Town of Mansfield

Request for Qualifications and Proposal

Payroll Processing Services

Town Of Mansfield
Director of Finance
4 S. Eagleville Road
Storrs, CT 06268
Phone (860) 429-3344
Fax (860) 429-6863

Proposal Deadline: February 16, 2018

Town of Mansfield
REQUEST FOR PROPOSAL
PAYROLL PROCESSING SERVICES

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Town of Mansfield
REQUEST FOR PROPOSALS
PAYROLL PROCESSING SERVICES

I. INTRODUCTION

A. General Information

The Town of Mansfield is requesting proposals from qualified payroll processing organizations interested in providing human resource and payroll processing functions for the Town of Mansfield and related entities. Currently, we are looking to see if vendors offer a solution to our needs. Additional services described in this Request for Qualifications (RFQ)/Request for Proposal (RFP) may be engaged at a later date.

There is no expressed or implied obligation for the Town of Mansfield to reimburse responding organizations for any expenses incurred in preparing proposals in response to this request.

To be considered, four (4) copies of a proposal must be received by Cheryl A. Trahan, Director of Finance, at 4 S Eagleville Road Storrs CT, by **12:00 P.M. on February 16, 2018**. Proposals must be in a sealed envelope marked "Response to Payroll Process Services RFQ/RFP." The Town reserves the right to reject any or all proposals submitted.

During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarification from proposers or to allow corrections of errors or omissions. At the discretion of the Town of Mansfield, firms submitting proposals may be requested to make oral presentations and demonstrations as part of the evaluation process.

The Town reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the organization of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Mansfield and the organization selected.

It is anticipated the selection of an organization will be completed by **March 2, 2018**. Following the notification of the selected organization, a contract will be prepared for review and approval by the Town Manager, on or before **March 9, 2018**. The Town reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

B. Term of Engagement

It is the intent of the Town to contract for the services presented herein for a term of at least five (5) years.

The proposal package shall present all-inclusive payroll processing fees for each year of the contract term.

II. NATURE OF SERVICES REQUIRED

A. Scope of the Work to be Performed

The selected firm shall work with and cooperate with the Director of Finance or designee in rendering services pursuant to the RFQ/RFP.

Town of Mansfield and related entities relevant facts:

- Currently process payroll bi-weekly for approximately 800 employees
- Processes payroll for the following six (6) entities. All entities have separate EIN numbers.
    - Town of Mansfield
    - Mansfield Board of Education
    - Regional School District 19
    - Eastern Highlands Health District
    - Mansfield Downtown Partnership
    - Mansfield Discovery Depot
- Various benefit and deductions are processed including, but not limited to, health insurance, dental insurance, life insurance, Municipal Employees State retirement (MERS), Teachers State Retirement (TRB), 457 Defined Contribution plans and various voluntary employee deductions.

Goals of outsourcing services:

- Determine the best method for payroll/human resource processing for the six (6) entities utilizing the host accounting system, Admins.
- Maintain accuracy and timeliness of all aspects of payroll processing including federal and state tax reporting and remittances.
- Reduce risk by having secure and solid payroll data, internal controls, automated regulatory filing and payment.
- Flexibility to implement new requirements, fringe benefits offerings and any other change to entity staff remuneration.
- Scaleability, enabling the six (6) entities to select from a variety of ancillary services at a future date.

General items of inquiry:

- Do you offer your products as Licensed, Hosted, SaaS or all three?
- If you offer a Hosted and/or SaaS solution, what is the data center and network infrastructure?
- If you host the application, what types of technical resources are required?
- Provide a brief description of the security measures you provide in your hosting and/or SaaS environment.
- How do you handle system upgrades? Are upgrades included in the basic agreement or are additional fees assessed?
- What type of customization can clients do without incurring additional fees?
- Who has the responsibility for maintaining customization changes?
- Describe the integration between the payroll, time and attendance and human resources modules.
- How much history can be maintained in your system and is the amount consistent across modules/applications? Does there system require archiving records?
- How do you handle employee usernames/passwords to the system (ie how are they assigned, do they expire on a schedule, are they integrated with Active Directory, how are resets/locked accounts handled)?

