



REQUEST FOR PROPOSAL

Payroll Processing and Time Keeping Service

Michigan Works Southeast Consortium

REQUEST FOR PROPOSALS

Payroll Processing and Time Keeping Service

Michigan Works Southeast

1201 Ellsworth

Ann Arbor, Michigan 48108

RFP RELEASE DATE: August 28, 2023

RFP DUE DATE: by 4:00 p.m. local time
September 25, 2023

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SECTION I: OVERVIEW AND BACKGROUND

Purpose

Michigan Works! Southeast (MWSE) Consortium is seeking an organization to deliver excellent payroll processing and timekeeping via a web-based system or Software as a Service (SaaS). The winning bidder will work with the MWSE to review current system, develop a plan for safe and secure data transferring, system set up, delivery of payroll processing as well as timekeeping and be available for technical assistance and troubleshooting. The winning bidder will work with the MWSE team to ensure there is the ability to update to greater security features as well as efficiency plug ins to allow the organization to accomplish all of its payroll task.

During 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 Michigan Works! Southeast 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 Michigan Works! Southeast 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) Programs 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 CB and WDB would like to obtain services from an organization to partner with the organization to deliver high quality and up to date timekeeping and payroll processing for an organization of approximately 80 people with an additional up to 100 temporary employees at any given time. We expect the system to be secure, efficient and technologically advanced to keep up with the every changing HR and payroll laws as well as the needs of the organization. The winning organization will have the proper insurances, competencies and safety measures to keep employee data secure.

The CB 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 Board. The CB reserves the right to enter into multi-year contracts with successful bidders if it is in the best interest of the program and the CB.

The Michigan Works! Southeast Consortium provides policy guidance and oversight for all programs. The Workforce Development Board is responsible for the review and approval of all

contracted programs and services. Michigan Works! Southeast covers the counties of Washtenaw, Livingston, Jackson, Lenawee and Hillsdale.

The Mission of Michigan Works! Southeast is to develop today's workforce and tomorrow's economy by engaging employers, job-seekers and partners. Our vision is a community which fosters and sustains a strong diverse economy where people can live, work and prosper.

Proposal Deadlines

Proposals are due by **4:00 p.m. Monday September 25, 2023. Please submit an electronic version via e-mail to RFP@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.

Review Process

Proposals will undergo the following review:

- *Michigan Works! Southeast Review Team*– The review for technical compliance with the RFP, and analysis of system design as well as budget. The Team will also review proposals in accordance with the published review criteria

Contracts executed as a result of the review process will be between Michigan Works! Southeast's Consortium and the proposing organization. The review and decision process generally take about four weeks.

Technical Assistance

Prospective bidders may submit their questions in writing to RFP@mwse.org by 4:00 p.m. Monday September 18, 2023. Answers to these questions will be posted on the MWSE website or emailed upon request.

An RFP does not commit the Workforce Development Board (WDB) to award a contract, to pay any costs in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. The WDB 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 Board to do so. Further, all requested amounts are subject to reduction based upon final award selections and availability of funds.

Michigan Works! Southeast reserves the right to issue a new Request for Proposals at any time during the contract period for the services described in this procurement should changes in federal law and regulations make it necessary to do so. To insure fairness in the review process, prospective bidders should not discuss their proposal with individual WDB members, Consortium

Board members, or Michigan Works! staff prior to the completion of the procurement (RFP) process. The procurement process ends upon execution of a contract with the successful bidder.

SECTION II: PROGRAM GOALS AND OBJECTIVES AND BUDGET

Service Areas

The Michigan Works! Southeast Consortium provides policy guidance and oversight for all programs. The Workforce Development Board is responsible for the review and approval of all contracted programs and services. Michigan Works! Southeast covers the counties of Washtenaw, Livingston, Jackson, Lenawee and Hillsdale.

GENERAL

As of January 1, 2020, The Consortium's full-time workforce will be comprised of approximately 80 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.

Eligible Contractors

The WDB will consider proposals submitted by Public, Non-profit and for-profit organizations. Any organization capable of effectively serving these specific needs will be considered. Organizations proposing services through this RFP are required to document their experience in providing the proposed services.

BUDGET

It is MWSE's intent to award a three (3) year contract with the option to extend by one year twice for a maximum (5) year contract. The maximum amount per year must not exceed \$35,000. MWSE 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 organization.

