

## **REQUEST FOR PROPOSALS**

### **PAYROLL PROCESSING/FINANCIAL SERVICES VENDORS**

The Borough of North Arlington is soliciting proposals for the purpose of Payroll Processing. The Borough will also consider other related finance services such as:

- Accounting,
- Audited Pension Filing and Payment Service,
- Software
- Account Reconciliation and
- Employee Pension Retirement Service

#### **Scope of Service**

The successful bidder shall be familiar with and be able to **clearly articulate the conversion process** they propose for payroll services. This includes, but is not limited to:

- Processing payroll on both a weekly (PBA) and bi-weekly basis
- Providing all relevant reporting including quarterly and yearly tax filing
- Hours of operation to properly perform all duties and obligations including staffing proposal.

Bidder must provide clear cost breakdown for any additional charges such as analysis of errors regarding pensions, taxes and the like.

Additional value-added services will be considered.

Successful bidder will be required to maintain appropriate records and work hand in hand with the Borough.

Successful bidder will be responsible to attend any and all meetings requested by the Borough.

The Borough reserves the right to include further qualification requirements as necessary.

#### **GENERAL REQUIREMENTS:**

At a minimum, each proposal shall contain the following:

1. A narrative concerning the professional's understanding of the scope of work and his/her intention to comply with all of the required work tasks. If there are exceptions, they should be clearly defined and noted.

2. A brief narrative on the company's history and similar types of work performed within the last five years. Please name the municipalities you represent along with a contact person and phone number for each.
3. A description of the individuals who will work on this project, including their title, intended work tasks and experience in this field.
4. No sub consultants are permitted.
5. The consultant shall submit a payment schedule for the services that are the subject of this proposal. This fee will include all reimbursable expenses. **If there are any reimbursable expenses that will not be covered under this fee, they are to be clearly outlined as additional expenses with a not to exceed price listed.**
6. Professional to comply with the requirements of P.L. 1975, C.127 (Affirmative Action) and all New Jersey Pay to Play regulations. Proposals are solicited under the Fair and Open Process.
7. Professional to provide Business Registration Certificate. Bidders are required to comply with the requirements of P.L. 2004, c.57 (Business Registration). A copy of the Business Registration Certificate issued by the Department of the Treasury, Division of Revenue must be submitted with the bid proposal. If sub consultants are to be used in this project, a Business Registration Certificate must be submitted for each.
8. The Borough reserves the right to reject all proposals.
9. Certificate of Professional Liability Insurance in a minimum amount of \$1,000,000 must accompany the proposal submission.
10. Professional to furnish Stockholder Disclosure of Ownership, P.L. 1977, c.33.
11. Professional to provide six (10) copies of proposal submission.

**BASIS OF AWARD:**

The Borough will award a contract including, but not limited to, the following selection criteria:

- a. Qualifications of the firm or firms who will perform the service.
- b. Experience with payroll processing services. These services shall be conducted as an in house service of the firm submitting the proposal. No sub-contracting shall be permitted.

c. References.

d. Understanding of the scope of work and approach to the work.

e. Cost competitiveness.

f. In addition to the criteria outlined above, The Borough of North Arlington reserves the right to conduct an interview (or interviews) with the selected consultant and/or consultants in order to facilitate their decision concerning the proposed services.

g. Award subject to availability of funds.

The proposal will be submitted *no later than Wednesday April 8th, 12:00 noon* in a sealed envelope addressed to the North Arlington Borough Administrators office, 214 Ridge Road, North Arlington, NJ 07031 Attn.: Terence Wall. Please indicate the project on the outside of the envelope. Questions concerning the proposal shall be addressed to the Borough Administrator's office, Attn.: Terence Wall (201) 991-6060.

Thank you and we look forward to receiving your proposal.

**NOTICE TO ALL VENDORS:**

**ALL SOLICITATIONS ARE SUBJECT TO CHANGE.**