The services solicited in this RFQ/RFP must address the following stated goals and general items of inquiry for the outsourced services. Each area of service and/or module MUST be quoted as SEPARATE components of the total bid price:

- Time and Attendance Management
- Payroll processing for paychecks and direct deposits on a bi-weekly basis
  - Payroll tax reporting and administration
  - Payroll Reporting, including
    - Payroll registers - biweekly
    - Payroll tax reports – biweekly, quarterly and annually
    - Pension deduction reports – biweekly, quarterly and annually
    - Miscellaneous payroll deduction reports – biweekly
    - Cumulative payroll reporting for gross payroll, payment compensation components, payroll deductions and payroll taxes – biweekly
    - Wage garnishment reporting and administration – biweekly
    - Payroll expense distribution reporting – biweekly
    - Year-end processing including annual tax reporting and the processing of W2's for employees
    - Custom reporting on payroll data
- Additional Services (if offered)
  - Quarterly pension reporting
  - Online services for employees (ie paycheck statement review, W2 review, ability to make changes to deductions etc)
  - Agency payment administration (ie garnishments, child support, insurances)
  - Recruitment

    - Benefits Management
    - Affordable Care Act Processing
    - Compensation Management
    - Performance Management

B. Organization Query by Area

Organization Information/Structure

- Can you configure organizational structures by entity, department, location?
- Does the system provide an employee summary view to display fields such as date of hire, position title, position code, supervisor, salary, department and company code?
- Does your system provide an employee filter or inquiry ability to sort employees?
- Does your system have the ability for managers to update organization information or employee information online?
- Can your system support employees that hold multiple positions with different departments and pay rates?
- Please describe how your system complies with various privacy data regulations.

Recruitment

- Provide a recruiting solution overview.
- How are candidates managed during the recruitment process?
- What job boards are supported with your product? Describe how jobs are posted to internet job boards?
- Can we easily create customized questions for individual requisitions in addition to the standard application?
- Describe the ability for managers to directly view, comment and respond to applicants.
- Describe the ability to search applicant database based on key words or criteria.
- Can we track human resources or manager notes in the system?
- Explain the ability for candidates to complete an employment profile.
- Does it allow an applicant to be a candidate for multiple requisitions?
- Does the system allow candidates to upload multiple documents or scanned images during the application process, such as resume and cover letter?
- Does it allow an applicant to update a previously submitted application to apply for future openings?
- Does your solution allow for an automatic email response to candidates? If so, please describe the communication types included in the solution. Are these configurable?
- Describe the ability to forward information from recruitment into other modules or softwares so data does not need to be re-entered.

New Hires

- Describe your employer configurable new hire workflow.
- Explain the ability to create a new hire workflow that enables human resources to notify, assign tasks or collect data from multiple parties in the event of a new hire.
- Can we enter new hire data before start date or start of payroll period effective date?
- Does the system allow new hires to enter information via a web portal prior to the start date?

Employee Termination

- Describe your employer configurable termination workflow and how it supports termination of employees.
- Can the system automatically cancel specified employee benefits upon termination?
- Describe your system's ability to create a termination workflow that enables human resources to notify, assign tasks or collect data from multiple parties in the event of a termination. For example, notify and record that computer access has been disabled.
- Does your system have the ability to track termination by reason, date, and re-hire eligibility?
- Can we archive terminated employee information indefinitely?

Benefits

- Does your system handle benefits administration?
- Describe the integration between benefits and payroll.
- Explain how your system facilitates reporting to third party vendors.
- Describe the system capabilities for online benefits enrollment and changes.
- Can benefit plans be set up so only a specific group of employees are eligible for them?
- Can benefit cost changes be future dated for future year implementation within the current year? Does the system have the ability to handle calendar and fiscal year benefit plans?
- Can you automatically enroll a certain group of people in a benefit plan?
- Is the system able to generate employee benefit statements which include the company's cost of benefits?
- Does the system automatically remind employees to enroll if they have not completed the enrollment process by a specified date?
- Does the system notify the administrator when new hire enrollment is complete or changes have been made?