SECTION III: CONTRACT STANDARDS

Performance Indicators

Contracts are developed as cost reimbursement or performance-based instruments. All contracts will contain specific performance criteria. We will expect bidders to propose performance goals with the understanding that any agreed upon goals should be designed to help Michigan Works! Southeast achieve our federal and state mandated performance criteria.

Union Consultation and Review

Proposed programs in occupational classifications within which employees are typically represented by labor organizations must secure review and comment on the program by officials of appropriate union locals. Contact the Michigan State AFL-CIO HRDI program at 517/372-0784 for assistance in locating the proper labor organization and/or for referral to appropriate officials. A “union consultation” form is available from Michigan Works! Southeast if needed.

Records Reporting and Review

All organizations awarded contracts as a result of this process will be required to comply with records and reporting systems as established by Michigan Works! Southeast for the purpose of documenting and evaluating program operations. In addition, program records and operations are subject to on-site review and/or transcription, in whole or in part, by representatives of Michigan Works! Southeast, the WDB, the Department of Labor and Economic Opportunity and U.S. Department of Labor.

Audit Provisions

All programs funded may be subject to audit in accordance with Federal, State and local County guidelines.

Proposal Review Criteria

The following criteria are the primary considerations in the proposal review process:

- A. Experience and Personnel**
- B. Project Approach**
- C. Proposed fees**

SECTION IV: ASSURANCES AND PROPOSAL CERTIFICATIONS

General Assurances

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

- The Workforce Innovation and Opportunity Act (WIOA) of 2014
- Section 188 of the WIOA of 2014, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially-assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

In connection with the performance of work, the Workforce Development Board (WDB) and Michigan Works! Southeast Consortium further agree or certify that the Michigan Works! Agency (MWA) will comply with the provisions of:

- Executive Order 11246, as amended by 11375 (41 Code of Federal Regulation [CFR] Parts 60-64);
- Rehabilitation Act of 1973, as amended, Section 503 (29 United States Code (USC) 793), Public Law (PL) 93-112;
- Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), PL 101-336;
- Pregnancy Discrimination Act of 1975 (92 Statute [Stat] 2076), PL 95-555;
- Civil Rights Act of 1964, Title VII (42 USC 2000 et seq.), PL 88-352;
- Civil Rights Act of 1968, Title VIII (42 USC 300 et seq.), PL 90-284;
- Civil Rights Restoration Act of 1991 (20 USC 1686-1688, 29 USC 706 and 709, 42 USC 2000[d]-4[a] and 6107), PL 100-259;
- Affirmative Action Provisions of the Vietnam Era Veterans' Readjustment Assistance Act, as amended (38 USC 4218), PL 72-74;
- Equal Pay Act of 1963, as amended (29 USC 206[dl]), PL 88-38;
- Elliott Larsen-Civil Rights Act, as amended (Michigan Consolidated Laws Annotated [MCLA] 37.2101 et seq.), Public Act (PA) 456 of 1976;
- Persons with Disabilities Civil Rights Act (MCLA 37.1101 et seq.), PA 220 of 1976.

The Bidder must comply with all applicable federal and state laws including, but not limited to, the following:

- Immigration and Naturalization Act of 1986 (8 USC 1324[al], PL 99-603;
- Family and Medical Leave Act of 1993 (29 USC 2601), PL 103-3;
- Older Americans Act of 1965, as amended (47 USC 3001 and 3056 et seq.), PL 89-73;
- Military Selective Service Act, Title I, Section 3, as amended (50 USC 453), PL 97-86;
- Privacy Act of 1974 (5 USC 522[a][e][3]), PL 93-579;
- Whistle Blower's Protection Act (MCLA 15.361 et seq.), PA 469 of 1980;
- Federal Hatch Act (5USC 1501-1508);
- Jobs for Veterans Act, PL 107-288, as amended by PL 112-56 (Reference: Employment and Training Administration [ETA] Training and Employment Guidance Letter [TEGL] No. 10- 09, issued November 10, 2009);
- Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, PL 109-234, which contains salary and bonus limitation requirements for the U.S. Department of Labor (USDOL)/ETA funded programs;
- Michigan Youth Employment Standards Act, as amended (MCLA 409.101-124), PA 90 of 1978; or the Federal Child Labor Regulations, Part 570, as amended, whichever is more stringent;
- Michigan Minimum Wage Law, as amended (MCLA 408.381-398), PA 154 of 1964;
- Michigan Payment of Wages and Fringe Benefits, as amended (MCLA 408.471-583), PA 390 of 1978; and Overtime Protection (MCLA 408.477), PA 390 of 1978;
- Michigan Workers' Disability Compensation Act, as amended (MCLA 418.101-941), and Administrative Rules, PA 317 of 1969;
- Michigan Open Meetings Act, as amended (MCLA 15.261 et seq.), PA 267 of 1976;
- Michigan Contracts with Employers Engaging in Unfair Practices, as amended (MCLA 423.321 et seq.), PA 278 of 1980;
- Michigan Occupational Safety and Health Act, as amended (MCLA 408.1001-1094), PA 154 of 1974;
- Michigan Right to Know Act (MCLA 408.1014[a]-1014[n]), PA 80 of 1986;
- MCLA 35.1093, insuring delivery of effective and equitable employment services to veterans, PA39of1994;

