



Payroll Processing Service Request for Proposals

BACKGROUND

In August, 2015, the Counties of Hillsdale, Jackson, Lenawee, Livingston and Washtenaw executed a P.A. 7 agreement to consolidate three Michigan Works! agencies into a single organization. This merger was legally effective on October 1, 2015 and the organizations administratively and programmatically consolidated on July 1, 2016.

The Southeast Michigan Consortium Board (CB) serves as grant recipient for the Consortium and consists of ten elected county commissioners — two from each of the five counties. The Consortium Board is responsible for safeguarding Federal/State Workforce Development funds as well as meeting all required administrative and programmatic rules. The Southeast Michigan Consortium Board appoints members to The Michigan Works Southeast Workforce Development Board (WDB). This Board is charged by the Governor with implementing the Michigan Works! "One Stop" system and provides policy guidance and oversight for all federal Workforce Innovation and Opportunity Act programs, Wagner-Peyser Act - Employment Services, Partnership, Accountability, Training and Hope (PATH) Program and other workforce development programs in the Consortium's five counties. The WDB is responsible for the day-to-day and strategic oversight of the Workforce Development services and programs.

The Consortium's staff (approximately 85 employees) provide direct services to Michigan Works! One-Stop Service Center customers across its five-county region at the following locations:

Livingston Service Center
1240 Packard Drive
Howell, MI 48843

Hillsdale Service Center
21 Care Drive
Hillsdale, MI 49242

Washtenaw Service Center
304 Harriet Street
Ypsilanti, MI 48197

Lenawee Service Center
1040 S. Winter Street, Suite 1014
Adrian, MI 49221

Jackson Service Center
209 E. Washington Ave., Suite 100
Jackson, MI 49201

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Since its inception, the Consortium has outsourced its human resource and fiscal management (including payroll) to a third party, which has served as “employer of record” for the Consortium’s staff members who are assigned to the Consortium’s five Michigan Works! Service Centers. The Consortium has determined to bring these and all related services in-house beginning January 1, 2020, upon which date the referenced staff members will officially become employees of the Consortium.

GENERAL

As of January 1, 2020, The Consortium’s full-time workforce will be comprised of approximately 85 staff. Additionally, at any given time, approximately 50-100 temporary employees will be on the payroll.

The Consortium is seeking proposals for a payroll processing and timekeeping service/system to process and maintain records for time, attendance, and payroll for the Consortium’s employees, including required local, state, and federal reporting requirements for human resources, accounting, taxes, and benefits.

The Consortium will be utilizing Blackbaud Financial Edge as its Enterprise Resource Planning (ERP) system. All bidders to provide payroll systems must be providing software that will seamlessly integrate with Blackbaud Financial Edge.

ELIGIBLE BIDDERS

To be eligible for consideration, a proposing servicing provider must be appropriately licensed and/or incorporated in accordance with the State statutes and authorized to conduct business in the State of Michigan. Additionally, the organization, company, or agency should not be debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

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RESPONSE DEADLINES AND INSTRUCTIONS FOR SUBMISSION

- A. Responses must be complete and fully signed by an authorized organization official in order to be accepted. Members of the Southeast Michigan Consortium Board, The Southeast Michigan Workforce Development Board, or others with administrative or oversight responsibilities for the programs administered by the Southeast Michigan Consortium may not sign the proposal.
- B. Sign all signature pages attached to this RFP and submit with the hard copy of the proposal. (**Quotation Certification, Debarment Certification, Lobbying Certification and “Equal Opportunity is the Law” forms attached to this RFP**)

Quotations are due by **4:00 p.m. Thursday, September 12, 2019**

Submit one original signed and sealed quotation and email one electronic copy in PDF format to:

**Southeast Michigan Consortium
Attn: Maggie Flaherty
21 Care Drive
Hillsdale, MI 49242**

The electronic version can be submitted via e-mail to mflaherty@mwse.org.

Bidders may not alter their proposals after the due date. Late proposals will not be received until regular business hours (8:00 a.m. - 5:00 p.m.), the next business day and are received as unsolicited proposals outside the procurement process.

