

Guttenberg Board of Education
301 69th Street
Guttenberg, NJ 07093

REQUEST FOR PROPOSAL

Human Resource and Payroll Services

A. PURPOSE:

The **Guttenberg Board of Education** is seeking proposals from Respondents as follows:

Human Resources and Payroll Services

B. SCOPE OF SERVICE:

The **Guttenberg Board of Education** is seeking proposals for **Human Resource and Payroll Services** as defined in Section C – Specifications for approximately 150 employees.

C. SPECIFICATIONS:

This section contains all details pertaining to the Request for Proposal (RFP). By submission of a response to this Request for Proposal (RFP) the prospective company agrees to become bound by contract containing all of the details defined in this document. As part of the proposal the following detail is required for the respondents to submit:

HR/Payroll Services:

Technology:

- HR/Payroll Software
- Time and Labor Management
- Payroll Processing
- HR Information Management
- Benefits Administration

Reporting Features:

- Provide custom reports
- Reports in real-time
- Reports multiple years and FEINS

Self-Services Features:

- Employee access to online personnel files
- Digital access to W-4's, I-9's and any other required forms
- Employee absence requests
- Employee online punch-in and punch-out
- Employees can view past pay vouchers, W-2's and total compensation

Compliance Features:

- Provides required COBRA notices and email and system disabling when necessary
- Tracks and reports on the Affordable Care Act (ACA) requirements for providing employee notification, automatic enrollment and insurance affordability
- Tracks and reports on FMLA, unemployment, and COBRA
- Access to historical data

Additional Services:

- Provide banking services that include automatic withdrawal of funds to cover payroll costs and tax submissions
- Prompt customer support included
- Staff training included
- Provide software updates as needed

D. QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:

- 1. Must provide detailed description of company background**
- 2. Must have experience in providing human resource and payroll services to Boards of Education and businesses within the State of New Jersey and provide references**
- 3. Must maintain a current principal office within the State of New Jersey.**
- 4. Must provide evidence of insurance for at least \$100 million**
- 5. Company must be in business for (10) years or more.**

E. CONTRACT PERIOD:

The term of contract for Request for Proposal of Human Resources and Payroll Services shall be from September 1, 2018 through June 30, 2019. This contract may be renewed for an additional two years subject to the provisions of N.J.S.A. 18A:1A-42.

F. COORDINATION OF ACTIVITIES:

All activities of this contract will be coordinated through the Administrative Offices of the Guttenberg Board of Education, 301 69th Street, Guttenberg, New Jersey 07093 and the Guttenberg Board of Education Business Administrator/Board Secretary:

Jolene Mantineo, 201-861-3100 ext. 10
jmantineo@alkschool.org

G. PRESENTATION PACKAGE: (RFP RESPONSE)

The Guttenberg Board of Education seeks from all participating respondents information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP. The following shall be included in the presentation package:

1. Transmittal Letter – Proposal

Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and includes a commitment by that person to provide the service required by the **Guttenberg Board of Education.**

2. Description of Services

All respondents should list all services to be rendered with their explanation in detail of how the services will be provided. Respondents by submitting a proposal acknowledge that they fully understand the scope of work, specifications, qualification requirements and activity, and service.

3. Qualifications – Relevant Experience

All respondents shall submit evidence and documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process.

4. Fee Proposal

All respondents must provide a detailed fee structure for all services to be provided as per the specifications.

5. Letter of Transmittal

The letter of transmittal is to be addressed and mailed to:

**Jolene Mantineo, Business Administrator
Guttenberg Board of Education
301 69th Street
Guttenberg, New Jersey 07093**

Reminder: The Letter of Transmittal and the Presentation Package are to be submitted with the RFP package.

