

CITY OF BERKELEY

8425 Airport Road
Berkeley, MO. 63134

NOTICE TO BID RFP # 822 “REQUEST FOR PAYROLL & HR SERVICES”

Notice is hereby given that the City of Berkeley, Missouri, will accept sealed bids for **“REQUEST FOR PAYROLL & HR SERVICES”**

According to the specifications and bid package requirements. Copies of the bid forms may be obtained from the Purchasing Agent’s Office in the Berkeley City Hall, 8425 Airport Road, Berkeley, Missouri, 63134.

Sealed bids will be received at the Purchasing Agents Office in the Berkeley City Hall, 8425 Airport Road, Berkeley, Missouri, 63134 until **10:00 a.m. on MAY 16, 2014** at which time the bids will be publicly opened and read aloud. Bids must be in sealed envelopes and clearly marked:

RFP # 822
“REQUEST FOR PAYROLL & HR SERVICES”

The City of Berkeley reserves the right to reject any and all bids, waive informalities in the process and accept the bid deemed to be in the best interest of the City of Berkeley.

Joshua Beeks, Finance Director

REQUEST FOR
PROPOSALS FOR
PAYROLL & HR

SERVICES

RFP # 822

Issued By:

City of Berkeley
Finance Department
8425 Airport Road
Berkeley, MO 63134

Phone (314)524-3313 Fax (314)264-2071

Date of Issue, 4/4/2014
Due Date: M a y 1 6 , 2014 @ 10:00 a.m.

CALENDAR OF EVENTS / RFP TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the Finance Director. If the Finance Department finds it necessary to change any of these dates or times prior to the proposal due date, the change will be accomplished by addendum.

<u>ACTION</u>	<u>COMPLETION DATE</u>
Issue RFP	<u>4/4/2014</u>
Last Day for Questions	<u>May 9th @4:00pm</u>
Proposals Due	<u>May 16th ,@10:00 am</u>
Selection Committee Meeting	<u>TBD</u>
Vendor Presentations	<u>TBD</u> <u>May 20th @ 10:00 am</u>
City Council Approval	<u>June 16th 2014</u>

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PART 1
INTENT AND GENERAL INFORMATION

REQUEST FOR PROPOSALS

Sealed proposals will be received by the City of Berkeley located at 8425 Airport Road, Berkeley, Missouri 63134, attention: Finance Department – Joshua Beeks until 4:00 p.m., May 9, 2014 for: RFP # 822– Payroll/HR Services. Proposers shall take careful notice of the following conditions of this Request for Proposal:

Submissions by FAX or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted under any circumstances.

Submitters may withdraw and/or replace proposals at any time until the deadline for submission of proposals.

All questions received by 4:00pm, May 9, 2014 will be considered. Questions will not be answered over the phone. Questions must be emailed to” beeks@ci.berkeley.mo.us

PLANS, FORMS & SPECIFICATIONS

Submitters are required to use the official “PROPOSAL FORMS”, and all attachments itemized herein are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the PROPOSAL FORMS and explained in detail on the EXCEPTION / DEVIATION FORM.

HOW TO SUBMIT A PROPOSAL

One complete proposal package (1 original plus 5 copies) with all required documents as itemized and a cost proposal is to be submitted in a separate sealed envelope. On the outside of the proposal package shall be prominently marked with the following identification: “RFP # 822 – Payroll/HR Services” together with the name and address of the submitter. The RFP should be neat, professional in appearance and bound appropriately for the document’s thickness. The original document shall have original signatures and clearly noted with ORIGINAL on the cover. All proposals shall be mailed or hand delivered to the Finance Department at the address given, by the date and time set forth herein.

Proposals can be mailed to:

**City of Berkeley
Joshua Beeks, Director of Finance
Finance Department
8425 Airport Rd.
Berkeley, MO 63134**

Proposals can be
hand-delivered or sent by courier to:

**City of Berkeley
Joshua Beeks, Director of Finance
Finance Department
8425 Airport Rd.
Berkeley, MO 63134**

VENDOR RESPONSIBILITY

Submitters are fully and completely responsible for the labeling, identification and delivery of their proposals. The City will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the U. S. Postal Service.

Payroll/HR Services

RFP #822

- Submissions shipped by express delivery, or in overnight or courier envelopes, boxes, or packages must be prominently marked on the outside of such envelopes, boxes or packages with the sealed proposal identification.
- Any envelopes, boxes, or packages which are not properly labeled, identified, and prominently marked with the sealed proposal identification, may be inadvertently opened upon receipt, thereby invalidating such proposals and excluded from the official proposal opening process.
- Proposals that are incomplete, unbalanced, conditional, obscure, or which contain additions not called for, alterations, or irregularities of any kind, or which do not comply with these documents may be rejected at the option of the City.
- Any vendor who submits a no-proposal response shall submit the no-proposal response in an envelope marked on the outside of the mailing envelope, together with the required proposal identification number.

PROPOSAL DOCUMENTS REQUIRED

The following documents and forms in the following arrangement must accompany each submission:

Cover Page. This is to be used as the first page of the submission. This form must be fully completed and signed by an authorized officer of the firm.

Executive Summary. This part of the response to the RFP should be limited to a brief narrative highlighting the proposer's qualifications and experience. Typically, this section should not exceed 2-3 pages.

Firm Information/Organization. The Proposer must identify the Account Manager who will be working directly with the City and engaged in managing the work. Resumes must be included which reference the individual's qualifications and experience in managing similar projects. List relevant projects worked on, dates showing length of time spent on each project and the specific duties responsibilities for each project.

