

COASTAL PLAINS COMMUNITY CENTER
200 Marriott Drive
P.O. Box 1336
Portland, TX 78374
(361) 777-3991

REQUEST FOR PROPOSAL
for
External Payroll and Human Resources Service/Software

Issue Date: September 13, 2019

Coastal Plains Community Center is seeking proposals for a Payroll Vendor, to serve as the Center's payroll processing, payroll data and tax processing, to include human resources and benefits administration. This service will be turn-key and allow for interface with the Center's accounting/general ledger software. The following services and supports are desired:

Payroll Processing:

- Employee leave and attendance tracking in accordance with Center time and attendance policies which interfaces with payroll and modifies salary accordingly
- Employee punch by PC with optional remote GPS punch features
- Employee semi-monthly payroll processing and EFT direct deposit
- Employee benefit deduction calculation to include garnishments and retirement plans
- Employer FICA tax and unemployment tax processing to include year-end W-2 and IRS reporting
- Data interface with general ledger for cost accounting in a multi-fund revenue system to facilitate tracking of pay and benefit expense by reporting units
- Flexible software system to allow customization to accommodate Center time and pay nuances

HR/Benefits Features

- Recruiting, posting management and applicant processing
- Onboarding and benefit data processing interface with payroll for automated employee deductions
- Employee training and credentialing tracking to include scanned documents for historical purposes
- Electronic job descriptions and employee evaluations
- Employee tenure/longevity with automated benchmarking with alerts for time and pay benefits
- Position control with report features to include organizational charts
- Ability to develop customized reports through a report-writer system
- Compliance related report generation to include ACA and other governmental reporting responsibilities

Proposals shall be in strict accordance with this RFP. For the purpose of this procurement, the following information is required:

- Introductory overview describing proposer's organization, business model, products and services offered
- Historical overview describing years of business and organizational expertise
- Listing of all other not-for-profit, governmental MHMR centers who are current customers in the State of Texas (as governmental entities this information is subject to public disclosure) If this information violates your organization's disclosure rules, provide a numerical count of the number of centers utilizing your payroll services
- Fee disclosure form to include per employee pricing, report pricing, per-payroll pricing, end of year form and data processing, set-up fees, training fees and on-going support fees, (if applicable)
- Description of coverage product lines, to secure customer funds in the event of employee misconduct or maleficence. Please describe said coverage to include limits of liability per occurrence and per total exposure.

INSTRUCTIONS TO PROPOSERS

To be considered responsive:

1. All Proposers must submit a signed Cover Letter and Proposal describing agency information and services requested and Fee Disclosure Form. Please include a listing of all Texas-based Community MHMR Centers with whom you provide payroll, and time and attendance services. Failure to provide this information may deem your proposal as non-responsive.

Proposals must be received no later than September 26, 2019 at 3:00 p.m. The award of Center business will be made by Board approval during the Coastal Plains Community Center regularly scheduled meeting at 12:00 noon on October 15, 2019.

2. Schedule

Request for Proposal will be issued September 13, 2019. Proposal Due Date is September 26, 2019 at 3:00 p.m. Proposals received after 3:00 p.m. will not be deemed responsive. Proposers may submit their proposals by:

- US Mail
- FedEx
- UPS
- Hand-carried

Faxed or emailed proposals will not be accepted due to potential non-delivery. All mail received by Coastal Plains Community Center is date stamped and initialed to establish a delivery date.

3. Release of Information

Information submitted in response to this RFP shall not be released by Coastal Plains Community Center during the proposal evaluation process. Proposers are advised that Coastal Plains Community Center may be required to release proposal information, other than trade secrets, after contract award.

4. Request for Additional Information

Proposers may request additional information to assist in the preparation of the Request for Proposal up to three (3) working days prior to the proposal due date. Proposers are responsible for obtaining this information at the address below. Office hours are Monday – Friday from 8:00 a.m. until 5:00 p.m.

5. Coastal Plains Community Center

Attention: Iman Husein, CFO
200 Marriott Drive
Portland, Texas 78374-2213

Primary contact for this RFP posting is CFO Iman Husein at 362-777-3991.

Secondary Contact is CEO Mark J. Durand at 361-777-3991.

RFP can be viewed and obtained from the Center Website at www.coastalplainsctr.org.

RFP packets can be obtained from Purchaser Kate Ramsey at 361-777-3991 or kramsey@coastalplainsctr.org.