



**Northeast Ohio Areawide Coordinating Agency**

NOACA

1299 Superior Avenue

Cleveland, Ohio 44114-3204

(216) 241-2414

[www.noaca.org](http://www.noaca.org)

**Request for Proposals (RFP) for Payroll Services**

**Issue Date: November 1, 2013**

**Closing Date: December 2, 2013**

NOACA is seeking a qualified firm to supply payroll services for a small government agency. The deadline for submittals is 12:00 noon on December 2, 2013. Please read the entire RFP for specific information and requirements.

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## **1. ABOUT NOACA**

NOACA is the metropolitan planning organization (MPO) and designated areawide water quality management agency for the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina in Ohio. In these capacities it:

- Works with other organizations to help address northeast Ohio's transportation, air quality, and water quality needs.
- Conducts metropolitan planning for various modes of transportation, including vehicles, freight, transit, bicycle, pedestrian, etc., while considering the transportation system's impact on the environment and land use.
- Prepares the region's long-range transportation plan and short range transportation improvement program, which is the region's capital budget for federally funded transportation projects.
- Conducts studies that address congestion, improve safety and strengthen community livability.

NOACA is governed by a 45-member Board of Directors, who are not paid for their services. NOACA has 40-50 employees at any given time, who are paid for their services, and NOACA has been performing this function itself. NOACA also acts as the fiscal agent for a third party, and in that capacity NOACA has performed payroll services for the third party.

## **2. WHAT NOACA IS LOOKING FOR**

NOACA is seeking proposals from qualified firms for outsourced payroll services. The minimum required functions appear below:

### **Timekeeping/Payroll Process**

#### **Payroll:**

Payroll

Tax Filing

Pay Options

Reporting Options

#### **Payroll (Continued):**

Online Reporting  
Online Check Stub  
Deduction in Arrears  
Electronic Child Support Payments  
New Hire Filing  
W-2 Processing  
Garnishment Processing  
Custom Reporting  
Mobile Solutions  
BWC/Unempl Filing  
FSA/Transit/457 Plans  
Training/Certification  
**Interface with AccuFund G/L**

**Time & Attendance:**

Timekeeping  
Attendance  
EE Self- Service  
Leave Management  
Custom Accruals  
User/Manager Logins  
Operator Dashboard  
Multi Work Group Levels  
Online Archives  
Defined System Reports  
Smartphone Access  
**Interface with AccuFund  
G/L**

**Human Resources:**

Open Enrollment  
Performance Reviews  
HR Handbook/ Other Documents  
FMLA/COBRA Tracking  
EE/Manager Self-Service  
Employee Surveys  
Forms (I-9, W-4, I-4)  
Real Time Integration  
Hosted Solution  
Disciplinary Tracking

## **REQUIRED!**

### **Annual Costs:**

Base Package (Payroll/Tax Filing)  
Implementation Fee

Base + Time & Attendance  
Implementation Fee

Base + Time & Attendance + Human Resources (Basic)  
Implementation Fee

### **3. EVALUATION CRITERIA**

The following will be considered in evaluating each proposal:

- Completeness of response to the RFP requirements.
- Experience and references.
- Technical Support
- Availability
- Quality of services.
- Cost.

### **4. SUBMITTALS**

Submissions must be made by **12:00 noon on Monday, December 2, 2013.**

NOACA prefers email submissions, using a PDF or Microsoft Office format. To submit the proposal, please email the proposal to Cheryl Kurkowski at [ckurkowski@mpo.noaca.org](mailto:ckurkowski@mpo.noaca.org). Ms. Kurkowski will email you a response indicating receipt.

**Please call (216) 241-2414 if you do not receive an email response indicating that your submittal was received.**

NOACA supports environmental conservation and discourages mailed submissions for this RFP. However, for material that must be mailed, use:

Cheryl Kurkowski  
Division of Finance  
Northeast Ohio Areawide Coordinating Agency

1299 Superior Ave.  
Cleveland OH 44114

To be considered, interested parties must submit by the deadline a proposal package that includes the following:

- Letter of interest – must include contact information and authorizing signature.
- Summary of qualifications and experience, with references.
- Services to be provided, as described in this RFP.
- Timeframe for providing services, in a 1-year contract, a 2-year contract, or a 3-year contract, with quotes for all three options.
- Cost.
- Explanation of liabilities for errors.

## **5. PROCESS AND TIMELINE FOR SELECTION**

NOACA's approximate process and timeline for selection of a consultant are as follows:

December 2, 2013.	12:00 Noon.	Proposals due. (By hard-copy or by email.)
December 3, 2013.		NOACA review.
December 6, 2013.		Negotiation with successful bidder and contract execution.
January 1, 2014.		Transition to services provided by successful bidder.

NOACA reserves the right to reject all proposals.

## **6. QUESTIONS**

For questions regarding the RFP, please email Cheryl Kurkowski at [ckurkowski@mpo.noaca.org](mailto:ckurkowski@mpo.noaca.org). All questions must be submitted by email by 5:00 p.m. on November 25. All answers will be publicly posted on [www.NOACA.org](http://www.NOACA.org). ***All questions must be in writing and received via email. Please do not call.***

## **7. GENERAL INFORMATION**

- A. NOACA, as an Equal Opportunity Employer, requires all consultants to affirm that they agree to abide by any and all applicable equal employment opportunity laws, whether state or federal, and to use best efforts to subcontract with Disadvantaged Business Enterprises (DBE's) when possible. It is recommended that consultants attempt to achieve 12.1% letting of subcontracts to DBE's. This complies with requirements of NOACA for its efforts at minority participation. Consultants agree not to discriminate against any employee or applicant for employment

because of race, color, religion, age, creed, sex, sexual orientation or national origin, and agree to take affirmative action so that applicants are employed and that employees are treated during employment without regard for their race, color, religion, age, creed, sex, sexual orientation or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultants further agree that they will insert the foregoing provision in all subcontracts in connection with services provided. Consultants further agree to comply with all requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21.

- B. All proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
- C. All proposals received by NOACA in response to this RFP shall remain valid for 90 days from the date of submittal.
- D. NOACA reserves the right to cancel or reissue the RFP or to revise the timeline at any time. NOACA reserves the right to reject any and all proposals and to waive minor irregularities in the proposal process. NOACA may accept any proposal if such action is believed to be in the best interest of the agency.
- E. NOACA is not liable for any cost incurred by the proposer prior to execution of a contract.
- F. The contract between the successful proposer and NOACA shall include all documents mutually entered into specifically including the contract instrument, the RFP, and the response to the RFP. The contract must include, and be consistent with, the provisions stated in the RFP.
- G. The prime consultant will be required to assume the responsibility for all services offered in the proposal whether or not directly performed by the prime consultant. Further, the prime consultant will be the sole point of contact for NOACA with regard to contractual matters.

Thank you for your interest in NOACA.