Affordable Care Act

- How has the system been upgraded to handle all of the benefit changes due to the Affordable Care Act?
- Describe the ability to forecast costs.
- Does your system allow for hours tracking per pay period for both a standards and initial measurement period?

- Can your system simultaneously measure an employee in both a standards and initial measurement period?
- How does your system capture declination or insurance covered dates?
- Describe how your system takes into account the standard measurement period, admin period and stability period each year? Is it automated?
- Describe how the system utilized the "Safe Harbor" rules.
- What reports and/or worksheets are available for Affordable Care Act management?
- How does your system capture the required data for the W2 and 1094/1095 processing? How does the overall process work?
- Do you provide all required forms for ACA and W2 reporting?

Compensation Management

- Provide a brief overview of key compensation features of your system.
- How is the compensation features integrated with the human resource and payroll processing functions?
- Explain how the system allows managers to plan salary increases online, process approvals via workflow and automatically implement increases on the effective date.
- Please describe how managers approve proposed compensation increases and the ability to view budget totals for their entire hierarchy?
- Does your system store compensation range information as part of the employee record?
- Does your system allow employees to access current compensation and compensation range/plan information via self-service?
- Why types of reports are available for compensation?
- Does your system provide for salary projections (ie Salary Budgeting)?

Performance Management

- Describe your performance management capabilities.
- Does the system maintain information on performance reviews, including review history, overall review ratings, review schedules and approvals?
- Do you have the ability to have multiple review forms per type of employee?
- Is there a configurable workflow to do online performance review completion and submission seeking the employee's input first and then the manager's flowing upward for additional approvals in the reporting line and then onto HR and payroll for processing?
- Can cascading goals be set?
- Can the manager and employee update goals and objectives?
- Ability to track performance reviews by both due date and date completed.
- Can the system automatically notify a manager when a performance review is due and overdue?

Employee Self-Service

- Describe your application's employee self-service functionality. What are the major features?
- Is this application integrated with the main Human Resources application?

- Please explain how the employee self-service feature will assist in the communication between the Town and the employee. What types of information can be made available for employees?
- How does your self-service solution accommodate policy acknowledgement?
- In addition to possible enrollment and life events does employee self-service include the following:
    - Viewing employee's current plans and covered dependents
    - Viewing related information such as summary plan documents
    - Viewing plan comparisons
    - Links to carrier website
    - Displays only the benefit plans for which the employee is eligible.
- How do employees view and access benefits information?
- What support would be required from our IT department?
- To what degree can your self-service interface be customized?
- What does the employee need for technology to access the self-service portal (ie computer, phone, tablet etc)?
- How is the employee username/password handled for accessing the self-service portal?
- What security measures are used to safeguard employee data in the self-service portal?

<u>Document Management</u>
- Describe your document management capabilities.
- What formats are accepted/recognized?
- Can documents be linked to workflow?
- How can documents be searched?
- Describe the security to restrict employees from seeing certain documents.

<u>Payroll Services</u>
- Summarize the payroll services you provide that would no longer need to be handled in house.
- Explain how the verification of payroll works.
- Does your organization specifically handle deposit and filing of taxes and processing of W2's or is it handled by a third party?
- Does your organization file State unemployment insurance reports and quarterly tax returns (941s)? Is this included in the base service or an additional fee?
- Is this application integrated with your main Human Resources application?
- What methods for data entry exist in your solution?
- How do you handle employees with multiple rates of pay who may cross multiple departments/positions?
- Describe the check voiding process including a re-issue if necessary.
- How do you handle imputed income?
- Do you handle unlimited direct deposits? If no, what is the maximum?
- Do you handle all aspects of H S A accounts (Employer contributions and Employee direct deposit contributions)? What is your process for handling H S A?
- Do you support payroll accumulators by federal reporting month to date, quarter to date, fiscal year to date and federal reporting year to date?