Identify the responsibilities of the key individuals, other than the Account Manager, who will be assigned to the proposed contract, and who will have major responsibilities for performance of the services required. Include resumes that list relevant projects worked on, dates showing length of time spent on each project and the specific duties and responsibilities for each project.

The City reserves the right to approve or disapprove any change to the successful Proposer's Account Manager. Personnel changes that impact the contract may result in the cancellation of the contract.

Firm Experience. At a minimum, a vendor should have been in business as a provider for a minimum of five years. The Proposal shall include at least five (5) references from past or current government entity clients for similar types of payroll services, with at minimum three (3) references being similar-type governmental agencies, with employees assigned to police &/or fire FLSA 28- day schedules. Include title and brief description of each project with the following information:

- Client (contact person, address, telephone #, fax # and email)
- Date contract started to date completed (if applicable)
- Nature of work for each contract (include all applicable modules/work processes)

Project Approach. Proposer shall include a comprehensive narrative section that illustrates proposer's understanding of the requirements of the project and the project schedule. Proposer shall also include a comprehensive narrative section that sets out the methodology, strategy and intended management plan. Proposer must illustrate how the methodology will serve to accomplish the work and meet the City's project schedule. Be specific in addressing the various tasks to be performed and state how they will be carried out.

Cost Proposal. The Cost Proposal must provide a detailed fee schedule including itemized services including (but should not be limited to) the following:

- Monthly rates for regularly scheduled activities and help desk support.
- Labor costs, administrative costs, equipment and materials, and sub-consultant or consultant team costs.
- City staff training and implementation costs.
- A fee schedule for emergency and/or after hours service calls is also required.
- Cost proposal must refer/reference specific Scope of Work items.
- Specify price structure breakdown (e.g., 1–50 employees, 51– 100 employees, 101–200 employees, etc.) as well as the cost per employee.
- If a specific requested service, function, or option is not offered/available please indicate.
- Indicate the frequency of cost (e.g., per payroll process, monthly, annually, as required).
- Provide any one-time costs or costs that are not based on the number of employees.
- Include any general comments on pricing, or different levels of service.
- List licensing fees (per workstation/location) for product software if applicable.
- List charges for "special payroll reports" created by the vendor if applicable.
- It is expected that all proposers responding to this RFP will offer government or comparable most favorable rates. Any and all discounts offers must be clearly delineated.

Cost proposal shall list each module/function separately and should include all purchase and implementation costs. The City may choose to implement all modules, one module, or any combination thereof. While the proposer may choose to offer additional discounts or cost savings for the initial purchase of all modules/functions combined, the city reserves the right to purchase modules/functions individually. In addition, all prices must be firm and fixed for at least one (1) year following the notice of award. If the purchase/implementation of a module/function occurs after such period of time, proposer shall indicate the manner in which future pricing is calculated and/or price increases are applied. The separate modules/functions are:

- Human Resources Information Systems (HRIS)
- Payroll Processing
- Time and Attendance

Vendor Questionnaire. Answers to questionnaire will be used in the City's evaluation of proposal.

Firm's Current Workload and Schedule. Provide information supporting firm's ability to perform in a timely fashion. Present workload of key personnel assigned to this project. Indicate that the personnel listed in the submittal shall be available for and assigned to the City based on illustrated workload. Indicate firm's ability to meet budget and schedule. It will be important to limit response to similar projects based on current and near future workload.

Sub-consultants/Subcontractors. Contractor shall submit a list of sub-consultants and subcontractors. No substitutions shall be made without prior written approval by the City.

Intangibles. Describe any significant or unique accomplishments or awards for work performed for similar agencies. Provide any additional information which may be relevant to the evaluation of your submission relative to the City's project.

Litigation. Please list any past and/or pending litigation or disputes relating to the work described herein, that the firm has been involved in within the last five (5) years. List shall include project name, nature of litigation and outcome of litigation (if resolved).

Licenses. Firm shall submit proof of licensing as may be required by local, state, or federal agencies to perform the required work.

Proposal Forms:

- Exceptions or Deviations Form.
- Submitter Certification / Addenda Acknowledgement Form.
- IRS W-9 Form.

INSURANCE REQUIREMENTS

A Certificate of Insurance will be furnished by the successful Contractor upon Notice of Award. The certificate(s) shall be completed by the Contractor's authorized agent and submitted to the City's Finance Department. The successful Contractor shall not commence any work in connection with the Agreement until it has obtained all of the following types of insurance and shall maintain such insurance as will protect him/her from claims which may arise out of or result from the vendor's operations under the terms and conditions of the RFP. The City shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Contractor and/or sub-consultant providing such insurance. The Contractor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City.

- **Comprehensive Commercial General Liability.** Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Commercial General Liability Insurance in an amount of \$1,000,000 per occurrence and \$2,000,000 aggregate shall be in force with an insurance carrier acceptable to the City and name the City as additional insured.
- **Commercial Automobile Liability Insurance.** Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability shall be in force and name the City as additional insured. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.
- **Workers' Compensation Insurance.** Contractor shall obtain, and maintain throughout the life of the Agreement, Workers' Compensation Insurance in the amount that meets the statutory requirement shall be in force with an insurance carrier acceptable to the City. Contractor and any sub-consultants or subcontractors shall comply fully with the California Worker's Compensation Law.
- **Employer's Liability Insurance.** Contractor shall obtain, and maintain throughout the life of the Agreement, Employer's Liability Insurance in the amount that meets the statutory requirement shall be in force with an insurance carrier acceptable to the City.
- The Contractor shall instruct their insurance broker to furnish properly executed certificates of insurance to the City.
- The name of the insured Contractor, the specified job by name and/or RFP number, the name of the insurer, the number of the policy, its effective date and its termination date.

