

**REQUEST FOR PROPOSALS (RFP) 11-04
FOR
BERKELEY HOUSING AUTHORITY PAYROLL SERVICE
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

May 17, 2011

Dear Proposer:

Berkeley Housing Authority is soliciting written proposals from qualified firms or individuals for Payroll Services, Time Keeping, Benefit Coordination and possibly Human Resources Services. As a Request for Proposal (RFP) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 3:00 pm, on Thursday, June 13, 2011.** All responses must be in a sealed envelope and have **“PROJECT NAME “Payroll Services, Time Keeping and Benefit Coordination”** clearly marked on the outer most mailing envelope. Please submit one original and 3 copies of the proposal as follows:

Mail or Hand Deliver To:

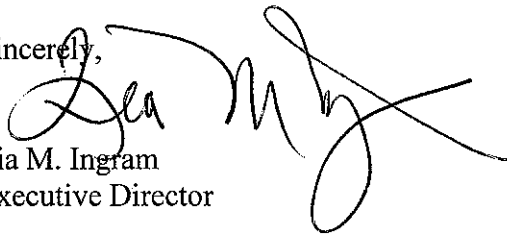
**Jesy Yturralde, Finance Manager
Berkeley Housing Authority
1901 Fairview St
Berkeley, CA 94703**

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the Authority to award a contract, nor is the Authority liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The Authority retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

Interested parties must register with BHA via email to Celinda Aguilar-Vasquez at caguilar-vasquez@ci.berkeley.ca.us no later than **May 30, 2011**. Registration does not require that a response be submitted, but ensures BHA can inform interested parties of addenda or other important information. For questions concerning the anticipated work, or scope of the project, please contact **Jesy Yturralde, Finance Manager**, via email at jyturralde@ci.berkeley.ca.us no later than **June 6, 2011**. It is the vendor's responsibility to check for answers to questions or any addenda on the City of Berkeley's website at <http://www.cityofberkeley.info/BHA>.

We look forward to receiving and reviewing your proposal.

Sincerely,


Tia M. Ingram
Executive Director

I. BACKGROUND /SUMMARY/or INTRODUCTION

The BHA, organized in 1966, changed governance and began operating as a separate entity in June 2007. The Agency operates on a Fiscal Year of July 1st to June 30th.

The Authority currently employs 14 full-time (benefited) employees, and 1 hourly (non-benefitted) employee.

There are two employee bargaining unions: SEIU Local 1021(Legacy 535 & 790) and a management union (Local One); two employees, including the Executive Director are unrepresented.

Payroll services, time keeping and benefits are currently administered by the City of Berkeley Payroll Department.

II. SCOPE OF SERVICES

We are seeking proposals for a comprehensive payroll system for the BHA including, but not limited to:

1. Employee and Payroll Set Up

- a. Establish record (account) for each employee including designating proper salary, deductions, taxation, accruals, union representation group, additional pay, and benefits
- b. Set up electronic timekeeping system, that allows Manager's online access and approval.
- c. Set up payroll policies according to union contracts (including benefits, accruals, overtime, special assignment pay, holidays, etc)

2. Payroll Processing

- a. Process bi-weekly payroll
- b. Set up mandatory and optional deductions (pre-tax or after tax) (SRIP II, deferred compensation, union dues, additional life, flexible spending, dependent care, YMCA membership, Credit Union, Commuter Check, Garnishments, Levies, Child/Spouse Support etc) deducted from employees and paid to the appropriate vendor
- c. Print and distribute checks or check stubs or direct deposit vouchers
- d. Electronic transfer of direct deposit file to bank(s)
- e. Bi-weekly, quarterly and annual tax filing and reconciliations.
- f. W-2 and W-2c preparation and filing
- g. Remittance of all taxes and deductions to the appropriate tax agencies and vendors.

3. Reports

- a. New hire reporting
- b. Payroll tax filing and remittance
- c. Bi-weekly Payroll Register including summary of benefits and other pertinent payroll reports
- d. On-line access to BHA management of payroll statements, benefits and accrual records
- e. Deduction, add pays and benefit reports.