- Do you associate end dates for deductions and automatically stop the deduction?
- How does your system accommodate additional payroll processing for items like bonuses, expense reimbursement, stipends, etc?
- Explain what happens when an employee does not have enough net pay to cover their deductions for the pay period.
- Describe the vendor responsibilities for the yearend and beginning of the new year processes.
- Describe the manual check process.
- Do you provide configurable, in-application audit reports for identifying potential issues? If so, please elaborate.
- Supports an unlimited number of earning and deductions definitions?
- How does your solution handle garnishment calculation, prioritization and pay?
- How do you handle special taxation rules for non-cash benefits such as long term disability, group life insurance and community center memberships?
- Does the solution have the capability to exclude pay types from eligible earnings for calculations?

Tax Filings

- Do you provide full tax filing assistance?
- What tax updates, if any, are provided and how are they received?
- Do you support one time additional tax amounts and/or overrides?
- Do you provide all relevant year-end payroll processing reports including W-2s, 941s and SUI?
- How do you handle inquiries, discrepancies and resolution for federal, state and local tax inquiries?
- Describe tax resources provided to your customers on tax regulations at the federal and ate levels. How do your customers access this information?

General Ledger Interface

- Describe your general ledger interface process.
- Please describe how the proposed system will support multi-tier labor allocations to post actual employee cost to the GL. This includes the allocation of wages, employee and employer taxes and employee and employer deductions my multiple organizational levels.
- What reporting tools are available to query general ledger transactions generated from payroll?
- Can data be exported to excel for editing?
- Can we use descriptions in the general ledger? Are there any limitations?
- Do we have the ability to create new general ledger codes and mappings internally?
- Are general ledger tables accessible by users to change at any time?
- Does it accommodate exceptions to the general ledger mapping down to the employee level?
- Please describe the general ledger entries for payroll accruals.
- Will adjustments be automatically posted to the general ledger? Please elaborate.

Time and Attendance

- Can data be viewed and available in real time?
- Who can define access control rules?
- Describe the approval process within your application.
- Can the employee and approver check the status of the time records (processed or not processed) for a specific time period?
- Can the employee and approver review information from the time records in detail and in summary?
- Are employees able to access prior period information?
- Describe any automatic email notifications, alerts, reminders and exception reporting.
- Is an audit trail of any edits kept?
- How does synchronization of data work across multiple locations?
- What are the standard methods used to capture employee hours?
- Do you have a time clock system (ie biometric/card swipe)?
- What are your procedures for archiving and retaining historical information?
- Can the system distinguish between a permanent employee and a temporary employee?
- Does the application allow for multiple methods for calculation of overtime, double time, etc based on employee type?
- How does your system handle predefined holidays?
- Does the application have the capability to automatically remind employees and managers to sign and/or approve timesheet and/or time off requests?
- Provide an overview of the system's scheduling functions (ie building schedules, templates, scheduling vacations and default holidays).
- Can an employee's timecard be pre-populated from their schedule?
- Can supervisors make changes either to the schedule or reported time?
- Describe the time card approval process within your application.
- Does it allow for multiple individuals to approve time electronically?
- Describe how your system supports wages and various overtime rules.
- Can our employees choose compensatory time in lieu of overtime and allow the employee to use compensatory time in lieu of leave?
- Can the system handle overtime when it is both paid for hours in excess of scheduled hours for the day hours over 40 in a week?
- Does the time clock require proprietary/vendor provided hardware, or can we run it on a generic computer/tablet?

Time Off/Leaves of Absence

- Please explain your time off tracking capabilities.
- Explain how your solution handles time off/vacation requests (ie requests, validation of PTO balances and rules to prevent overdraw).
- How does your system track scheduled leave versus leave actually taken? Is this information available for review?
- Does the application automatically start tracking accrual hours for new hires and employees with status changes based on rules previously created?
- Do we have the ability to assign accrual criteria to individuals or groups of employees?