- Certificates of insurance shall clearly evidence coverage required above.
- Certificates of insurance shall be submitted by the broker directly either via email (beeks@ci.berkeley.mo.us) or US Mail to: City of Berkeley, Director of Finance, 8425 Airport Rd, Berkeley, MO. 63134. The insurer will notify the City at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.
- All insurance policies shall be written on companies authorized to do business in the State of Missouri.
- The City reserves the right to modify the insurance requirements set forth at anytime during the process of solicitation or subsequent thereto.

EXAMINATION OF PROPOSAL DOCUMENTS

Each vendor shall carefully examine the Specifications and other applicable documents, and inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the Contractor will in no way relieve him/her of the obligations and responsibilities assumed under the Contract.

Should a vendor find discrepancies or ambiguities in, or omissions from the Specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the City, in writing by email to sleong@cityofBerkeley.org.

INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

No oral interpretations will be made to any vendor as to the meaning of the Proposal Documents. Any inquiry or request for interpretation received by the City before 4:00p.m., Thursday April 24, 2014 will be given consideration. Send all questions to beeks@ci.berkeley.mo.us. In case any Proposer fails to acknowledge receipt of such addenda or addendum, his/her proposal will nevertheless be construed as though it had been received and acknowledged and the submission of his/her Proposal will constitute acknowledgment of the receipt of same. All addenda are a part of the Proposal Documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before Proposals are opened.

In the case of unit price items, the quantities of work to be done and materials to be furnished under this Proposal/Contract are to be considered as approximate only and are to be used solely for the comparison of Proposals received. The City and its Consultants do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Proposer plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and other proposal documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices proposal.

CHANGES / MODIFICATIONS

The City reserves the right to order changes in the scope of work and resulting contract. The successful Proposer has the right to request an equitable price adjustment in cases where modifications to the contract under the authority of this clause result in increased costs to the contractor. Price adjustments will be based on the unit prices proposed by the Contractor in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with the City's Financial Policies and Procedures, City resolutions, City rules, all federal, state and local laws, ordinances, rules and professional standards or regulations that in any manner affect this solicitation, the selection process, protests,

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award of contract, contract management or any other activity associated with this solicitation and the subsequent work required of the successful Proposer.

BLACK OUT PERIOD

The blackout period is defined as between the time the submittals for an Invitation to Bid, Request for Proposals, Request for Qualifications or the Invitation to Negotiate, as applicable, are issued by the City's Financial Department and the time the City Council awards the contract. During this black out period, any attempt to influence the thinking of City staff or officials for or against a specific cause related to a solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, may result in disqualification of their award and/or contract. This does not apply to pre-solicitation conferences, oral presentations before the selection committee, contract negotiations, or communications with staff not concerning this solicitation.

CONTRACT NEGOTIATION

Upon receipt of the proposals, the Selection Committee shall first determine and identify those persons or organizations that are qualified to perform the services and shall be rank such persons and organizations based on their demonstrated competence and professional qualifications deemed necessary for the satisfactory performance of the services required.

Second, the cost proposals submitted by all qualified persons and organizations shall be opened and reviewed.

Third, negotiations shall be undertaken with the person or organization ranked most qualified in an attempt to secure the services at a cost equivalent to the lowest cost offered to the city by the qualified persons and organizations. If the person or organization ranked is unwilling to provide the services at a cost equivalent to such lowest cost: 1) such person or organization may nevertheless be awarded a contract, provided the purchasing agent, city manager or city council, as appropriate, determines the initiating city department director has substantiated that the cost for the services is reasonable and appropriate; or 2) negotiations with the most qualified person or organization may be terminated and the initiating city department may undertake similar negotiations with the other qualified person and organizations in order of rank.

The proposal signed by the successful Proposer along with documentation included in the proposal as required by this solicitation and other additional materials submitted by the Proposer and accepted by the City shall be the basis for negotiation of a contract addressing the requirements of the solicitation. The resulting contract will be approved by the City Council.

FISCAL YEAR FUNDING APPROPRIATION

Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the fiscal period at the time of the contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation by the City of funds thereafter.

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled and the contractor shall be entitled to reimbursement for the reasonable value of any nonrecurring cost incurred but not advertised in the price of the supplied or services delivered under the contract or otherwise recoverable.

PAYMENTS

Payments shall be made 30 days from the receipt of invoice, and follow all City policies promulgated thereby.

INDEMNIFICATION

The successful Proposer must fully indemnify the City. Such indemnification will be documented in the contract documents.

RIGHT OF REJECTION

The City of Berkeley reserves the right to reject any and/or all proposals, reserve the right to waive any informalities or irregularities in the proposal or examination process, reserve the right to select low proposal per item, and reserve the right to award proposals and/or contracts in the best interest of the City.

REFERENCE TERMS

Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships and corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular. Any reference to the "City" or the "City of Berkeley" shall be construed to refer to the City for which the solicitation was issued and the City shall be the legislative authority for all matters concerning this solicitation or the resulting contract(s).

RIGHT TO AUDIT RECORDS

The City shall be entitled to audit the books and records of the Contractor or any sub-contractor to the extent that such books and records relate to the performance of the Agreement or any sub-contract to the Agreement. Such books and records shall be maintained by the Contractor for a period of ten (10) years from the date of final payment under the Agreement and by the sub-contractor for a period of ten (10) years from the date of final payment under the sub-contract unless a shorter period is otherwise authorized in writing.

ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this proposal. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the Proposer's authorized signature affixed to the proposal attests to this.