TECHNICAL ASSISTANCE

Prospective bidders may submit their questions regarding this RFP, in writing, to mflaherty@scmw.org no later than Friday, August 30 at 5:00 p.m. The answers to these questions will be made available to all interested parties upon request.

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REVIEW PROCESS

Proposals will undergo the following review:

- A. *Michigan Works! staff* - Staff will conduct initial review of proposals for technical compliance with the RFP. Staff will confirm that all required signature pages and sections of RFP are completed.
- B. *Review Committee* - Proposals will be reviewed and rated by a committee of staff members and/or Board members in accordance with the published review criteria. Finalists will be invited to provide presentations/demonstrations.

REQUIREMENTS FOR BIDDERS

- A. No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to any of the member counties of the Southeast Michigan Consortium, upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the Counties.
- B. All costs incurred in the preparation, submission, and presentation of this proposal, in any way whatsoever, will be wholly absorbed by the prospective bidder. All supporting documentation will become the property of the Southeast Michigan Consortium unless requested otherwise at the time of submission. Michigan FOIA requires the disclosure, upon request, of all public records that are not exempt from disclosure under section 13 of the Act, which are subject to disclosure under the Act. Therefore, confidentiality of information submitted in response to this Request for Proposals is not assured.
- C. The Consortium reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and/or any other modifications deemed necessary. Any changes in pricing or payment

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terms proposed by the consultant resulting from the requested changes are subject to acceptance by the County. Changes may be increases or decreases.

- D. Proposer shall note that this Request for Quotation is considered to be under evaluation from the opening date until contract award. The Consortium and Review committee are restricted from giving any information relative to the progress of the evaluation during this time, except as required to administer the evaluation process.
- E. An RFP does not commit the Southeast Michigan Consortium Board to award a contract, to pay any cost in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. The Consortium Board reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the Southeast Michigan Consortium to do so. Further, all requested amounts are subject to reduction based upon final award selections and availability of funds.
- F. **To insure fairness in the review process, prospective bidders should not discuss their proposal or this Request for Quotation with individuals who sit on the Workforce Development Board, Consortium Board or staff prior to the completion of the procurement process.**

PROPOSAL RESPONSE REQUIREMENTS

The proposer will provide the following required information in order to demonstrate that the proposer has the experience and knowledge needed to complete the project.

- A. Cover Letter: Provide a cover letter introducing your organization. Provide any pertinent information demonstrating your ability to meet the Consortium's needs.

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- B. Describe your firm, including its history, years of experience providing payroll processing services, as well as resources and general services you provide.
- C. Describe your company's proposed software and any technology requirements (on-site vs. Cloud, operating systems needed, security, etc.).
- D. Provide a statement of the cost for services on an itemized "per service" basis, not in lump sum form, for services not covered under a basic fee. For any basic fee, state the specific services provided for such fee and how the fee is calculated (i.e., per employee, size of employee group, etc.).
- E. Please complete Attachment "A" indicating whether or not your organization is capable of providing each service specified including the cost of service.

REVIEW CRITERIA

A. Company background/experience (20%)

The successful bidder should show experience and expertise in providing the payroll processing service and the needed customization and support. Experience working with government and/or non-profit agencies is a plus.

B. Payroll processing services system functions (60%)

The successful bidder will present a service that will thoroughly meet the needs of MWSE. It will have the desired Payroll processing system functions needed. Customer service support should be thoroughly described.

C. Proposed fees (20%)

The successful bidder will provide a budget (include a budget narrative) reflecting an allowable reasonable cost proposal.

ASSURANCES AND PROPOSAL CERTIFICATION

1. General Assurances

The bidder assures that, if awarded funding based on this proposal, all activities will comply with:

- a. The Workforce Innovation and Opportunity Act and all applicable State and Federal rules and regulations governing programs under the Act.
- b. The Age Discrimination Act of 1975, as amended.
- c. Section 504 of the Rehabilitation Act of 1978, as amended.
- d. Title IX of the Education Amendments of 1972, as amended.
- e. Title VI of the Civil Rights Act of 1964, as amended.
- f. Section 3 of the Military Selective Service Act.
- g. The Michigan Occupational Safety and Health Act (MIOSHA) #154, of 1974 as amended.
- h. Public Act 278 of 1980, as amended (MCL 423.231 et. seq., State Contracts with Certain Employers Prohibited).
- i. The Michigan Elliott-Larsen Civil Rights Act, P.A. 453 of 1976, as amended.
- j. Grove City Civil Rights Bill, S557-PL-100-259, as amended.
- k. The Michigan Persons With Disabilities Civil Rights Act, P.A. 220 of 1976 as amended.