H. SUBMISSION OF RFP PACKAGE:

All RFP Proposal Packages, including the Letter of Transmittal and the Presentation Package is to be addressed to:

**Jolene Mantineo, Business Administrator
Guttenberg Board of Education
301 69th Street
Guttenberg, New Jersey 07093**

Respondents are to include:

- One original RFP Package with original signature
- Two copies of the RFP Package

I. SUBMISSION DEADLINE:

The submission deadline to submit all RFP Packages is ***Wednesday, May 30, 2018 at 2:00 p.m.***

J. EVALUATION OF PROPOSALS:

The RFP submittals will be evaluated by a committee of supervisors and administrators. The committee members are familiar with the need for services to be performed in the Request for Proposal. The below evaluation criteria will be as follows:

- | | |
|------------------------------------------------------------------------|------------|
| • Quality of proposed services | 20% |
| • Demonstrated success in the field | 20% |
| • Price | 10% |
| • Ability to meet all minimum qualifications | 10% |
| • Ability to exceed minimum qualifications | 10% |
| • Overall knowledge and familiarity with the operations of the service | 10% |
| • Experience of the firm in providing similar services | 20% |

K. AWARD OF CONTRACT:

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.

L. AUTHORIZATION TO WORK:

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

M. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL:

- **Affirmative Action Questionnaire**
- **Stockholders Disclosure Statement**
- **Vendor Questionnaire/Certification**
- **New Jersey Business Registration Certificate**
- **Chapter 271 Political Contribution Disclosure Form**
- **Non-Collusion Affidavit**
- **W-9**
- **Ownership Certificate**
- **RFP Proposal Certification**
- **Debarment/Suspension Certificate or Questionnaire**
- **Response to Specifications**

N. CONTRACTS:

Upon notification of award of contract by the Guttenberg Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited limited to:

- **Professional Liability Certificate**
- **Criminal History Background evidence**
- **Workmen's Compensation Insurance**
- **Other required documents as may be outlined in the proposal specifications and/or qualifications and requirements**

O. AFFIRMATIVE ACTION REQUIREMENTS:

Each respondent shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- I. Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or**
- II. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or**
- III. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.**

P. BUSINESS REGISTRATION CERTIFICATE (N.J.A.C. 52:32-44)

Pursuant to N.J.S.A. 52:42-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit with their proposal package a copy of their “New Jersey Business Registration Certificate” as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certification with the proposal package may be cause for the rejection of the entire proposal.

Goods and Services

N.J.S.A. 52:32–44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; and 3) during the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales and of tangible personal property delivered into this State.

A contractor, subcontractor, or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

Q. TERMINATION OF CONTRACT

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties, and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not resolve the contractor from potential liability for damages caused by the District by the contractor’s breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful allegation of this agreement.

R. FALSE MATERIAL REPRESENTATION (N.J.S.A. 2C: 21-34-97(b))

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award, or performance of a government contract. If the contract amount exceeds \$2,500.00, but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

S. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT (PAY TO PLAY)

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44a-20.13 (P.L. 2005 Chapter 271 Section 3) if the business entity receives contracts in excess of \$50,000.00 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement Commission at 1-888-313-3532 or at www.elec.nj.us.

Pursuant to N.J.A.C 6A:23A-6-3 (a1-4) please note the following:

Award of Contract - Reportable Contributions - N.J.A.C. 6A:23A-6.3 (a2)

"No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c83 (codified as N.J.S.A. 19:44-1 et. seq.) to a member of the board of education during the preceding one year period."

Contributions During Term of Contract – Prohibited – N.J.A.C. 6A:23A-6.3 (a2,3) "Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract."

"When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity."

Chapter 271 Political Contribution Disclosure Form – Required – N.J.A.C. 6A:23A-6-3

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6a:23a-6.3 (A2) Award of Contract.

T. INTERPRETATIONS AND ADDENDA

No interpretations of the meaning of specifications will be made to any respondent orally. Every request for such interpretation should be made in writing to the Purchasing Agent and must be received at least three (3) days prior to the date fixed for the opening of proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18a:18A-21 to the respondents by certified mail or certified fax no later than five (5) days, Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of proposals. All addenda so issued shall become part of the contract document.