PROPRIETARY INFORMATION

Responses to this Request for Proposals, upon receipt by the City, become public records. If any proposer believes that any portion of all of the response is confidential and proprietary, proposer shall clearly assert such exception and the specific legal authority of the asserted exemption. Such designation of an item as a trade secret may be challenged in court by any person. By the proposer's designation of material submitted to the City as a "trade secret", the proposer agrees to hold harmless the City for any award to a plaintiff for damages, costs or attorney's fees and for costs and attorney's fees incurred by the City by reason of any legal action challenging the proposer's "trade secret" claim.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES

The Proposer by submitting a proposal acknowledges that other public agencies may seek to "Piggy-Back" under the same terms and conditions during the effective period of any resulting contract services and/or purchases being offered in this proposal/bid for the same prices and/or terms being proposed. The successful Proposer has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a public agency is allowed to Piggy-Back any contract, the agency must first obtain the Proposer's approval. Without the Proposer's approval, the seeking agency cannot Piggy-Back.

PART 2 EVALUATION PROCESS

PROPOSAL EVALUATION

Proposals will be evaluated on the following criteria:

Factor	Description	Points
1.	Completeness of Proposal Completeness of response in accordance with RFP instructions and requirements.	10
2.	Experience and Qualifications of Key Personnel Contractual and technical experience in performing work of similar size and scope; experience in payroll processing services for governmental entities within the State of Missouri. Qualifications of staff and adequacy of labor commitment to meet or exceed project timelines.	25
3.	Project Approach / Methodology Proposal demonstrates understanding of City needs and requirements. Project approach and methodology meets or exceeds project timelines and performance/implementation expectations.	25
4.	Vendor Questionnaire Completeness and relevancy of answers to Vendor Questionnaire.	20
5.	References Assessment of proposer's previous projects/work by client references and references with demonstrated success in providing similar services.	20
Total		100

Once proposals are received, the Selection Committee members will independently review each submittal and score each proposal based on the evaluation criteria. The award will be based on the proposal that is most advantageous to the City.

The City reserves the right to apply the evaluation criteria in any manner it deems necessary and to evaluate each firm separately or comparatively, using these criteria in any weight or importance as it sees fit. The City also reserves the right to seek clarification from prospective firms on any issue in a response, invite specific firms for site visits or oral presentations, or take any action it feels necessary to properly evaluate the submissions and construct a solution in the City's best interest. Failure to submit the requested information or required documentation may result in the lessening of the proposal score or the disqualification of the proposal response.

Do not attempt to contact any Selection Committee Member, staff member or person other than indicated in this proposal for questions relating to this project. Anyone attempting to lobby City representatives will be immediately disqualified.

The Selection Committee will meet to evaluate proposals during the month of (TBD) at the City of Berkeley 8425 Airport Rd, Berkeley, MO 63134. If reasonable accommodations are needed for participation in this meeting, contact the Director of Finance at least forty-eight hours in advance.

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If the Selection Committee requests presentations from one or more vendors, the presentation(s) will be held May 20, 2014 @ 10:00 am at the City of Berkeley 8425 Airport Rd, Berkeley, MO 63134. If reasonable accommodations are needed for participation in this meeting, contact the Director of Finance at least forty-eight hours in advance.

Once the proposals and/or presentations have been reviewed and scored by the selection committee, all Proposers will be notified.

Proposal awards are subject to City Council approval.

PART 3 PROPOSAL SUBMITTAL

An original and five (5) copies (for a total of 6), of each proposal shall be submitted and a cost proposal is to be in a separate sealed envelope, prominently marked on the outside with the words, "RFP # 822 – Payroll/HR Services". Proposals submitted in express, overnight or courier envelopes, boxes or packages must be prominently marked on the outside with the words, "RFP # 822 – Payroll/HR Services" and the contents sealed as required.

- Deadline for Submissions in response to this Request for Proposals: Proposals must be received no later than 3:00 pm, May 16th, 2014. **Proposals submitted by FAX or other electronic media will not be accepted under any circumstances. Late proposals will not be accepted, and will be returned, unopened, to the proposer, at the proposer's expense.**
- The City of Berkeley reserves the right to reject any and/or all proposals, reserves the right to waive any informalities or irregularities in the proposal or evaluation process, and reserves the right to award contract(s) in the best interest of the City.

**PART 4
PROPOSAL DOCUMENTS**

PROPOSAL COVER PAGE

Name of Firm, Entity or Organization:	
Federal Employer Identification Number (EIN):	
State of Missouri License Number (If Applicable):	
Name of Contact Person:	
Title:	
E-Mail Address:	
Mailing Address:	
Street Address (if different):	
City, State, Zip:	
Telephone:	Fax:
Organizational Structure – Please Check One:	
Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other <input type="checkbox"/>	
If Corporation:	
Date of Incorporation:	State of Incorporation:
States Registered in as Foreign Corporation:	
<input type="checkbox"/> <input type="checkbox"/>	
Authorized Signature:	
Print	Name:
Signature: _____	
Title: _____	
Phone: _____	
This document must be completed and returned with your Submittal.	

PROPOSER'S CERTIFICATION

Submit to: City of Berkeley Finance Department 8425 Airport Rd Berkeley, MO 63134 Phone 314.524.3313 FAX 314.264.2071	CITY OF BERKELEY REQUEST FOR PROPOSAL (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT			
DUE DATE: May 16, 2014	DUE TIME: 3:00pm	RFP # 822		
TITLE: Payroll/HR Services				
VENDOR NAME:	PHONE NUMBER:			
VENDOR MAILING ADDRESS:	FAX NUMBER:			
CITY/STATE/ZIP:	E-MAIL ADDRESS:			
<p>"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for assessment of liquidated damages claims. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offer or and have not colluded with any Offers or parties to an RFP whatsoever for any fraudulent purpose."</p>				
_____	_____	_____	_____	_____
Addendum #	Addendum #	Addendum #	Addendum #	Addendum #
<p>"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for the City of Berkeley respondent agrees that if this proposal is accepted, the respondent will convey, sell, assign, or transfer to the City all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the City. At the City's discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."</p>				
_____	_____	_____	_____	
Authorized Agent Name, Title (Print)	Authorized Signature	Date		
This form must be completed and returned with your Submittal				

VENDOR QUESTIONNAIRE

Proposer must include in response to questions complete information about proposer's company and its ability to perform the requested services as described in the Scope of Work.