4. Other Miscellaneous Services

- a. Employee self-service for items such as address change, W4 elections, and direct deposit changes
- b. Leave credits, accruals and usage(vacation/sick leave/etc.) tracked within payroll and printed on employee paycheck stub

- c. Commuter check deduction and monthly remittance to Commuter Check vendor.
- d. Remittance of union dues to appropriate Union shop.
- e. Process payment to vendors for health and dental insurance premiums).
- f. Process deductions for Deferred Comp 457, transmit file and payment to vendors
- g. Process garnishments/withholdings, transmit file and payment to state
- h. PERS reporting and compliance with the agency's tax laws
- i. The payroll system should be able to rollover the accrual balances from one calendar year to the next. The system should also be able to award accruals based on the number of years employed and the job classification.

III. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

1. Contractor Identification:
Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.
2. Qualifications:
The following are the minimum qualifications required for a firm to be considered as a potential provider of services to the Authority:
 - a. The firm must disclose any conflicts of interest which would prevent it from representing the Authority, or which might prevent it from representing the Authority without the Authority's informed written consent.
 - b. The firm must have substantial knowledge and experience in the areas described in the scope of work outlined in this Request for Proposal. Prior experience representing public agencies in the above
3. Client References:
Provide a minimum of three client references. References should be California cities, public housing authorities, or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction.
4. Price Proposal:
The proposal shall include an itemized pricing for all service, including set up, bi-weekly payroll, and annual report preparation . Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet.
5. Contract Terminations:
If your organization has had a contract terminated in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. BHA will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five years, so indicate.

IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired.

1. Public sector experience (15 Points)
2. Cost (25 Points)
3. PERS Experience (15 points)
4. Use of Automation/On-Line services (25 points)
5. Comprehensiveness of proposals (10 points)
6. References (10 points)

A selection panel will be convened of staff from BHA and other public entities to perform the review.

V. PAYMENT

Invoices: Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. Mail invoices to the Project Manager and reference the contract number.

Berkeley Housing Authority
1901 Fairview St
Berkeley, CA 94703
Attn: **Jesy Yturralde, Finance Manager**

VI. OTHER REQUIREMENTS

1. **Indemnification.**

Contractor shall defend, hold harmless and indemnify the Authority, and its respective commissioners, members, officers, agents and employees of and from all claims, loss, damage, injury, actions, causes of action and liability of every kind, nature and description directly or indirectly arising out of or connected with the performance of this Contract and any of Contractor's operations or activities related thereto, excluding the willful misconduct or the gross negligence of the person or entity seeking to be defended, indemnified or held harmless.

2. Insurance.

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$1,000,000, automobile liability insurance in the minimum amount of \$500,000 and a professional liability insurance policy in the amount of \$1,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the Berkeley Housing Authority, its officers, agents, volunteers and employees as additional insureds. Firm shall provide an original Certificate of Insurance evidencing the required coverage.

3. Worker's Compensation Insurance:

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

(Worker's Compensation Insurance cannot be waived for any person who employs others.)

4. Section 3 Compliance.

Firm must describe proposed compliance with Section 3 of the Housing Act of 1968, as amended regarding the provision of training and employment opportunities for low-income persons, with priority to residents of Berkeley, California.

Firm must complete the Certifications of Representations of Offertory, Non Construction Contract (Form HUD-5369-C) and Non Collusion Affidavit form furnish in this RFP package.

C. Business License

Virtually every contractor that does business in the City must obtain a City business license as mandated by B.M.C. Ch. 9.04. The business license requirement applies whether or not the contractor has an office within the City limits. However, a "casual" or "isolated" business transaction (B.M.C. section 9.04.010) does not subject the contractor to the license tax. The infirm, warehousing businesses and charitable organizations are the only entities specifically exempted in the code from the license requirement (see B.M.C. sections 9.04.290, 9.04.295 and 9.04.300). Non-profit organizations are granted partial exemptions (see B.M.C. section 9.04.305).

Vendor must apply for a City business license and show proof of application to the Finance Manager within seven days of being selected as intended contractor.

The Customer Service Division of the Finance Department located at 1947 Center Street, Berkeley, CA 94704, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a City business license, in person, or by calling 510-981-7200.

VIII. SCHEDULE (dates are subject to change)

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| <input type="checkbox"/> Issue RFP to potential bidders: | 05/17/2011 |
| <input type="checkbox"/> Proposals due from potential bidders | 06/13/2011 |
| <input type="checkbox"/> Complete Selection Process | 06/20/2011 |
| <input type="checkbox"/> Board Approval of Contract (over \$50k) | 07/14/2011 |
| <input type="checkbox"/> Award of Contract | 07/18/2011 |
| <input type="checkbox"/> Sign and Process Contract | 07/25/2011 |
| <input type="checkbox"/> Notice to proceed | 08/08/2011 |