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- I. Equal Employment Opportunity requirements expressed in
 - i. Executive Directive 1975-3 (signed 6/20/75)
 - ii. Executive Directive 1975-6 (signed 12/2/75)
 - iii. Executive Directive 1979-4 (signed 9/7/79)
- m. Executive Order 1259, Debarment and Suspension, 29 CFR Part 98, Section 98.510.
- n. Workforce Opportunity Wage Act, Act 138 of 2014 (MCL 408.411).
- o. Michigan Department of Labor, Employment Standards, Overtime Compensation Rules R 408.721-408.735.
- p. Michigan Payment of Wages and Fringe Benefits Act 390 of 1978, as amended.
- q. Michigan Workers Disability Compensation Act of 1969, and Administrative Rules, as amended.
- r. Michigan Open Meetings Act, MCL 15.261 et. seq., as amended.
- s. The Americans with Disabilities Act.
- t. 2 CFR 200.
- u. All other applicable Federal and State legislation.
- v. Any other laws, regulations and stipulations listed in the Southeast Michigan Consortium's Michigan Works! System Plan and in effect between TIA and the local Counties (System Plan available upon request).

The Contractor assures full compliance with any and all Equal Employment Opportunity (EEO) and Affirmative Action (AA) policies.

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2. Administrative Entity/WDC Held Harmless

If awarded a contract, the bidder shall defend, indemnify and hold harmless the Southeast Michigan Consortium Board, Michigan Works! Southeast Workforce Development Board, its officers, agents, member counties and employees from any and all claims and losses incurred by or resulting to any person, firm, or corporation who may be damaged or injured by the bidder in the performance of said contract.

The bidder, if awarded a contract, shall maintain at its expense during the term of the contract the following insurance:

- a. Workers' Compensation Insurance with the Michigan statutory limits and an employer's liability insurance with a minimum limit of \$500,000 each accident.
- b. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. Policy shall include contractual liability coverage, and personal injury coverage.
- c. If there is to be transportation of participants during the course of the program, Automobile Liability Insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

3. Certification Regarding Debarment and Suspension

A prospective recipient of federal assistance funds, in accordance with Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, and Executive Order 12689, 2 CFR 215 Appendix A8,



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page 26297 is required to certify with an official signature on the Debarment and Suspension form that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction with any federal department or agency.

4. Certification Regarding Lobbying

Prospective recipients of federal assistance funds must certify with an official signature on the Certification Regarding Lobbying form that no federally appropriated funds have been used or will be used by the prospective recipient for the purpose of lobbying.

5. Reporting

If awarded funding, the bidder shall:

- a. Provide access and the rights to examine, transcribe and audit all records, books, papers, tapes or documents related to contract performance.
- b. Record all costs incurred and report these costs in the manner and format prescribed by and in conformance with applicable Federal/State requirements.
- c. Retain all records pertinent to the program, including financial, participant and statistical records and supporting documents, for at least five (5) years from the date of expiration of any contract awarded as a result of this proposal.

6. Supplemental Nepotism Clause

The bidder must assure that during the time period of the proposed program, no individuals who are members of the immediate family of the bidder's staff or governing board will be enrolled as program participants

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in the offered program. Immediate family member is defined as: father, mother, sister, brother, child, aunt, uncle, nephew, niece, grandmother or grandfather.

7. Prevention of Fraud and Program Abuse

To ensure the integrity of the Talent Investment Agency's programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes deceitful practices and intentional misconduct, such as willful misrepresentation in accounting for the use of program funds. "Abuse" is a general term which encompasses improper conduct which may or may not be fraudulent in nature. While the Talent Investment Agency law and regulations are specific, possible problem areas could include the following: conflict of interest, kickbacks, commingling of funds, charging fees to participants and employers, nepotism and child labor, political patronage, political activities, sectarian activities, unionization and anti-unionization activities/work stoppages and maintenance of effort. Bidders who receive contracts will be required to report immediately any violations in these areas or in problem areas which may later be defined.