General Information

1. Basic corporate information and history
2. Financial information
 - a. Can the company deliver without risk of bankruptcy?
 - b. Is the company likely to merge or be acquired in the short term?
 - c. A copy of the most recent audit and financial statement should be attached.
3. Technical capability
4. Estimated completion period for this project
5. Has your organization recently received any awards?
6. How do you distinguish yourself from the competition?
7. What is your average client size?
8. How many of your clients are Fortune companies? Government entities? Public Safety (Police &/or Fire)?
9. Describe any formal quality programs you have in place.

Solution Overview

1. What services do you offer?
2. Describe key accomplishments or industry firsts.
3. Does your organization provide payroll services locally, nationally &/or internationally?
4. Describe three recent quality initiatives. What were the results?
5. Describe your organization's research and development capabilities
6. Describe how you are investing in your current and future product lines
7. For the past 3 years, what was your investment in product development?

Payroll

1. For pre-processing activities, does the system provide pre-edit reports based on user-defined parameters for gross-to-net pay calculations?
2. Describe the audit process for each payroll.
3. What processes are in place to make corrections to payroll errors?

Payroll General

1. Does the system support an online "what-if" with update capability?
2. How many payroll checks did you process last year?
3. What tax updates, if any, are provided and how are these updates received?
4. Describe your general ledger process.
5. Does the application allow for the allocation of costs to any level of detail?
6. How does the payroll application handle multiple General Ledger account numbers for the same employee?
7. Can customers view W2 information throughout the year?
8. Are there start and stop dates for deductions?
9. Does the system have the ability to set-up deductions with appropriate future effective date?
10. Can batch input screens for hours and earnings be customized or user defined?
11. Can mass increases be generated?

Time & Attendance

1. Does the system allow direct entry of employee time over the Internet using a standard Web browser?
2. Does the system allow for input of atypical schedules (i.e. firefighter and police)?
3. Does the system allow for accruals of atypical PTO?
4. Please describe in detail the management hierarchy/levels permitted to review/edit/sign off on time and attendance.

Year End

1. Describe the vendor/client responsibilities for the year end and/or year begin process.
2. Are year end services provided?
3. Are garnishment and tax levy payments automatically generated to the payee?
4. Does the system maintain all federal and state regulations for garnishment processing?
5. How do you meet the January 31 deadline for distributing W-2s?
6. How does your system handle manual checks?
7. Can the user sort reports by name, classification, gender, and ethnicity?

Tax

1. Is there PC/online access to current and historical tax information?
2. What is your process of tracking amendment and inquiry response time?
3. How do you distinguish yourself from the competition in the area of tax processing?
4. How do you keep clients informed of what's going on with the various tax jurisdictions?
5. Will we have a dedicated Customer Support Representative specifically to handle Tax issues?
6. What are the core competencies for Customer Support Representatives in the Tax area?
7. What is the average length of time a client retains the same Tax support representative?
8. How are adjustments handled?
9. What type of tax reports are generated each pay period?
10. Will you provide copies of all tax filings?
11. What are three frequent reasons payroll customers select your company over your competition?
12. What is your process for quality control?
13. Can a year be held "open" while continuing to process the new year's taxes?

Human Resources

1. Describe your company's commitment to the product and development plans over the next 3-5 years.
2. Was your product originally developed by your organization?
3. What major enhancements to your system have you planned for the next three years?
4. Does the system track safety and worker's compensation information?
5. Does the system include succession planning?
6. Describe job and organizational hierarchy.
7. What compensation management functions does the system support?
8. Can the solution prohibit setting up an employee if a position does not appear as "vacant" in position control?
9. Does the system support employees with multiple positions and departments?

Benefits

1. Does the payroll system integrate with benefits?
2. Can benefit plans be set up so only a specific group of employees are eligible for them?
3. Can benefit cost changes be future dated for a future year within the current year?
4. Are premiums automatically updated for age and salary benefit calculations?
5. Are insurance amounts automatically adjusted when a salary increases?
6. Can you automatically enroll a certain group of people in a benefit plan?
7. Do Employee Benefit Statements include the company's cost of benefits?
8. Do you offer online benefit enrollment?
9. Does the system have the ability to handle calendar/fiscal benefit plans?
10. Does the system calculate arrears on their benefits while on disability?
11. Does the system include benefit premium reports?
12. What is the benefits enrollment process?
13. Will benefit election changes update payroll deductions?

Compensation

1. Are new hourly rates automatically calculated when salary increases are made?
2. Can employee earnings be split between multiple departments on an on-going basis?

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3. Describe multiple compensation programs by employee type, geography, and other factors.
4. What compensation management functions does the system support?
5. What is the salary administration functionality or capability of your product?
6. Can the mass increase be given to a specified subset of employees by location?
7. Does the system provide an on-line view of the employee's total compensation package?

Customization

1. Who has responsibility for maintaining customization changes?
2. Will our customizations be overwritten in an upgrade?