- Social Welfare Act, as amended (MCLA 400.55[a] and 400.56[f]), PA 280 of 1939;
- Title IV-F of the Social Security Act, as amended, PL 74-271;
- Michigan Welfare Policy Provisions, PA 223 of 1995;
- Title IV-A of the Social Security Act, as amended, PL 74-271;
- 45 CFR 201 through 257, and 260 through 265;
- Food Stamp Act of 1977, as amended, PL 105-33;
- 7 CFR 271, 272, and 273;
- The Workforce Innovation and Opportunity Act of 2014, PL 113-128;
- The Workforce Innovation and Opportunity Act Proposed Rules;
- Reed Act Provisions of Title IX of the Social Security Act;
- Trade Adjustment Assistance Reform Act of 1974, as amended;
- The Wagner-Peyser Act of 1933, as amended;
- The Michigan Employment Security Act of 1936, as amended;
- 20 CFR Part 653, with respect to equitable services to migrant and seasonal farm-workers and other requirements, as amended;
- Uniform Budgeting and Accounting Act, as amended, Michigan Public Act 2 of 1968;
- Uniform Unclaimed Property Act, Michigan Public Act 29 of 1995;
- 2 CFR Part 215, including Appendix A; Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations;
- Office of Management and Budget (OMB) Circular A-102; Grants and Cooperative Agreements with State and Local Governments;
- Common Rule (29 CFR Part 97 and 45 CFR Part 92); Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;
- 2 CFR Part 220; Cost Principles of Educational Institutions;
- 2 CFR Part 225; Cost Principles for State, Local, and Indian Tribal Governments;
- 2 CFR Part 230; Cost Principles for Non-Profit Organizations;
- 48 CFR Part 31; Contract Cost Principles and Procedures [Commercial Organizations];
- OMB Circular A-133; Audits of States, Local Governments, and Non-Profit

Organizations;

- Single Audit Act of 1984 (31 USC 7501);
- Public Law 104-154-July 5, 1996m 104th Congress; Single Audit Amendments of 1996.
- Section 5 of Appendix A of 29 CFR 95, 29 CFR 97.36(i)(8), 45 CFR Part 74, 45 CFR Part 92; Notice of awarding agency requirements and regulations pertaining to patent rights.
- 2 CFR Part 200 et al.; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Any other laws, regulations and stipulations listed in the Michigan Works! System Plan and in effect between the MDLEO and The Consortium (System Plan available upon request).
- Grove City Civil Rights Bill, S557-PL-100-259, as amended
- Executive Order 1259, Debarment and Suspension, 29 CFR Part 98, Section 98.510
- All other applicable Federal and State legislation
- Any other laws, regulations and stipulations listed in the Michigan Works! System Plan and in effect between the Department of Labor and Economic Opportunity and The Consortium (System Plan available upon request).

Further, the bidder assures that:

- A. With respect to terms and conditions affecting, or rights provided to, individuals who are participants in activities supported by funds provided under the WIOA, such individuals shall not be discriminated against solely because of their status as participants.
- B. Participation in programs and activities financially assisted in whole or in part under the WIOA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.
- C. Programs funded under the Act will be administered in full compliance with safeguards against fraud and abuse as set forth in WIOA and WIOA Regulations.
- D. Full compliance with the Michigan Works! Southeast Equal Employment Opportunity (EEO) and Affirmative Action (AA) policy is assured.

Administrative Entity/WDB Held Harmless

If awarded a contract, the bidder shall defend, indemnify and hold harmless the Administrative Entity/WDB, its officers, agents 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 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.