8. Monitoring

Staff from the Southeast Michigan Consortium, Workforce Development Board, and/or local Michigan Works! offices will be monitoring, auditing, and evaluating services provided under this Request for quotation throughout the contract period. Contractors must allow Agency staff or its agent full access to all files and records relating directly to Agency funds, participant case files, accounting files and records, and to any related files and records associated with proper accounting of such funds and participants.



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Proposal Certification

I hereby certify:

- a. that all information contained in this quotation in response to questions concerning the applicant organization, its operation, and its proposal, is true and accurate; and
- b. that completion of this quotation is an application for funding and does not ensure that the proposed program will be funded; and
- c. that if selected for funding, the applicant organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract or agreement.
- d. that to the best of its knowledge and belief, the cost data are accurate, complete, and current at the time of agreement on price. This price shall be valid for a minimum of six months after submission.

Signature: _____ Date: _____

Name: _____ Title: _____

Organization: _____

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Certification Regarding Debarment , Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities and Executive Order 12689, 2 CFR 215 Appendix A8, page 26297. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19222).

- (1) The prospective recipient of federal assistance funds certifies, by submission of this certification, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this certification.

Agency/Organization Authorized Signature

Date

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CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to be best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, any officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1325, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

Agency/Organization Authorized Signature

Date

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THE SOUTHEAST MICHIGAN CONSORTIUM/MICHIGAN WORKS! SOUTHEAST EQUAL OPPORTUNITY (EO) POLICY STATEMENT EQUAL OPPORTUNITY IS THE LAW

This policy applies to all organizations in receipt of federally funded employees, contracts, and services of the Southeast Michigan Consortium (SEMC) programs. It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief; and
- Against any beneficiary of applicant to, or participant in programs financially assisted under the Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA/WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIA/WIOA Title I-financially assisted program or activity;
- Deciding who will be admitted, or have access, to any Federal or State funded workforce development program or activity
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

If you think that you have been subjected to discrimination under a WIA/WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with the recipient's Equal Opportunity Officer:

Local Contact

Lisa McAllister, Equal Opportunity Officer
Michigan Works! Southeast
1240 Packard Drive
Howell, MI 48843
517-552-2104 (voice), or TTY:711

Or

Director, Civil Rights Center (CRC)

U.S. Department of Labor
200 Constitution Avenue, NW, Room N-4123
Washington, D.C. 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your complaint within 30 days of the date on which you received the Notice of Final Action.

If you have any questions regarding the EO Policy Statement, please discuss them with your assigned staff person.

I have received the EO Policy Statement on (Date) _____

Bidder Representative's Name (Printed)

Bidder Representative's Signature

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Attachment A – Payroll Service Provider Requirements Matrix

Description of Service/Capability	Yes	No	Cost/Comment
<u>General Software</u>			
Perform multiple pension deduction calculations on pretax basis with earnings caps and accumulate annual data			
Calculate and display annual equivalent for hourly and salary pay types			
Multiple user defined data fields			
Identify Qualified Pension on W-2			
Store separate federal and state withholding information including additional flat \$ amount			
Summarize YTD tax information on screen			
Meet all federal regulations regarding implementation of health care reporting requirements			
Garnishment calculation fields, track goal and deduction amounts to date			
Minimum of 5 direct deposit bank accounts			
Cumulative YTD data screen			
User defined deduction codes			
Ability to designate deduction code as other than every pay period (2x per month, monthly, annual)			
User defined earning codes			

Ability to add, modify or delete deduction and earning codes to be reflected in current payroll		
Ability to perform earning and deduction special calculations on pre-tax and post-tax basis		
Ability to process IRS Section 457 pre-tax payroll and Roth deductions		
Ability to interface/integrate with Blackbaud Financial Edge		
Ability to send voluntary deduction payments via electronic transfer methods		
Ability to have multiple user access in a Windows or cloud-based environment		
Ability for Employee to self-service portal which allows employees to view prior paystubs, w-2's, make changes to addresses and federal/state exemptions		

