

City of Merriam

Request for Qualifications
HRIS/ Payroll Vendor

Submission Deadline: March 19, 2021 by 5:00 p.m. Central Time

Submission Place: Attn: Stephanie Thompson, Human Resources Manager
City of Merriam
9001 W. 62nd Street
Merriam, Kansas 66202

PROPOSALS RECEIVED AFTER SAID TIME AND DATE SHALL NOT BE CONSIDERED

Direct any requests for information regarding this RFQ to:

Stephanie Thompson, Human Resources Manager
City of Merriam
9001 W. 62nd Street
Merriam, Kansas 66202
sthompson@merriam.org

Part I – General RFQ Information

- 1) **Scope:** The purpose of this RFQ is to solicit a Human Resources Information System (HRIS) / Payroll vendor who will provide its services to our City employees
- 2) **Definitions as Used Herein:**
 - a. “Proposal” is the response submitted by a respondent to this RFQ
 - b. “Request for Qualifications,” also referred to as RFQ is the solicitation of formal qualifications
 - c. “Respondent” means the person, firm, or corporation who submits a formal proposal
 - d. “HRIS vendor” is the respondent who is selected by the City as a result of the RFQ selection process
- 3) **Confidentiality of Proposal Information/Submission:** Pursuant to the Kansas Open Records Act, the respondent acknowledges that any proposal submitted, or correspondence to members of City staff is considered open public record
- 4) **Submission of Proposal:** Respondent should submit the proposal electronically in PDF format or via a USB flash drive to: Stephanie Thompson, Human Resources Manager
City of Merriam
9001 W. 62nd Street
Merriam, KS 66202

The words RFQ: HRIS/ Payroll should be clearly visible on the envelope, or you may email sthompson@merriam.org with the subject line: RFQ: HRIS/ Payroll. The City shall not be responsible for a failure to receive electronic transmissions. No oral, telephonic, or facsimile proposals shall be considered.
- 5) **Inquiries:** Interested parties may email direct questions to Stephanie Thompson at sthompson@merriam.org using the subject line: RFQ Clarification: HRIS/ Payroll.
- 6) **Late Proposals or Withdrawals:** Proposals received after the submissions date indicated will not be reviewed or considered. If you’d like confirmation your proposal has been received, email Stephanie Thompson at sthompson@merriam.org. Proposals may be withdrawn by submitting a written request to Stephanie Thompson at sthompson@merriam.org no later than February 11, 2021.
- 7) **Proposals are Binding:** All proposals submitted shall remain valid and be binding upon the respondent if accepted by the City within 60 calendar days of the proposal submission deadline.
- 8) **Proposal Costs:** The City shall not be liable for expenses incurred in connection with a response to this RFQ.
- 9) **Tax Exempt:** The City is exempt from City, State, and local sales tax by K. S. A. 79-3606.
- 10) **Rights Reserved:** The City reserves the right to accept or reject any or all proposals, and to waive technicalities or irregularities in any proposal, and to negotiate any and all terms of any proposal, as well as the terms of a contract with the successful respondent. If the City rejects all proposals, it reserves the right to re-issue this RFQ at a later date. All respondents agree that

rejection shall create no liability on the part of the City, and the filing of any proposal constitutes agreement of respondent to these conditions.

- 11) **Invoicing and Payments:** The proposal shall include the terms of any specific payment schedule. Invoices shall be prepared and submitted to the address shown on any purchase orders generated as a result of this proposal. Invoices shall itemize the materials and services for which payment is requested. City agrees to pay invoices within 30 days of receipt.
- 12) **Document Ownership:** Any and all documents, records, and other company information shall become the property of the City upon completion of the contract.