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, 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.

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.

Project Parameters

- a. Project services may be provided at the Michigan Works! Services Centers located in the Counties selected in their bid proposal or at the bidder's offices if more feasible. Depending on funding availability and customer needs, some services may also be provided at one or more satellite offices.

- b. Project bidders should maintain standard business hours during the program year. Bidders are encouraged to deliver some services during evening and/or weekend hours if feasible.
- c. MWSE contractors will support and promote the Michigan Works! “one-stop” service system and will be asked to work with MWSE and its community partners to improve the coordination and delivery of workforce services in the region.
- d. Project bidders should be aware that available funds for contract services are limited. Any costs incurred over the negotiated contract limits must be paid by the contractor. Organizations with demonstrated ability to match all or part of their budget, and/or with the ability to supplement contract funds with other resources will have priority in the review process.
- e. Costs associated with the operation and maintenance of the Michigan Works! Service Centers will be paid by Michigan Works! Southeast unless the bidder is a required one-stop partner as specified in WIOA. These costs include rent, utilities, and communication costs at the center, as well as office supplies and equipment used at the Center. All other operating costs and administrative costs must be reflected in the contract budget. If the bidder is a required one-stop partner, the partner’s contribution to the one-stop infrastructure costs will be negotiated in a separate infrastructure agreement.
- f. Project bidders must assist the Michigan Works! Southeast Consortium Development Board in achieving any Equal Opportunity benchmark.
- g. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with the project/activity because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

Accounting Records

Each contractor must maintain acceptable accounting records. An adequate system of managing funds, and for keeping back-up data to support expenditures for audit purposes is the full responsibility of each contractor. No organization will be contracted to deliver funded services or activities unless the organization or agency can provide Michigan Works! Southeast with an acceptable accounting manual, or a statement from a Certified Public Accountant (CPA) that its accounting system meets generally accepted standards of accounting, or has had its accounting system reviewed and approved by Michigan Works! Southeast.

Allowable Costs

Only costs directly related to the operation of the program and properly supported with back-up data and records will be allowable charges to the program. For shared time or facilities

arrangements, where staff wages, facilities, utilities, supplies, etc., are to be funded by more than one source, a costs allocation plan must be included in the funding application.

Reporting

Upon approval of any project or activity for funding under this RFP, the agency or organization administering that project will be subject to an extensive set of reporting requirements as developed by the Department of Labor and Economic Opportunity (LEO) and Michigan Works! Southeast. These reports will be submitted as necessary to carry out the required schedule of reporting to the State of Michigan and to carry out monitoring and evaluation of programs as mandated by LEO and its policies and regulations. Failure to submit required participant and fiscal reports on timely basis could result in cancellation or non-renewal of the contract.

If awarded funding, the bidder shall:

- a. Accept and implement all management, fiscal, participant and special reporting requirements established by the Michigan Works! and shall maintain such records and accounts, including property, personnel and financial records, as deemed necessary by the MWSE office to assure a proper accounting of all funds.
- b. Provide access and the rights to examine, transcribe and audit all records, books, papers, tapes or documents related to contract performance to Michigan Works! the WDB, the State or their designated agents.
- c. Record all costs incurred, and report these costs in the manner and format prescribed by MWSE and in conformance with applicable Federal/State requirements.
- d. Report program income earned as a result of activities funded in whole or in part by the contract. Program income means gross income earned by the contractor that is directly generated by a supported activity or earned as a result of the contract award during the period of performance. Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under this contract, and license fees and royalties on patents and copyrights which were supported by grant funds.
- e. 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. If, prior to the end of the retention period of any contract awarded as a result of this proposal, any litigation or audit is begun, retention of records shall be extended until the litigation or audit is resolved.

Supplemental Nepotism Clause

The bidder must assure that during the time period of the proposed program, any individuals who are members of the immediate family of the bidder's staff or governing board will not be enrolled as program participants in the offered program without declaration ahead of time. Immediate family member is defined as: father, mother, sister, brother, child, aunt, uncle, nephew, niece, grandmother or grandfather. The nepotism clause also holds for any individual related to persons in an administrative capacity for Michigan Works! Southeast, the Michigan Works! Southeast Consortium Board and the Workforce Development Board.

