must accumulate hours worked by each employee during calendar and fiscal year by regular, overtime, double time and differential time hours. Vendor must accumulate sick, vacation and personal leave hours taken by each employee during the calendar and fiscal year.

Vendor must exempt injured pay from Federal, State and Medicare withholdings.

Vendor must produce a check "stub" but no check if a zero check or negative check would be produced. Deductions producing a negative check must allow for recalculation.

Vendor must produce checks with the required signatures in sealed addressed envelopes.

Vendor must print W-2's by employee name.

Vendor must create and maintain an on-line employee portal that has the ability to post and to mass distribute documents to all employees. Vendor must have the ability to create a system where the employee can electronically sign the documents received. Vendor must have the ability to create a notification system where the Town will receive and store the electronic signatures.

Vendor must maintain an online employee portal that has the ability for employees to view accrued benefit time, pay history, taxes, direct deposits and W2s.

Vendor must have the ability to encumber all autopay salaries.

Vendor must accommodate both exception and standard payroll.

Vendor must have the ability to pay each teacher five (5) summer payroll checks with no differential and payroll deductions.

Vendor must temporarily suspend deductions for individual employees at such time as required.

Vendor must prioritize deductions.

Vendor must terminate an employee with the ability to pay terminated employee if required.

Vendor must automatically shut off biweekly payroll during summer recess as needed for school department personnel.

Vendor must automatically start up biweekly payroll in September of each year as needed for school personnel.

Vendor must print pre-transmission reports such as active employees with no hours posted, personnel change reports and pay data audit reports with flexibility of qualifying and sorting.

Vendor must split payroll across fiscal years.

Vendor must be capable of automatically voiding and issuing manual checks and having data updated.

Vendor must input payroll in desired sequence.

Vendor must achieve full compliance with Federal Fair Labor Standards Act accounting, report and overtime/compensatory time off compensation requirements.

Vendor must be capable of exporting payroll data in excel, text, etc. format.

Vendor must be capable of customized reporting.

Vendor must be capable of making global payroll changes within the system.

Vendor must be capable of generating file for MA Teachers Retirement reporting. (Basic Employer Reporting Tool, Version 2.1)

Vendor must be capable of the storage and retrieval of employee check detail by individual check or by date range.

Vendor must accommodate non-taxable benefit payment.

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

The Vendor's system shall have input and output controls acceptable to the Town of Wareham's Treasurer to prove that balancing, control totals and related matters are incorporated into the program and associated manual procedures.

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 rerun 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.

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 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.

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. It is anticipated that the Vendor will commence processing live payroll with the pay date of January 3, 2019 Please note that the vendor must input into its system the payroll date for the pay date of January 3, 2019 The Town and selected Vendor will review and confirm the implementation schedule following award of the contract.

The Vendor will provide in-house training to the Town of Wareham's personnel. The cost quoted for training is to include all expenses of the Vendor's personnel. The Town of Wareham 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.

The Vendor must set up year to date (calendar and fiscal) reports with account numbers or provide in-house training for the set up.

The Vendor must provide tax service including deposits and reporting. The Town may opt for this service at the additional specified cost.

The Vendor's system must have the ability to produce a link to be in-put into the Town's General Ledger.

C. REQUIRED REPORTS:

All reports must conform to the requirements of the agency requiring such reports. All reports must be accessible within the payroll system to generate at any time.

Payroll Checks/Direct Deposits - checks with expanded stub that shows pay amount, deductions, benefit bank balances and current year to date totals for each employee. 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

Payroll Register - shows the computation of gross wages for each employee, the deductions from gross wages, employee name, employee id number, hour, rate, earning code, net check, net direct deposit, check type, check date and the check/voucher number. The report should be sequenced alphabetically within department. The report should have totals at end.

Frequency: every pay period - 1 copy

Deduction Register - shows deductions taken by employee by type of deduction.

Frequency: every pay period - 2 copies

Check Register – shows employee name, employee id, check number, voucher number, check type, check date and amount.