- Will employees and managers be able to directly view PTO amounts earned and taken, along with the dates on which they were used?
- Does approved time off automatically pre-populate in time and attendance?
- Can your system accommodate FMLA tracking?
- Will we have the ability to do multiple coding for leave hours? For example, time off could be coded as PTO and FMLA.
- Does the solution have the ability to create an employee time off/leave calendar by group/division/department? Is this available through self-service?
- Please describe available leave reports.

Reporting
- Describe your reporting functionality.
- Describe the system's ability to format reports. Does the data have to be exported to a Microsoft Office product before formatting can occur?
- Explain your ability to import and export data from Microsoft Word, Excel and Access.
- Does your system have point in time reporting capabilities?
- Explain the system's ability to run reports with historical data.
- Does the system have the ability to handle consolidated reporting across organizations?

Interfaces
- If we want to interface to a third party system which you do not have a standard interface for, describe the process we would need to follow to complete the interface.
- Please provide a list of accounting systems your product currently interfaces with.
- Do you support custom interfaces?
- Do you provide a bridge program to interface with ADMINS?

Application Security
- Describe the proposed system's application level security.
- Is your security role based or user based?
- How are the users and security roles administered?
- What is the authentication process? What methods are used to authorize users?
- Can users have more than one security profile?
- Does your application allow for global security policies? (ie number of invalid attempts before reset)
- How is validation for forgotten passwords processed when an employee locks out or has forgotten their log in information?

Implementation and Training
- Describe your approach to implementation.
- Describe the typical implementation ream and their roles and experience.
- What is the training process for the first payroll run?
- Does the system allow for the importing of initial data?

- What types of training do you offer customers?
- What training materials do you provide?
- What training options are available above and beyond basic training?
- What type of technical training do you provide to ensure that your clients remain abreast of regulatory changes with regard to payroll?

Service and Support

- What is your customer service model?
- How many clients and individuals do you serve?
- How many municipal clients in Connecticut do you serve?

III. DESCRIPTION OF THE GOVERNMENT

A. Town of Mansfield

The Town of Mansfield encompasses approximately 45.1 square miles. The Town is bounded on the east by Chaplin, in the north by Willington and Ashford, on the south by Windham, Lebanon and Columbia, and on the west by Coventry. The Town of Mansfield was first settled in 1692 as part of Windham. In October 1702, the Connecticut General Assembly granted a charter of incorporation to the Town of Mansfield which was formed out of Windham.

The Town operates under the provisions of its Charter and the General Statues of the State of Connecticut. Since 1970, when the Town established the Town/Manager/Council form of government, the legislative power of the Town was vested in a nine-member council, elected at large for terms of two years. The Mayor is elected by majority vote of the Council. The Town Manager, who is the Chief Executive Officer, manages the operations of the Town.

The Town and the immediate region is the beneficiary of the University of Connecticut being located in Mansfield. The University is a land grant university that was founded in 1881 as Storrs Agricultural School. With over 4,000 employees, the University is a major employer for the Town and the surrounding region.

Since 1990, the Town has expended in excess of the $3.1 million to acquire open space land. During this period the Town has purchased thirty-four properties totaling over 1,100 acres of land. The Town currently owns or manages over 2,600 acres of undeveloped open space land, including over 450 acres of private land with conservation easements. These acquisitions include eight properties with agricultural land (65 acres) that is leased to local farmers.

The Town of Mansfield provides a full range of services, including: police and fire protection; the construction and maintenance of highways, streets and other infrastructure; education from pre-kindergarten through eighth grade and high school through the Regional

School District No. 19; social services including a day care center, a youth service bureau and a senior center; public health services through Eastern Highlands Health District; recreational services and adult education including a community center; library services and affordable housing through a Town housing authority.

