

**REQUEST FOR PROPOSALS**  
**PAYROLL SERVICES**  
**2011 - 2013**



Lower Providence Township  
100 Parklane Drive  
Eagleville, PA 19403

Please direct all inquiries to:

Susan C. Law  
Accounting Manager  
610-635-3507  
Fax 610-539-6347

Issued September 1, 2010

Response deadline:  
**September 30, 2010**  
**2:00pm**

## BACKGROUND AND OBJECTIVES

Lower Providence Township is a Township of the second class located in Montgomery County with a population of approximately 23,500. The Township is a local governmental unit created by the Commonwealth of Pennsylvania to provide services to its residents.

Lower Providence Township provides services through its six operating departments that are funded by the Township, the Commonwealth of Pennsylvania, and the Federal government: Police Services, Public Works, Park & Recreation, Community Development, Technology and Special Projects, and Administration.

The Township currently employs approximately 70 full-time employees, 19 paid board members, and 30 seasonal counselors.

## PAYROLL PROCESSING PROGRAM (“PROGRAM”) REQUIREMENTS

Attachment “A” outlines the minimum requirements for payroll processing services. Please indicate on Attachment “A” whether or not your organization is capable of providing each service specified including the cost for service. Also include specifics on all services that you provide in each of the three main categories referenced on Attachment “A”: Payroll Processing, Time and Attendance and Human Resources. If your response does not include particular components, we will assume you are not able to offer them.

The Township requires a payroll system that covers the three main categories referenced above with one central database that requires no duplicate entry of information. We require three time clocks that will collect data to be transferred to the payroll-processing module.

## LENGTH OF CONTRACT

The Township is interested in establishing a stable relationship with the successful organization. To do this, we would like to develop an agreement with the term of three years beginning no later than the first payroll of 2011 with an option to renew for additional years.

Either party with a 90-day written notice may terminate the contract.

## INSTRUCTIONS TO RESPONDENTS

Proposals for payroll services will be accepted by Lower Providence Township at the following addresses:

Susan C. Law  
Accounting Manager  
Lower Providence Township  
100 Parklane Drive  
Eagleville, PA 19403  
Or  
slaw@lowerprovidence.org

Receipt of proposals must be no later than 2:00 pm, Thursday September 30, 2010.

Proposals shall state the cost for services on an itemized “per service” basis for services not covered under a basic fee. For any basic fee, state the specific services provided for such fee and the number of employees used to calculate such fee.

## SELECTION AND EVALUATION PROCESS

The evaluation and selection process will be based upon a thorough review of all proposals and related material submitted by the deadline date, possible interviews and the use of independent sources of information. The Township reserves the right to reject any and all proposals and to also provide addendums to the RFP if needed.

**Attachment “A”**  
**Minimum Payroll Services Required**

<b>Description of Service/Capability</b>	<b>Yes</b>	<b>No</b>	<b>Cost/Comments</b>
<b>General Payroll Services</b>			
Payroll processing			
Full tax filing and compliance service			
Direct deposit			
Check signing and stuffing – for third party and part-time employees.			
Paperless payroll required			
Labor distribution			
User defined earning and deduction codes			
User defined scheduled deduction fields			
Minimum of 4 direct deposit accounts			
Ability to add, modify or delete deduction and earning codes to be reflected in current payroll			
Ability to enter and transmit manual check information			
Calculate and display annual equivalent for hourly and salary pay types			
Access to tax and deduction calculations for sample purposes.			
Ability to create reports using any field within the database.			
Ability to send voluntary deduction payments via electronic transfer methods			
<b>Time and Attendance</b>			
Time card management – Retrieve data from time clocks			
Online punch capability			
Employee scheduling			
Management and employee self service for leave requests			
Shift differential calculation from time clocks			
Paid leave tracking and accrual			
Three (3) time clocks			
<b>Human Resources Information Systems</b>			
New hire reporting			
FSA and Section 125 administration			
Compliance with all tax requirements			
Benefits tracking			

**ATTACHMENT B**

**THIS PROPOSAL  
ATTACHMENTS A & B  
MUST BE RECEIVED BY  
LOWER PROVIDENCE TOWNSHIP BY  
2:00 pm  
SEPTEMBER 30, 2010**

**TO THE ATTENTION OF:**

Susan C. Law  
Accounting Manager  
Lower Providence Township  
100 Parklane Drive  
Eagleville, PA 19403

**NAME OF COMPANY:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_