Part II- Statement of Work

1) Introduction:

The City of Merriam is a suburban community in northeast Kansas with an area of 4.32 square miles and is situated approximately 8 miles south of downtown Kansas City. Merriam's rich history began sometime between 1826 and 1833 and was officially incorporated in 1950. Currently, Merriam is a city of the second class with a population of 11,300 and a median age of 36. The average household income is \$66,681 and the average home value is \$145,972. The City operates under a Mayor-Council form of government with an appointed professional City Administrator. The City is divided into four wards with two councilpersons elected from each ward to serve staggered four-year terms.

Merriam has within its structure 5 functional departments which are: Administration, Community Development, Police, Public Works, and Parks and Recreation. The City Administrator serves as the Chief Executive Officer. Each of the remaining programs is led by a Department Head who reports to the City Administrator. Our roles are comprised of a variety of technical, professional, administrative, labor, service disciplines. Approximately 27% of our staff members are full-time exempt roles and 60% of our staff are benefit-eligible positions.

More information regarding the City of Merriam can be found at the City's website: www.merriam.org.

2) Scope of Services:

Merriam is undertaking a search for a comprehensive HRIS and Payroll system to help propel the City's Human Resources functions into the future. The goal is to begin implementation in early 2021 with a possible green-light launch in Q4 of 2021. Among the items we require are a highly-functioning self-service portal for our employees with mobile capability, an all-inclusive payroll function to include timekeeping, scheduling, accrual calculations, tax filing, and auto-electronic remittances to third-party vendors, an applicant tracking system with onboarding capability, and an employee reward/appreciation system. Additionally, respondents must demonstrate strong understanding of work with governmental agencies, off-shift employees, seasonal employees, and tax reporting requirements. Specific features include, but aren't limited to:

- Employee self-service portal with access to punch in/out, scheduling, time off accrual calculations in real time, quick and easy access to pay and tax information

- Accurate and timely tax reporting to all agencies
- General ledger interface, benefit interface with third-party vendors, payroll remittances to third-party vendors
- Time and attendance portal with web and mobile services with multiple location geofencing capability
- Reporting function with pre-built and ability-to-build options
- Supervisory and managerial work-flow applications; especially important in onboarding function
- Federal, state, and local tax filing and payments, to include W2 generation
- ACA tracking and reporting

Part III- Proposal Content

- 1) **Letter of Transmittal:** Summarize concisely the respondent's understanding of the scope of work and make a positive commitment to perform the work in a timely and well-organized manner. The letter must name all persons who will be authorized to make representations for the respondent including titles, email addresses, and phone numbers. An authorized agent of the responder must sign the Letter of Transmittal including agent's title or authority.
- 2) **Qualifications and Experience:** Provide a brief history of the respondent's entity emphasizing qualifications, with specific references to this project. Provide experience with other public entities. Include a list of references, including name and contact information, for projects which respondent has provided similar services. Provide a realistic time frame for project green-light as well as a list of documents or information you require to perform your work.
- 3) **Fees/ Expenses:** Include a statement of all proposed fees and expenses associated with the respondent's proposal, including the proposed timeline for payment. Statement should include any reimbursable expenses, if any.
- 4) **Scope of Work:** This section should include the respondent's understanding of the scope of work outlined in Section 2 of this RFQ. Describe how respondent will approach the project and outline all phases clearly in addition to a proposed timeline for project phases. Please also identify typical 'bottlenecks' during implementation and how respondent will respond.
- 5) **References:** Provide contact information for three references for projects similar to this in scope. Please provide a short summary of the project with each references. Preference will be given to public sector references, specifically with police or fire experience.
- 6) **Conflict of Interest:** Disclose any known or perceived actual or potential conflicts of interest with the City, its employees, and/or its elected officials.
- 7) **Additional Information:** Any information respondent considers germane to the project for the City's consideration.

Part IV- Projected Schedule

RFQ Distribution:	February 15, 2021
Proposal Deadline:	March 19, 2021
Anticipate Contract Approval:	April 16, 2021

Part V – City Contracting Requirements

- Fully executed contract
- Completed W-9 Form
- Proof of insurance per contract with the City named as additional insured
- City Occupational License (fee waived)
- Kansas Tax Clearance Letter