The Mansfield Discovery Depot, Inc. is financially accountable to the Town since the Town Council has approval authority over budget increases in excess of $10,000 and, therefore, is shown as a blended component unit in the Town's financial statement. The agency appoints its own board, of which one of the members is also a member of the Town Council. Mansfield Discovery Depot, Inc. accounts for federal and state funds, local contributions and participants' fees for the operation of a child day care center.

B. Mansfield Board of Education

The public schools of Mansfield consist of three elementary schools for students in grades pre-kindergarten through fourth grade and a middle school for grades five through eight and are governed by a nine-member Board of Education.

The annual budget serves as the foundation for the Mansfield's Board of Education financial planning and control. It is the policy of the Board of Education to ask the Superintendent to direct the preparation of the budget and to submit it to the Board for its tentative approval and for later review by the Town Council before being included with the Town of Mansfield's budget and presented to voters. The Superintendent is asked to confer with the school staff on budgetary needs, as well as to consider priorities that have been determined by the Board.

C. Regional School District No. 19

The facilities and offices of Regional School District No. 19 are located east of Hartford, Connecticut, in the Town of Mansfield, Connecticut. The District services the Towns of Ashford, Mansfield and Willington. District administrative offices and school are located in Mansfield, where the Superintendent's office is located.

The District's only school, E.O. Smith High School, was owned by the State of Connecticut and had been run by the University of Connecticut since its inception in 1958 through June 30, 1987. By Public Act 84-42, the State Legislature voted to relinquish the school to the Town of Mansfield or the Town of Ashford or both towns providing that one or both towns agreed to pay for the physical rehabilitation of the school. The Town of Willington subsequently joined the District in 1993.

The University of Connecticut signed an agreement with Mansfield and Ashford which required the University to cause the State Treasurer to execute and deliver the deed to the school to the towns on July 1, 1987. When the State deeded the school, Mansfield and Ashford assumed the remaining indebtedness on the State's Bonds which were originally issued to finance the school.

Mansfield and Ashford voters agreed to the financing of the project which included the renovation of the school. Mansfield contributed seventy-five percent (75%) and Ashford contributed twenty-five percent (25%) of the total funding.

On February 11, 1986, the electorate of both towns voted to establish a new regional school district. On July 1, 1987, Regional School District No. 19 became the owner of the land and buildings of E.O. Smith High School, pursuant to the agreement. The organizational meeting of the Regional Board of Education was held on April 2, 1986. On November 2, 1993, the electors of Ashford, Mansfield and Willington voted to include the Town of Willington into the District.

The Region presently serves the public school population with the member towns in grades 9 through 12. A full range of educational opportunities is offered, including an agricultural education program. A $31 million expansion and renovation project was completed in 2002 resulting in a modern attractive facility.

In May, 2008, the District completed the expansion and renovation of the vacant Reynolds School on Depot Road and opened a new campus, E. O. Smith High School at the Depot Campus. This campus was designed to provide a 'non-traditional educational experience' for students who have demonstrated the need for a smaller and more personal instructional setting. The course of studies includes all requirements for graduation established by the Regional School District No. 19 Board of Education. Through the use of a very different teaching and curricular model, students are submersed in a true "community of learners" that has its roots in the "new" three R's of the small school movement - 'Relationships, Relevance and Rigor.' The Depot Campus completed its first full school year in June, 2009 and continues to have very positive results.

The annual budget serves as the foundation for the Regional School District No. 19's financial planning and control. It is the policy of the Board of Education to ask the Superintendent to direct the preparation of the budget and to submit it to the Board for its tentative approval and for later public hearing and approval. The Superintendent is asked to confer with the school staff on budgetary needs, as well as to consider priorities that have been determined by the Board.

D. Eastern Highlands Health District

The Eastern Highlands Health District (EHHD) is one of twenty local health districts in the State of Connecticut. Established on June 6, 1997, it serves the towns of Andover, Ashford, Bolton, Chaplin, Columbia, Coventry, Mansfield, Tolland, Scotland and Willington with a total population of 81,073.