U. SUBCONTRACTING: ASSIGNMENT OF CONTRACT

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the Purchasing Agent.

The respondent, by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

FEDERAL TAX ID NUMBER: _____

PHONE NUMBER: () _____ EXT. _____

FAX NO. () _____

E-MAIL: _____

AUTHORIZED AGENT: _____ TITLE: _____

AGENT'S SIGNATURE: _____ DATE: _____

**ALL PROPOSALS MUST BE RECEIVED NO LATER THAN 2:00 P.M. ON WEDNESDAY,
MAY 30, 2018.**

ALL PROPOSALS ARE TO BE SENT TO:

**JOLENE MANTINEO, BUSINESS ADMINISTRATOR
GUTTENBERG BOARD OF EDUCATION
301 69TH STREET
GUTTENBERG, NJ 07093**

**PROPOSAL DOCUMENTS MAY BE FAXED TO THE DISTRICT, HOWEVER, AN
ORIGINAL COPY MUST BE MAILED TO THE ABOVE ADDRESS.**

VENDOR QUESTIONNAIRE/CERTIFICATION

Name of Company: _____

Street Address: _____

P.O. Box: _____

City, State, Zip Code: _____

Business Phone Number : _____

Emergency Phone Number: _____

Fax No.: _____ Email: _____

Years in Business: _____ Number of Employees: _____

References – Work previously done for School Districts in New Jersey:

Name of District	Address	Contact Person	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

VENDOR CERTIFICATION

Direct/Indirect Interests

I declare and certify that no member of the Guttenberg Board of Education nor an officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the President of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Guttenberg Board of Education.

Vendor Certification

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(al-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the Guttenberg Board of Education.
I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government.

PRESIDENT OR AUTHORIZED AGENT

AFFIRMATIVE ACTION QUESTIONNAIRE

1. Our company has a federal Affirmative Action Plan approval Yes No

If yes, a copy of said approval must be submitted to the Maple Shade Board of Education within seven (7) working days of the notice of intent to award the contract or signing of the contract.

2. Our company has a New Jersey State Certificate of Employee Information Report Yes No

If yes, a copy of the New Jersey State Certificate of Employee Information report must be submitted to the Maple Shade Board of Education within seven (7) working days of the notice of intent to award the contract or signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. You must complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy must be submitted to the Maple Shade Board of Education within seven (7) working days of the notice of intent to award the contract or signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: _____

Title: _____

Signature: _____

Date: _____

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF MIDDLESEX

(Name of Bid/Project)

I, _____, of the _____ of
_____ the County of _____,

State of _____, of full age, being duly sworn according to law on my
oath depose and say that:

I am _____ of the firm of _____ the bidder
making the proposal for the above named project; that I executed the said Proposal
with full authority to do so; that said bidder has not, directly or indirectly, entered into any
agreement, participated in any collusion, or otherwise taken any action in restraint of free,
competitive bidding in connection with the above named project; and that all statements
contained in said Proposal and in this affidavit are true and correct, and made with full
knowledge that the State of New Jersey relies upon the truth of the statements contained in said
Proposal and in the statements contained in this affidavit in awarding the contract for said
project.

I further warrant that no person or selling agency has been employed or retained to solicit or
secure such contract upon an agreement or understanding for a percentage, commission,
brokerage or contingent fee, except bona fide employees or bona fide established commercial or
selling agencies maintained by _____ in accordance with N.J.S.A
52:32.15

(Name of Contractor)

Subscribed and sworn before me this
____ day of _____, 20__

(Affiant's Signature)

(Seal) Notary Public of New Jersey

(Print Affiant's Name)

My Commission expires _____ 20__

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH RFP.

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005,c. 271,s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - o of the public entity awarding the contract
 - o of that county in which that public entity is located o of another public entity within that county
 - o or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing there with, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.