Frequency: every pay period – 1 copy

Direct Deposit Register – shows employee name, employee id, account number, bank routing number, account type and amount.

Frequency: every pay period - 1 copy

Preprocess Register – shows the total hours in-put and gross calculated amount, employee name, employee id number, hour, rate, earning code, net check, net direct deposit, check type and check date. The report should be sequenced alphabetically within department. The report should have totals at end.

Frequency: every pay period – available to generate at time of input

Payroll Liability Report – shows summary of gross payroll.

Frequency: every pay period – 1 copy

Departmental Gross Pay Report – shows employee, gross pay, and general ledger number. The report should be subtotaled by general ledger number. The options for generating report should be alphabetical, by general ledger number and by per page.

Frequency: every pay period – available to generate at any time

General Ledger Distribution Report – shows employee name, employee id, department, earning code(s), hour(s), rate(s), gross pay, and general ledger number. The report should be sequenced alphabetically within department. The report should be subtotaled by department.

Frequency: every pay period – available to generate at any time

Benefit Time Report – shows employee, employee id, department, benefit, benefit time, accrued time, used time and balance. The report should have the option to be generated by department, employee, or group.

Frequency: every pay period – available to generate at any time

Deductions Not Taken Report – (exception report) shows employees with deductions that were not taken. The report should include employee name, employee id, deduction code, deduction name, social security number, deduction calculation (% or flat), amount and reason not taken.

Frequency: every pay period – 1 copy

Personnel Change Report - lists all changes and additions to the Payroll Personnel Master File.

Frequency: every pay period - available to generate at any time

County Retirement Report – shows employee name, employee id, employee social security number, department, check date, earning code and retirement percentage. The report should be sequenced by percentage then by department with subtotals and totals.

Frequency: Monthly – available to generate at any time

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 – available to run at any time

Earnings Liability Report – for budgeting, shows remaining earnings to be paid by employee.

Frequency: Monthly – available to run at any time

County Retirement and Teachers' Retirement deductions, showing extra percentage where applicable.

Frequency: Monthly - 2 copies

State Quarterly Earnings M-941D - statement of what was filed to state agency.

Frequency: Quarterly – 1 Copy

Quarterly Filing Information Report - need the following;

- 941 Form
- 940 Deposit
- Form W1
- State Unemployment Forms and Contributions
- Massachusetts State Unemployment Contribution and MA Health Insurance

Frequency: Quarterly - 1 copy

Forms W-2 prepared as required in the standard formats. Reporting to the Federal and State governments.

Frequency: Yearly - 1 copy

D. OPTIONAL REPORTS:

Vendor's system must allow for the generation of reports according to the Town's future requirements. 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.

E. HARDWARE:

Vendor should state all computer hardware and list all prerequisite specifications that are to be installed on site in the Town in order to process the Town's payroll. The software should run in a Windows Environment.

Vendor should state whether it will provide such hardware or whether procurement of the required hardware is the responsibility of the Town.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word 'person' shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Authorized Signature

Date

Social Security Number or Federal
Identification Number

Legal Name of Business Entity (Please Print or Type)

Address:

**STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE
FOR USE IN
LEASES, USE AGREEMENTS, PROCUREMENT CONTRACTS
ETC.**

_____, its officers and members all,

Legal Name of Bidder's Business Entity

through the signing of this document by an authorized party or agent, indemnify, hold harmless and defend the Town of Wareham and its agents and employees from all suits and actions, including attorneys' fees and all costs of litigations and judgment of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act by

_____ ,

Legal Name of Bidder's Business Entity

its agents, servants or employees.

Authorized Signature

Name and Title (Print or Type)

Date

CERTIFICATION TO PAYMENT OF TAXES BY CONTRACTOR

Pursuant to G.L. c. 62C, §49A, I hereby certify that

Legal Name of Bidder's Business Entity

has complied with all laws of the Commonwealth of Massachusetts relating to the
payment of taxes.

Signed under the penalties of perjury.

Authorized Signature
Date

Name and Title (Print or Type)