Prevention of Fraud and Program Abuse

To ensure the integrity of LEO 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 LEO 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. Proposals which are found to violate the abuse standards will not be funded. Bidders who receive contracts will be required to report immediately any violations in these areas or in problem areas which may later be defined.

Monitoring

Michigan Works! Southeast will be monitoring, auditing, and evaluating services provided under this Request for Proposals 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.

Audit Provisions

Contractors receiving Federal/State funds must, under certain circumstances, arrange to pay for audits of their organizations and programs. Therefore, it is important that each contractor (1) determine it must audit its organizations and programs, and (2) provide sufficient funds in its budget if it must conduct audits. The guidelines described below should enable each contractor to determine its audit responsibilities and provide for audit costs in its budget if necessary. Contractors who are non-profit corporations are required to have an audit completed in accordance with 2 CFR 200. Single audits will be required for review by MWSE staff. LEO interprets this new section of the regulations to require that such organizations have an annual financial and compliance audit with an internal control review either: (1) performed on a program-specific basis in accordance with generally accepted government auditing standards, or

(2) which includes federal funds within the scope of their organization-wide audit. Private-for-profit commercial organizations shall review federal 2 CFR 200 for guidance on how the audit may be structured.

SECTION V: PROPOSAL RESPONSE FORMS

(Proposal Review Criteria, work statement, written narrative, and required forms will be included in this section).

General Information

Attach any additional pages necessary to respond fully to the questions. Each additional page should be numbered and sequenced, so that readers can easily discern how the addition ties to your proposal.

1. General Information
A. ORGANIZATION INFORMATION
ORGANIZATION'S NAME & ADDRESS: _____ _____ _____
CONTACT PERSON: _____ TITLE: _____
PHONE #: _____ E-MAIL: _____
FAX: _____
FISCAL CONTACT: _____ TITLE: _____
PHONE #: _____ E-MAIL: _____
FAX: _____

B. Organization Structure	
<input type="checkbox"/> Private Nonprofit	<input type="checkbox"/> Public or Nonprofit Educational Institution
<input type="checkbox"/> Public Nonprofit	<input type="checkbox"/> Community-Based Organization
<input type="checkbox"/> Private for Profit	<input type="checkbox"/> Female-Owned Business
<input type="checkbox"/> Unit of Local Government	<input type="checkbox"/> Minority-Owned Business
<input type="checkbox"/> Government Agency	<input type="checkbox"/> Other _____

C. Authorship

AUTHORED BY: _____

TITLE: _____

OGANIZATION: _____

PROFESSIONAL PROPOSAL WRITER*: Y N (Circle One)

*The agency agrees that this person has not been (and will not be) paid a proposal writing fee from current or future Workforce Development funds.

D. Required Documents

Read, complete, sign, and attach the following documents, which appear on the following pages:

- "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion";
- "EQUAL OPPORTUNITY (EO) POLICY STATEMENT"; and
- "CERTIFICATION REGARDING LOBBYING"; and
- "GRIEVANCE/COMPLAINT POLICY STATEMENT"; and
- "Proposal Certifications"

E. Funds Requested

Total Price: \$ _____

This figure should equal the total amount requested and supported in your budget.

F. Service Area(s)

PLEASE SELECT ALL COUNTIES THAT YOU ARE WILLING TO PROVIDE SERVICES IN:

___ Washtenaw

___ Lenawee

___ Livingston

___ Hillsdale

___ Jackson

Instructions for Certification Regarding Debarment and Suspension

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal, that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded for the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or No procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment,
Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. The regulations in 2 CFR part 180 restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. 2 CFR 200 214.

- (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

**EQUAL OPPORTUNITY (EO) POLICY STATEMENT
EQUAL OPPORTUNITY IS THE LAW**

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, or his or her participation in any 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 WIOA Title I-financially assisted 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.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

What to do if you believe you have experienced discrimination

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
Marsha Meadows, Equal Opportunity Officer
Michigan Works! Southeast 1201 Ellsworth Ann Arbor, MI
48108 517-689-5111, 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)

Name (Printed)

Agency/Organization Authorized Signature

INSTRUCTIONS FOR COMPLETION OF SF-LLL,
DISCLOSURE OF LOBBYING ACTIVITIES

Federal Register / Vol. 55. No. 38 / Monday,
February 28, 1990 Rules and Regulations

