

**MAINE COMMUNITY COLLEGE SYSTEM
REQUEST FOR PROPOSALS
HUMAN RESOURCES AND PAYROLL SERVICES**

INTRODUCTION

The Maine Community College System seeks the services of a qualified Human Resources and Payroll Service Provider with expertise in outsourced Human Resources and Payroll processing. The successful Service Provider must have access to legal tax counsel or otherwise be able to demonstrate ongoing compliance with all state, federal, and local laws and regulations.

GENERAL INFORMATION

The Maine Community College System consists of 7 colleges and the System Office. Each location prepares and transmits their own individual payroll, but all reporting is done centrally by the System Office under one Federal Identification Number. The System employs approximately 850 full-time employees, 1,200 contract/adjunct instructors and 600 students annually. Payroll is processed bi-weekly, with an average of 1,700 employees paid on each processing. For 2021, the System issued approximately 2,700 W-2's. Site locations are as follows:

| | |
|-------------------------------------|--------------------------|
| Central Maine Community College | Auburn |
| Eastern Maine Community College | Bangor |
| Kennebec Valley Community College | Fairfield/Hinckley |
| Northern Maine Community College | Presque Isle |
| Southern Maine Community College | South Portland/Brunswick |
| Washington County Community College | Calais |
| York County Community College | Wells |
| System Office | Augusta |

GENERAL PAYROLL OUTSOURCED SERVICES REQUESTED

We expect the successful Human Resources & Payroll Service Provider to have the ability to perform the following Payroll services, including but not limited to:

- A. Payroll processing services for all locations of the MCCA.
- B. Print and deliver paychecks to each College location.
- C. Interface payroll data to a financial system.
- D. Download payroll data into a spreadsheet and/or an external database (Excel, PDF).
- E. Report all state and federal payroll taxes, including electronic state quarterly wages filings for multiple states.
- F. Create a file for electronic submission for the Maine Public Employees Retirement System
- G. Complete "hands on" functional training to payroll system users.

SPECIFIC PAYROLL FUNCTIONS TO BE PROVIDED

- A. Multiple user-defined pay codes, deductions (post and pre-tax) and employer matches (flat and percentage).
- B. Pay an employee at alternate rates of pay.
- C. Distribute employee earnings and select fringe benefits between multiple cost centers.
- D. Process reimbursements, both taxable and non-taxable.
- E. Mass changes to earnings, deductions and rates by bargaining unit or by other user-defined criteria.
- F. Option to preview and edit a payroll prior to final processing.
- G. Garnishment processing including disbursements to applicable Agencies.
- H. Functionality to easily produce standard and ad hoc payroll reports.
- I. Supply comprehensive, up-to-date payroll user documentation, both functional and technical.
- J. New hire reporting for multiple States.
- K. Calculate taxable Group Term Life.
- L. Process 3rd Party Sick Pay.
- M. Produce all year-end payroll reports, including W-2's.
- N. On-line access for employees for Paystubs and W-2's.
- O. 1095 Reporting

GENERAL HUMAN RESOURCES OUTSOURCED SERVICES REQUESTED

We expect the successful Human Resources & Payroll Service Provider to have the ability to perform the following Human Resources services, including but not limited to:

- A. Time and Leave Component
- B. Total Absence Management including FMLA/STD/LTD/WC
- C. Position Management
- D. Employee Benefit Value Reporting
- E. EEO and Veteran Reporting
- F. Onboarding and Applicant Tracking
- G. ACA Compliance
- H. Performance Management/ Training tracking
- I. Provide self-service option for employee benefits enrollment
- J. Vendor feeds for COBRA & benefit administration
- K. Grievance Tracking

ADDITIONAL HR & PAYROLL SERVICES REQUIREMENTS:

- A. Conduct an on-site study with the College staff to identify needs with respect to organizational and functional processes and system/hardware requirements.
- B. Assist in achieving a smooth transition from the existing payroll system to the new system.
- C. Provide needed levels of security for data input and for processing and accessing payroll information for management and staff.
- D. Maintain stable customer support to promote ongoing vendor familiarity with the College's unique payroll requirements.
- E. Successfully complete, to the satisfaction of the College, a parallel or off-line payroll run(s) prior to a "live" payroll.

- F. Provide information regarding your ability to manage and support the implementation process. Do you provide on-site consultation prior to and during implementation? What is required of the College staff during the implantation process?
- G. Please describe a typical technical and support staff structure to maintain and support your solution for a system of our size
- H. Please provide infrastructure details regarding redundancy, disaster recovery and backup of your SaaS offering.
- I. Provide an overview of how data from our current Payroll System will be migrated into the new SaaS offering.

CONTRACT TERM

The Maine Community College System will enter into a two-year contract with three one-year options to renew at the discretion of MCCS upon successful completion of the initial contract.

SUBMISSION OF PROPOSAL

Response to the RFP shall follow the outline format as described in the Annual Proposal Summary. The selection criteria will be based upon information provided regarding the organization of the firm, the qualifications and experience of the firm and the fees.

Proposals must be received prior to 5:00 p.m., Friday, April 15th. Electronic proposals are the preferred method of transmission and highly recommended. Bidders are required to submit six (6) copies (if electronic, one copy is sufficient as long as it can be forwarded) of their proposal to:

Maine Community College System
323 State Street
Augusta, ME 04330

HR@mccs.me.edu

MCCS reserves the right to amend the RFP at any time prior to the proposal deadline and also reserves the right to refuse any and all proposals. In making an award, factors such as the firm's service capability, integrity, facilities, equipment, reputation and past performance will be weighed. Requests for additional information may be made in writing or e-mail to the above address prior to March 25, 2022.

DURATION OF PROPOSAL OFFER

The bidder's proposal shall remain in effect for at least 90 days from the submission deadline and thereafter until the bidder withdraws it, or a contract is executed, or the procurement is canceled, whichever occurs first.

BID SCHEDULE OF EVENTS

March 15,2022.....Request for Proposal Issued

March 25,2022, 5:00 p.m.....Deadline for requests for
..... additional information

April 1,2022.....Response to Additional Information

April 15, 2022, 5:00 p.m.Proposal Receipt Deadline

April 29, 2022Proposal Evaluation Completed

May 2022..... Vendor Demonstrations

May 31, 2022.....Final Selection Made

**MAINE COMMUNITY COLLEGE SYSTEM
ANNUAL PROPOSAL SUMMARY**

A. Organization of the Company:

- 1) Brief history
- 2) Office location from which M CCS will be served
- 3) Procedures to assure quality of service to M CCS

B. Qualification and Experience of the Company:

- 1) Experience with higher education clients
- 2) Experience with public entities
- 3) Relevant client list with names of reference contacts

C. Human Resource Summary

D. Fees:

FEE*

| | |
|---------------------------|-------|
| Payroll Preparation | _____ |
| Required Tax Filings | _____ |
| W-2 Statement Preparation | _____ |
| Onboarding | _____ |
| Time & Attendance | _____ |
| ACA Compliance | _____ |
| Performance Management | _____ |
| Start-Up (One-Time) Fee | _____ |
| Annual Fees | _____ |
| Total All Costs | _____ |

The above fees should be your total annual proposal, based on the information provided under the general information.

*Please provide detail on the computation of the fees.

**NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS.

MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.