The District is a governmental entity authorized under Connecticut statues for the purpose of providing public health services. The governing authority is by a Board of Directors and the Director of Health, who acts as an agent of the State Commissioner of Public Health for the purpose of enforcing the Public Health Code.

The District services include regulatory activities in the area of environmental health, including: septic system inspection and approval; well and water quality monitoring; food service; lead investigations; radon; bathing water monitoring and public health communicable disease control involving disease surveillance and outbreak investigation. The District also provides programs on a variety of public health topics that affect membership communities such as cardiovascular health, cancer prevention and emergency preparedness. Other public health functions conducted by the District include data collection, analysis and health planning activities.

E. Computer Systems

The Town's computer systems are run on a Local Area Network (LAN). The main accounting functions are computerized using Admins Unified Community software on a Windows server platform. The applications on this system include general ledger, accounts payable, purchasing, payroll, human resources, and budget. Fixed assets are run on the Thomson Reuters Fixed Assets CS software package, which is also on a Windows server platform. Both systems are housed on redundant VMware hosts.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to, and including, the date proposals are to be submitted:

Date	Activity
January 22, 2018	Request for Proposal issued
February16, 2018	Due date for proposals (due by 12:00 p.m.)
February 26- March 2, 2018	Oral Interviews (at Town discretion)
March 9, 2018	Contract awarded by Town Manager

V. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

   Amy Meriwether, Accounting Manager
   Town of Mansfield
   4 S Eagleville Road Storrs, CT 06268
   (860) 429-3342

CONTACT WITH PERSONNEL OF THE TOWN OTHER THAN THE ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Submission of Proposal: Four (4) copies of the Proposal shall be received by the Town's Finance Department **by 12:00 p.m. on February 16, 2018** for a proposal to be considered. The Proposal should address the items listed in section II.

   The Proposal should be addressed as follows:

   Director of Finance
   Town of Mansfield
   4 S Eagleville Rd
   Storrs CT, 06268

B. Format for Technical Proposal

1. Title Page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person and the date of the proposal.

2. Table of Contents identifying the materials submitted by section and page number. Cross-referencing to section and page number in the RFP would be helpful.

3. Signed Transmittal Letter briefly stating the Proposer's understanding of the work to be done; the commitment to perform the work within the time period; and the name(s) of the person(s) authorized to represent the Proposer, including title, address and telephone number.

C. Statement of Qualifications and Experience

1. The Company qualification information shall include professional resume(s) stating qualifications to provide the services described herein. Include number of years in business, number of employees/professional associates, location of office or offices, names of principals or employees who will provide the services and type of entity and state in which it is formed. Describe the experience providing payroll processing and ancillary services for public, non-profit and private sector clients.

2. Provide references of customers, clients or owners for whom you have delivered comparable payroll services include other towns and schools. Please provide address, phone numbers and individual contacts for each reference.

3. Provide a statement of assurance that your company is not currently in violation of any regulatory agency rules, or, if in violation, the violation does not have a material adverse effect on your ability to perform under the proposed contract. The company shall disclose any material litigation.

D. Statement of Capabilities

1. The company shall be able to demonstrate the ability to perform the scope of work required. Provide information on your data security, as well as, software and hardware requirements for the Town. Describe format and availability options for reports and data sets.

E. Fees

1. The cost of submittals and any other expenses related to this RFQ/RFP, including travel for interviews, shall be entirely the responsibility of the proposer. Provide estimate of any one time conversion or start-up costs associated with implementing the proposed services. The submission will be part of any contract issued for this project.
2. What are the ongoing (annual) costs for the contract? Include a commitment to a maximum percent annual increase in annual costs and if available a history of recent annual percent increases in the annual costs.

VI. EVALUATION PROCEDURES

A. Review of Proposals

Town Staff, consisting at a minimum of the following, will evaluate submitted proposals:

John Carrington, Interim Town Manager
Cheryl A. Trahan, Director of Finance
Amy N. Meriwether, Accounting Manager