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the sub-awardee, e.g. the first awardee of the prime is the first tier.
5. If the organization filing the report in item 4 checks "Sub-awardee", then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item I). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item I (e.g. Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application proposal control number assigned by the Federal agency). Include pre-fixes., e.g."RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from IO(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item IO). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Members of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities
pursuant to 31 U.S.C. 1352

See reverse for public burden disclosure.)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p><input type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application</p> <p><input type="checkbox"/> b. initial award</p> <p><input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing</p> <p><input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>year <input type="text"/> quarter <input type="text"/></p> <p>date of last report <input type="text"/></p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Sub-awardee</p> <p style="padding-left: 100px;">Tier <input type="text"/>, if known:</p> <p style="padding-left: 100px;">Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Sub-awardee Enter Name and Address of Prime:</p> <p style="padding-left: 100px;">Congressional District, if known:</p>	
<p>6. Federal Department/ Agency:</p>	<p>7. Federal Program Name/Description</p> <p style="padding-left: 100px;">CFDA Number, if applicable:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if know:</p> <p style="padding-left: 20px;">\$ <input type="text"/></p>	
<p>10. a. Name and Address of Lobbying Entity</p>	<p>b. Individuals Performing Services (including address if different from N. !0a) (last name, first name, MI):</p>	
<p>11. Amount of Payment (check all that apply):</p> <p style="padding-left: 20px;">\$ <input type="text"/> actual <input type="checkbox"/> planned</p>	<p>12. Type of Payment (check all that apply):</p> <p><input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee</p> <p><input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee</p> <p><input type="checkbox"/> e. deferred <input type="checkbox"/> f. other specify</p>	
<p>13. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</p> <p style="text-align: center;">(attach Continuation Sheet(s) SF-LLL-A if necessary).</p>		
<p>14. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>15. Information required through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____ Date: _____</p>	

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Reporting Entity: _____ Page. _____
of. _____

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

**MICHIGAN WORKS! SOUTHEAST
GRIEVANCE/COMPLAINT POLICY STATEMENT**

It is the policy of the Michigan Works! Southeast Consortium and Workforce Development Board that all program staff, applicants, participants and employers have the right to file a formal complaint or grievance. This policy covers all programs which we administer, including the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Food Assistance Employment and Training (FAE&T), Trade Act (except requests for redeterminations), and State of Michigan General Fund/General Purpose (GF/GP) Funded Programs Administered by the Department of Labor and Economic Opportunity (LEO). You are entitled to file a complaint or grievance if you believe that we have not adhered to applicable laws, regulations and policies in our administration of these programs, or if you believe you have been mistreated or faced discrimination. All grievances and complaints must be in writing and must be filed within one year of the alleged incident. Before filing a complaint or grievance, you should obtain a copy of our local grievance procedures, which describe in full the process for filing complaints and grievances, and the entire complaint resolution process, including procedures for informal resolution of complaints, formal hearings, and appeals. Copies of the procedure are posted in the Michigan Works! Service Center, and are available upon request from the Grievance/Equal Opportunity Complaint Officer, whose contact information is listed below. This is a summary of the steps in our complaint/grievance procedure:

- STEP 1 Informal discussion of your concerns to your immediate Michigan Works! Southeast contact.

- STEP 2 If Step 1 does not resolve the problem to your satisfaction, a formal written complaint may then be filed with the Complaint Officer of Michigan Works! Southeast for resolution through informal discussion. Please contact the Complaint Officer below for instructions on how to file a formal written complaint.

- STEP 3 If Step 2 does not resolve the problem to your satisfaction, you are entitled to request that a hearing be scheduled within 30 days of filing the complaint with a decision within 60 days. Please contact the Complaint Officer below for instructions on how to request a hearing.

- STEP 4 If Step 3 does not resolve the problem to your satisfaction, a formal complaint may be submitted to LEO. Please contact the Complaint Officer below for instructions on how to file a complaint with LEO

- STEP 5 If Step 4 does not resolve the problem to your satisfaction, a formal complaint may be submitted to the Secretary of the U.S. Department of Labor for determination.

If you ever have questions or need assistance with the complaint process, please do not hesitate to contact your assigned staff person or the Complaint Officer of Michigan Works! Southeast.

Grievance/Complaint Officer

Vicki Enriquez 517-207-3253

venriquez@mwse.org

Name (Printed or Typed): _____

Signature: _____ Date: _____

Proposal Certifications

These certifications must be signed by a representative of the applicant organization who is authorized to do so. Persons in an administrative, monitoring or oversight policy-making capacity with WIOA/PATH programs should not appear as signatory to this RFP.

