



DES PLAINES PUBLIC LIBRARY

1501 Ellinwood Street • Des Plaines, IL 60016

The Des Plaines Public Library is requesting proposals from qualified payroll services for bi-weekly payroll services for a three-year period beginning October 11, 2020.

GENERAL REQUIREMENTS

- Company's financial strength.
- Corporations shall provide the year and state of incorporation.
- Partnerships shall provide the names of the partners, and the length of its existence.
- State if the Company is presently negotiating a sale, acquisition or merger that would alter the company's existing structure.
- Any other information that demonstrates the Company's experience, ability and capacity to produce the required outcomes requested in this RFP.
- Cyber insurance policy with the Des Plaines Public Library listed as an additional insuree.

CLIENT REFERENCES FOR SIMILAR WORK PERFORMED

Submit five references, preferably public libraries, from the past three years for work similar in size and scope to the RFP. The services provided to these clients must have characteristics as similar as possible to those requested in this RFP. Information provided for each client must include the following:

- Client's name
- Brief explanation of what the contract covered
- Time period of the project or contract
- Number of employees
- Contact person
- Title
- Address
- Phone number
- Email address

Failure to provide the above information may result in being disqualified and the proposal not considered. The Des Plaines Public Library reserves the right to contact any and all references to obtain, without limitation, information regardless of the Company's performance on the listed jobs.

The Des Plaines Public Library reserves the right to contact any and all references to obtain, without limitation, ratings for the following performance indicators:

- How would you rate the firm's efforts in providing services as requested in this RFP?
- How satisfied were you with software usability, including upgrades?
- How would you rate the company's customer service and response time to problems? By phone? By email? On site?

PAYROLL

- One hundred six (106) employees
- Web-based (online clock in and out)
- Payroll, including deductions for one hundred six (106) employees
- Tax administration
- Time and attendance
- Report writing
- Paid time off accrual and tracking with calendar and online request capability.
- Benefit coordination
- Bi-weekly payroll
- Separate cost for HRIS (include complete and separate costs for all components offered such as setup, training, recruitment & applicant tracking, new hire integration, annual fees, etc.)

Additional annual costs not included in the basic pricing.

- W-2 transmittal
- IRS form1094c
- IRS form1095c

Describe in detail, your company's:

- Training program
- Customer service model

PROPOSAL

- The written proposal should include, but not be limited to, the following:
- Discussion on scope of work outlined above
- Account software utilized
- List of five (5) references (preferably public libraries)
- Cost of annual contract for a three-year period. (Please separate HRIS costs)

The Board reserves the right to reject any and all proposals. The Board reserves the right to cancel said payroll services with a thirty (30) day written notice.

Three copies of the proposal must be submitted by 10:30 a.m., Tuesday, August 4, 2020 to Jo Bonell, Library Director.

Please direct questions about this request for proposal to Carol Kidd at 847-376-2803 or ckidd@dppl.org.