Payroll Data Entry Method

Ability to transmit payroll data over the internet		
Ability to enter and transmit manual check information		
Ability to enter and transmit third party sick pay information		
Ability to view payroll data information		
Ability to download YTD and pay period information		
Ability to use temporary pay rate, or use multiple pay rates		
Ability to enter negative deductions for allowances		

Ability to issue multiple checks per employee			
Provide summary/full reports on payroll data input			
Provide summary/full reports on manual checks			
Provide summary/full reports on third party sick pay			
Provide summary/full reports on active employees with no pay data			
Provide summary/full reports on inactive employees with pay data			
Access to tax and deduction calculations for sample purpose or for transmission with payroll data			
<u>Report Software</u>			
Ability to send automatic custom notifications to departments. (License expirations, certifications, etc.)			
Create reports using any field within the database (YTD or per payroll)			
Ability to cut and paste between software applications			
Ability to perform calculations on numerical data base fields			
Ability to adjust report defaults			
Ability to copy, modify, save or delete reports			
<u>Direct Payroll Access</u>			
Ability to download pay period detail to review or create reports			

Ability to review employee pay records in chronological order and ability to sort by multiple fields on screen		
Ability to capture per pay period data in report format for employee or group of employees		
<u>Back Up Process</u>		
Ability to perform full or partial backup		
<u>Security</u>		
Assign varied authority levels for different users		
Control user/password access		
Password protection to confidential or sensitive data		
Program to prompt change in password		
<u>Payroll Reports and Pay Checks</u>		
Ability to process paperless and with pay cards		
Pay checks arrive signed through computer image method and in sealed envelopes		
Payroll reports and checks are available to Agency the day after transmission of pay data information		
Payroll reports and checks are delivered to Agency on day after transmission by 12:00 Noon		
Reports identify active and non-active deductions for the current payroll		
Identify employer liability summary including tax breakdown, tax totals, total dollars in checks, total dollars in direct deposit		

Net cash summary		
Breakdown of employer and employee tax liabilities		
Description of accumulators, or special calculations, earning codes and deduction codes		
Analysis of hours, earnings, IRS Section 125 deductions and voluntary deductions		
Per department payroll summary report		
Total payroll summary report		
Unused deduction report by employee name including deduction amount, employee status and explanation		
Personnel change report should include the following: Address changes, terminations, new hires, pay rate adjustments (including temporary adjustments), deduction adjustments, pay record adjustments, pays issued to non-active employees		
Payroll register organized by department to include: Name, rate title, employee number, regular hours, overtime hours, benefit hours (sick, vacation, etc.), regular earnings, overtime earnings, benefit earnings, gross pay, tax deductions, voluntary deductions, net pay, check number or voucher number for direct deposit, and specialty pays		
<u>Monthly, Quarterly & Annual Reports</u>		
Summary of employee hours and earnings, including deductions, and taxes, YTD gross earnings		
Quarterly 941 Report/Form, Annual 941 Reconciliation Report/Form		

Annual 945 Report/Form (Pension Payroll)		
MI state wage report with ability to classify regular and seasonal employees and is formatted for electronic reporting		
Monthly, Quarterly & Annual State Tax Liability Report for Michigan		
IRS Section 125 plan benefit register		
IRS Section 457 pre-tax and Roth plan benefit registers		
ACA: 1095-C Reports for employer distribution & 1094-C reports for February 28, electronic submission to IRS, if applicable		
<u>Additional Services</u>		
Ability to set up special calculation and special accumulators		
End of year reporting and filing including W-2's/W-3's, all state and federal yearend tax forms		
Full tax service including impounding of funds, filing reports, making timely deposits with proper tax entities, submitting summary reports to Agency and acceptance of responsibility for research problems and filing issues		
Customer service representatives able to address problems and questions immediately or within reasonable period of time		
Ability to transmit payroll on Wednesday for Friday pay date. In addition, the ability to provide on demand payroll for special circumstances		
Human Resources Information System capabilities		