I hereby certify:

- a. that the applicant organization understands and assures compliance with specific assurances and certifications contained in Section B if awarded funding on the basis of this proposal; and
- b. that all information contained in this proposal in response to questions concerning the applicant organization, its operation, and its proposed program, is true and accurate; and
- c. that completion of this proposal is an application for funding and does not ensure that the proposed program will be funded; and
- d. 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.
- e. **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: _____

SECTION VI: PROPOSAL REVIEW CRITERIA

The following criteria are the primary considerations in the proposal review process:

A. Experience and Personnel (50%)

The successful bidder must show expertise in developing, implementing and monitoring a real time Web based/SaaS payroll processing and time keeping system for a public agency. Familiarity with cost reimbursement grant accounting is preferred, but not required. Likewise, having some awareness of the challenges and constraints of workforce development programs is preferred. The resumes of those assigned to the project should reflect expertise in compensation and employment. The quality and relevance of references will also be a factor.

B. Project Approach (30%)

The successful bidder must propose a service delivery design and approach that will demonstrate that they will provide a comprehensive system for MWSE that can serve as its primary payroll and timekeeping tool.

C. Proposed fees (20%)

The successful bidder will provide a budget and total proposed cost.

SECTION VII: SCOPE OF WORK

Requirements of Payroll Processing System

Description of Service/Capability	Yes	No	Cost/Comment
<u>General Software</u>			
Perform multiple retirement deduction calculations on pretax & post-tax 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 amount to date			
Minimum of 5 direct deposit bank accounts			
Cumulative YTD data screen			
User defined deduction codes			
Ability to designate deduction codes as other than every pay period for example: 2x per month, monthly or 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 build and update as needed a General Ledger Upload (by employee) that can import seamlessly into Blackbaud Financial Edge General Ledger Accounting System.			
Ability to send voluntary deduction payments via electronic transfer methods			
Ability to have multiple user access in a Windows or Web-based/SaaS environment			
Ability for Employee to self-service portal which allows employees to view prior paystubs, w-2's, make changes to addresses, federal/state exemptions and update direct deposit information.			
<u>Payroll Data Entry Method</u>			
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 in pdf and excel formats			
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			
Ability for employees and managers to approve time cards for compliance requirements			
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 robust custom 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			
Safeguards in place to detect fraudulent/suspicious activity regarding unauthorized changes			
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			
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			
Dedicated Customer Service Representative to Michigan Works! Southeast Consortium available to address problems/questions on a timely basis. Also, must have knowledge of a Job Costing Payroll System.			
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			
Recruitment/applicant tracking capabilities			
MWSE's PTO and PLM policy is front-loaded at the beginning of each year. PTO & PML are not accrued when earned per each pay period. System			

must be able to track PTO and PML based on this policy.			
Ability to be compliant with any requirement under Affordable Care Act			
Ability to enter spouse and dependent health care coverage			
<u>Additional features and/or services</u>			
<ul style="list-style-type: none"> System must have job costing ability to attach individual grants to hours worked by employees. 			
<ul style="list-style-type: none"> Wages that are classified as vacations, holidays, sick leave, and other excused absences of employees must be reflected in real time by grants worked. 			
<ul style="list-style-type: none"> System must be able to identify participants that are part of a training/work program, are not eligible for unemployment and therefore MWSEC should not incur unemployment tax. 			
<ul style="list-style-type: none"> System must have ability to run multiple payrolls, segregated by department codes and/or programs. Additionally, be able to fund payrolls from different bank accounts. 			
<ul style="list-style-type: none"> System must have the ability to retro pay employees based on past grant activity. 			
<ul style="list-style-type: none"> Ability to upload multiple pay changes at one time. For example, merit increases, rate of pay changes 			
<ul style="list-style-type: none"> MWSE Payroll Employee training when needed. For example, when tax law changes occur 			
<ul style="list-style-type: none"> Option to include "other" as a gender option on employee profile 			

Delivery of Services

Throughout the contracted time with MWSE the winning bidder project activities and periodically as the project progress, the organization will review the results of the project work with Michigan Works! Southeast and provide any observations related to the organization's services that the they believe warrant attention. The Consultant also will provide Michigan Works! Southeast with a final written report on its findings, analyses and/or recommendations.

Performance Indicators

Bidders should propose performance goals in their proposal that are related to their proposed services.