History/Record Keeping

1. Will the system maintain unlimited history for each employee?
2. Are on-line help screens available for all screens and processes?
3. Can corrections be made to historical, current, and future records?
4. Can search definitions be stored?
5. Can the system accommodate effective dating for future or past dates?
6. Can the system process multiple transactions for an employee with the same effective date?
7. Can the system store scanned documents or picture images?
8. Can your system setup non-employees or those who are non-paid?
9. Define the type of data available on your system for inactive employees.
10. Describe how your solution supports workflow and electronic approvals.
11. Describe HR/PR product's simulation/what-if capabilities provided with the package.
12. Does the system have data archiving capabilities for inactive employees?
13. Does the system provide flexibility in establishing organizational and payroll hierarchies?
14. Does your system have the ability to roll back to a specific date in time?
15. How long does the system maintain pay history for current and former customers?
16. How many years of pay history can the employee readily access?

Application Security

1. Describe the overall security scheme.
2. Is access to specific functions, files, and data elements restricted based on user profile or workstation ID?
3. How can you prevent users from viewing and/or editing data at the field level?
4. Can the administrative user control security or is it reliant on the vendor?
5. How do you handle groups of users with the same security profile?
6. Describe what happens when the system is accessed by someone without rights.
7. What password authentication controls are utilized?

Reporting

1. Does the system provide an integrated ad hoc report writing tool?
2. Does the system allow generation of reports on all fields that exist in the data dictionary?
3. Does the system provide flexibility for defining selection criteria, data ranges, sorting and grouping options, and report output, enabling users to tailor information to their specific needs?
4. Does the system provide both historical and point-in-time reporting capabilities?
5. Discuss how a non-technical user can obtain reports from the system without assistance. Does the system have the ability to handle consolidated reporting across companies/organizations?
6. Does the system have the ability to handle consolidated reporting across payroll and HR data?
7. Does the system have the ability to produce headcount reports using a user-defined FTE formula?
8. Does the system provide standard report capabilities?
9. Does the system provide the ability to schedule standard reports?
10. Does the system provide the ability to set up and run batch reports?
11. Explain how your system maintains OSHA logs. Describe the production of the OSHA log report.
12. Does your system create dynamic organizational charts?
13. Can queries be saved "globally" as well as "personally" so that users are not inundated with a barrage of queries in the drop down list?
14. Can the user sort reports by name, classification, gender, and ethnicity?

15. Does the reporting tool have charting capabilities? Please explain.

Compliance Reporting

1. Are standard reports available for OSHA and EEO requirements?
2. Is there any special employee setup required to print government compliance reports?

Technical Overview

1. Describe the integration between your HR/Payroll solutions and other systems and applications, such as GL, recruiting or time and attendance. What types of interfaces are involved?

Hosted Services

1. Who provides your Internet access? At what level is the service?
2. Is site hosting internally or externally managed?
3. Where is your data center or hosting facility located?
4. Describe your software development lifecycle for ASP.
5. Describe the data security/accessibility of your hosted services center. Do you utilize SSL technology?
6. What is the migration process in upgrading to new versions and how does the upgrade process affect customization?
7. What is the standard rule base for incoming/outgoing traffic enforced by the Firewall?
8. What password authentication controls are utilized?
9. What Virus detection/scanning mechanisms are in place?
10. Do you have an off-site backup facility? If so, where is it located?

Service & Support

1. What is your customer service model?
2. How many payroll clients and individuals do you serve?
3. What is your payroll customer retention rate?
4. What is the average tenure of your payroll customers?
5. Do you use your Web site as a mechanism to provide support to your clients?
6. Describe your procedure for escalating support issues.
7. Will we be assigned a single, dedicated Service Representative, or is it a Call Center with different representative answering our questions?

Implementation

1. Does the system allow for the importing of initial payroll data?
2. Please explain your project management implementation process.
3. Please provide a sample payroll implementation project plan.

Training

1. What types of payroll training do you offer customers?
2. What training materials do you provide?
3. What training options are available above and beyond basic payroll training?

NO-PROPOSAL RESPONSE

**City of Berkeley
Statement of “No Proposal”**

If you do not intend to submit a proposal for this project, please complete and return this form prior to date shown for receipt of proposal to: City of Berkeley, Finance Department, 8425 Airport Rd, Berkeley, MO 63134, Attn: Joshua Beeks, Director of Finance.

We, the undersigned, have declined to submit a proposal on your RFP # 822– Payroll Services for the following reasons:

- _____ Specifications are too “tight”, i.e. geared toward one brand or manufacturer only (please explain reason below)
- _____ Insufficient time to respond to Request for Proposals.
- _____ We do not offer this product/s or equivalent.
- _____ Remove us from your bidders’ list for this commodity or service.
- _____ Our product schedule would not permit us to perform to specifications.
- _____ Unable to meet specifications.
- _____ Unable to meet insurance requirements.
- _____ Specifications unclear (please explain below).
- _____ Competition restricted by pre-approved owner standards.
- _____ Other (please specify below).

Remarks:

Company Name: _____

Address: _____

Signature and Title:

Telephone Number _____ Date _____

PART 5 SCOPE OF SERVICES

SCOPE OF WORK

The City of Berkeley (City) seeks the services of a qualified Payroll/HR Services provider with expertise in outsourced payroll processing and related payroll services to successfully provide these services to meet the payroll, human resource and general ledger needs of the City in the most cost-effective and efficient manner possible. Qualified firms wishing to respond to RFP # 822 – Payroll/HR Services” must provide all equipment and materials described in this document, whether directly or through sub-contractors/sub-consultants. This does not, however, limit the use of sub-contractors or sub-consultants.

Time is of the essence in the implementation of the City’s payroll services software/solution. It is anticipated that the solution will be completely installed, integrated with the City’s BS&A Financial software, and City staff trained before the end of the current calendar year (December 31, 2014). Proposer shall demonstrate in the response to the RFP that this timeline can be met or exceeded.