SECTION VIII: BIDDER’S MANDATORY RESPONSE

The Bidder will provide the following required information in order to demonstrate that the bidder has the experience and knowledge needed to successfully complete the project. Please limit your total narrative response to 5 pages (not including Resume or org. chart). The required submittals are:

- A. Introduction: Provide a summary introducing your organization.
- B. Experience indicating development of a comprehensive payroll and time keeping system. Describe up to 2 examples of the entity providing this type of service to public agencies.
- C. Key Project Personnel/Organization:
 - C.1. Key Personnel: Provide a detailed resume for the staff that will be assigned to this project as well as any supporting staff that will be part of this contract. Resumes should include years of experience, summary relevant experience, education, professional registrations and certifications.
 - C.2. (If applicable) Contract Organization: Provide an organization chart. Identify roles and responsibilities of the project team, reporting relationships and use of subcontractors if applicable. Identify whether services will be self-performed or utilize subcontractors. Identify each subcontractor.
- D. Project Approach: Present your approach to developing, implementing and monitoring a robust payroll and time keeping system that MWSE can use to serve as a its primary time keeping and payroll processing tool. Describe why your organization is best for this project.
- E. Proposed Fees: Provide a detailed budget (and budget narrative, if necessary) detailing costs for the project. It is estimated that the cost will not **exceed \$35,000.**

Budget and Costs

- A. Provide the date of establishment/incorporation: _____
- B. Provide your federal Employer ID number: _____



REQUEST FOR PROPOSAL

Payroll Processing and Time Keeping Service

Payroll Processing and Time keeping System Budget

Budget Detail
October 01, 2023 – September 30, 2025

Payroll Processing and Time Keeping System

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	PHONE:

Individual's Name and Title	Hourly Billing Rate	Estimated Hours Per Day	Estimated Cost	Daily Billing Rate	Estimated Days	Estimated Cost

Attach a budget narrative or other background information to provide details or explanations of the proposed charges.

If desired, the budget template will be forwarded in Excel format upon request.

IMPORTANT NOTICE

Payroll Processing System Checklist

Make insure that you have adequately completed your proposal, which will allow speedy review for the consideration of funding, please review the following checklist of items before submitting your proposal packet to the Michigan Works! Service Center office.

1. Please verify the completion of **Section V: Proposal Response Forms** – General Information, Organization Structure, Authorship, Funds Requested, and Service Area(s). Please verify the completion of the:
 - **Debarment Form** – (appropriate signature).
 - **EQUAL OPPORTUNITY IS THE LAW Form** – (appropriate signature).
 - **LOBBYING ACTIVITIES Form** – (appropriate signature).
 - **GRIEVANCE/COMPLAINT POLICY STATEMENT** - (appropriate signature).
 - **Proposal Certifications Form** – (appropriate signature).

2. **Section VIII: Bidder’s Mandatory Response** – Please verify that you respond to the stated question, remember to describe how each program will be delivered and confirm that all actions will be implemented. Please verify the completion of the **Performance Indicators Form**. Please verify the completion of the **Budget and Costs** questions and the **Specialized Business Services Budget** sheet.

Additional Instructions

1. Questions regarding this RFP instructions and the submission of completed proposals may be addressed to RFP@mwse.org.

2. The proposal format identifies the appropriate response length for each question. Please limit your responses to the requested length. Be specific. Adherence to this instruction helps ensure consistent, complete review of all proposals. Enter N.A. for any question which does not apply to your program. Failure to complete any required section will result in rejection or an incomplete review and tabling of your proposal, causing delay in the approval process. The bidder must adhere to the text and instructions contained in the original RFP. Changes made by the

bidder to the RFP file are the responsibility of the bidder and may result in rejection of the proposal.

3. Certain attachments are requested in the proposal format. Only those attachments specifically requested should be appended to your submission.
4. Catalogs and promotional materials should not be submitted and will not be reviewed as part of the evaluation process. If these materials should be needed by proposal reviewers, they will be requested at that time.
5. Proposals are due by **4:00 p.m. Monday September 25, 2023. Please submit an electronic version shall be submitted via e-mail to RFP@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.

6. Proposals must be complete and fully signed by an authorized official in order to be accepted. Members of the Michigan Works! Southeast Consortium and/or Workforce Development Board, or others with administrative oversight responsibilities, **may not sign the proposal.**

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