HUMAN RESOURCE INFORMATION SYSTEMS

General Information

- Seamless integration between Payroll, General Ledger, and Human Resources data
- Capacity to handle status changes for a minimum of 150 employees, both regular and seasonal/temporary
- Full-time, part-time
- Public safety (Police/Fire)
- Successfully handle varied “standard” hours (PT, 80, 2080, 2756, 2912)
- Multiple types of accruals (annual, fiscal year, monthly) for varied benefits
- Easy, intuitive navigation

Employee Access

- View online pay stubs and W-2s
- Select their benefits options through open enrollment
- New Hire entry of own data, i.e., personal data, beneficiary, emergency contact, Equal Employment Opportunity (EEO) race and ethnicity classifications, etc.
- Management of employee’s own personal information
- Provide for ability for current employees to apply for positions electronically
- Sign up for training, with a supervisory approval step
- Access to Company Intranet – forms, handbook, etc.

Supervisory

- Access employee records
- Receive notifications of various events that impact employees (performance review dates)
- Create, run, and access various employee and departmental reports
- Review and approve employee timesheets

Benefits Administration

- Ability to upload files to benefit vendor systems for new hires, terminations, changes
- Administering employee benefits and conducting open enrollment
- Produce census reports
- Customizable reports for census, self-billing
- Must seamlessly integrate with the payroll system such that election changes update payroll deductions

Benefit plans

- Checks/balances that prohibit employees from making unauthorized changes
- Customizable for open enrollment & employee changes
- Automatic premium updates for age and salary benefit calculations
- Adjustment of insurance amounts when a salary increases/decreases
- Group uploads for enrollments
- Ability to handle calendar/fiscal/anniversary based benefit plans
- COBRA Tracking/Billing
- FMLA Tracking

Employee Benefit Statements

- Include both employee and employer costs for all applicable benefits
- Customizable

Online benefit enrollment

Reporting:

- Benefit premium reports
- HIPAA reporting

Training/Education

- Schedule and manage diverse training – required, general, new hire orientation
- Keep track of the participants
- Audit required certifications/licenses/degrees

Performance

- Set up reminders for upcoming or past-due performance reviews
- Create employee performance reviews templates
- Allow employees to view their performance review history
- Tracking and reporting for employee performance issues/disciplinary actions

Recruitment/Selection

- Tracking from applicant to hire, including sourcing info, hire costs, etc.
- Allow for separate classes: Internships, Volunteers

Position Control/Budgeting

- Manage salaries, pay grades
- Entry and tracking of all status changes: new hires, terminations, leaves, promotions, transfers and more
- Production of organizational chart/hierarchy
- Compensation planning tools
- Position control such that system prohibits an employee hire/transfer if a position does not appear as "vacant"
- Position allocation function

Compensation

- Tracking employee salary and status changes over time
- Analytical reports for budget and compensation studies and analysis
- Ability to enter and track Supplemental Pay(i.e., Fire Fighters, Phone Allowance)
- Report showing full cost of pay and benefits

General Administration

- Configurable security levels for employee/manager/senior management access
- Monitoring key information for compliance reporting, such as EEO-1, workers' compensation, workplace accidents, and OSHA forms
- Viewing and reprinting employee pay stubs and W-2s
- Managing security and user access to your company's critical HR data
- Workflow Management: Easily track workflow processes online
- Email alerts/notifications when an approval is needed or if a change has been made.

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- Audit trails
- Asset management of assigned tools/equipment
- I-9 tracking

Safety/Risk

Tracking of safety and worker's compensation information

History/Record Keeping

- Unlimited history for each employee
- On-line help screens available for all screens and processes
- Corrections be made to historical, current, and future records
- Effective accommodation of effective dating for future or past dates
- Effective processing of multiple transactions for an employee when transactions all have the same effective date
- System storage of scanned documents or picture images
- System setup of non-employees or those who are non-paid (Board Supervisors, Interns, Volunteers)
- Data archiving capabilities for inactive/terminated employees

Reporting

- Provision of an integrated, user friendly, ad hoc report writing tool
- Easy report generation from all fields available from all systems (payroll, HR, GL)
- Flexibility for user to define selection criteria, data ranges, sorting and grouping options, and report output, so as to allow customizable reporting
- Provision of both "point-in-time" as well as historical reporting capabilities
- Ability to handle consolidated reporting across governments/organizations
- Ability to schedule standard reports
- Ability to save queries both "globally" as well as "personally" so that users are not inundated with a barrage of queries in the drop down list
- EEO-1
- Any other governmental mandated reports
- OSHA
- Ability to print single employee records
- Workers Comp

Customer Service/Training

- Provide a dedicated customer service representative and a designated back-up
- On-site training for supervisors and employees on the time and attendance module, at least 10 different classes cycles of same training for staff of over 80 employees. Classes must be on at least four separate days, including three consecutive.
- Two on-site training sessions on time and attendance module each year for refresher training
- On-site training for HR and Finance Department staff (at least 16 hours) on management and use of software
- User tools for employees, managers and HR staff
- In person and online training materials provided for separate levels of usage, i.e., employee, manager system user

PAYROLL PROCESSING

Employee categories

Provide a time and labor recording system consistent with FLSA that can accurately account for the following employees categories:

General employees non-exempt from the overtime rules in FLSA that requires payment of overtime worked in excess of 40 hours in a seven-day work week

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General employees exempt from the FLSA overtime rules

General employees may be also categorized as:

- Permanent or temporary
- Full-time or part-time

Public Safety employees:

- Police officers
- Firefighters

General Processing

- Ability to successfully run a short bridge pay period between prior cutoff and our intended new bi-weekly schedule
- Ability to process mass changes of variable amounts (such as charitable deductions, merit payments, etc.)
- Ability for employees to update electronically W-4 forms, direct deposit elections, etc.
- Ability to perform year-end corrections/adjustments as needed up to cut-off time for year-end W-2 generation
- Ability to make one-time, recurring or term (specified number of pay periods)
 - benefit deductions
- Ability to allocate pay &/or hours of an employee between departments
- Automated deduction payments for insurance, retirement, workers comp and other payments by City
- Ability to provide for disaster recovery, both for the vendor site and our site
- Hardware requirements and software licenses required by the vendor for each of our users must be specified and a cost provided for each license

Payroll Record Keeping

System must create a “permanent” record for each employee that will include information that does not change from pay period to pay period. The update of this record must be limited and password protected. Each employee will be assigned an employee number that will remain unchanged while employed by the City. The number must be at least capable of 5 digits (99,999 discrete numbers).

- At minimum the permanent file will include items such as personal information (i.e., name, SSN, address, telephone number, emergency contact), and also payroll elections related to withholding (W-4), allotments, deductions and the like
- It should be index-able by name, employee number and other criteria as defined by the City

Payroll Processing

Successful respondent must provide the following services:

- The payroll company must accurately and timely process 26 (or 27) bi-weekly payrolls based on timeframe to be designated by the City
- The company must be able to seamlessly accept payroll information from City by time to be designated by City, and deliver earnings and leave statements and checks within 2 days or less
- Direct deposits must be posted to bank accounts prior to pay date
- Payroll Company must provide W-2 forms to City for distribution no later than second pay date in January
- Prepare the quarterly/annual forms and submit to the federal and state agencies by required deadline
- Remit all payroll taxes to federal and state agencies on bi-weekly basis within prescribed time frames
- Prepare all required reports to Missouri Public Employees Retirement System (MOPERS) by required deadlines
- Remit all payments to MOPERS within prescribed time frames
- Prepare special checks or accept manual checks for error correction purposes
- Prepare and process required payroll interface to City's BS&A Financial System to provide for automated posting of accounting expense data

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- Prepare and remit garnishments and tax levies as required as part of each payroll cycle

Payroll Reporting

Prepare payroll reports and provide to the City the following as a minimum:

- Federal and state agencies forms filing
- Leave and earnings report for each employee each pay period
- Summary and detail leave report by department
- Summary and detail earnings report by department
- Summary and detail deduction reports by department
- As required inquiry reports
- CALPERS reports
- Special reports/projects requested by City staff.
- Reports must be capable of being downloaded to Excel. Provision of reports in electronic storage format required.

Time Categories

Hours worked

Paid leave

- Vacation leave
- Sick leave
- FMLA leave
- Holiday leave
- Executive leave
- Bereavement
- Jury Duty
- Comp Time
- Ride Share
- Director Contracts
- Military
- rJ ○ Non-paid leave
- Administrative leave
- FMLA leave
- LWOP

Accruals

System must be able to handle multiple varieties of accruals in compliance the current Memorandum of Understanding (MOU). The current MOU can be found online at www.CityofBerkeley.us. In addition, system must be able to also take on additional classes of employees in the future if City desired (i.e., PT employees):

Holidays

We currently provide the following holidays to our employees. The system must account for them, as well as be able to add, or delete, holidays as needed.

- rJ New Year's Day
- rJ Martin Luther King Day
- rJ Memorial Day
- rJ Independence Day
- rJ Labor Day
- rJ Veteran's Day
- rJ Thanksgiving Day
- rJ Friday after Thanksgiving Day
- rJ Christmas Day
- rJ One birthday holiday for employee

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Implementation

Data conversion of payroll files from City's files:

- rJ Timeline for conversion and implementation of new system must be provided
- rJ List of vendor team that will be assigned to this task, including the designated project manager
- rJ To include assistance in setting up payroll record for each existing employee

TIME AND ATTENDANCE

An electronic time and attendance module must be provided that will allow the daily posting of time by each employee and the certification of correctness by a member of the supervisory chain of command. This includes all categories of work time and leave time as specified by the City and current MOU. The ability to assign employee work schedules through this system is preferable. This module must be separately quoted on the response as an optional item separate from the remainder of the response.

Employee/Supervisor Accessibility:

The electronic time and attendance system must be accessible via PCs, both at home and office. There must be an access system at remote sites (such as City Yard) that may not have a computer.

General

- rJ Multiple data entry/collection options
- rJ Employee Scheduling:
 - o Create, view or change employees' schedules
 - o Supervisors can create schedules that employees can view by month, week, or day
- rJ Time Card Management
 - o Data can be reviewed and edited for tracking purposes
- rJ Reporting Capabilities:
 - o Combination of "canned" and user-generated reports
 - o Ease of report writing
- rJ Manager/Employee Self Service
 - o Managers: approve requests, enter sick, holiday, jury duty, or other non-work time comparative between approved vs. pending requests management approval hierarchies for review/edit/sign off on time and attendance
 - o Employees: enter, review, transfer, and submit time sheets & PTO requests balances both on paychecks as well as system access
- rJ Exception Handling
 - o Input of atypical schedules, i.e. firefighter 24 hours on/48 hours off
 - o Accruals of atypical PTO
- rJ Reports:
 - o View a wide range of standard reports or generate custom reports
 - o Reports of balances for employee/division/department
- rJ Customize rules and accruals:
 - o Specify our own overtime, rounding, lunch and holiday rules
 - o Automate complex rules for accumulating vacation, sick time and other types of benefit accruals
- rJ Labor Distribution: Allocate time to different departments/locations
- rJ Leave Management: Automate the administration of paid time off