

CITY OF BELLEVUE



REQUEST FOR INFORMATION RFI # 10113 Outsourcing Payroll Services

Issue Date: 4/7/2010

Due Date and Time: 4/21/2010 4:00 pm

General Information

Introduction

The City of Bellevue has an active employee population of approximately 1,550 of which 191 receive checks and the remainder on direct deposit as of March 2010. There are currently 8 labor union contracts. During the summer months we typically hire 100 – 200 hourly/seasonal employees, depending on the weather. The City does not participate in Social Security, however we do have a 401K replacement program that the City and employees contribute to along with a 457 optional plan. Employees do participate in the Washington State Department of Retirement System which includes the LEOFF 1 and 2 programs for Police and Fire along with PERS 1, 2 and 3. Employees are currently paid semi-monthly on the 8th and 23rd. We currently have a number of time entry interface applications that feed into JD Edwards along with a self-service employee information and time entry portal application.

Purpose of RFI

The Purpose of this Request for Information (RFI) is to acquire information regarding the potential for the City of Bellevue to enter into an outsourcing agreement for payroll processing. The City of Bellevue is currently working on the 2011-2012 budget and is researching possible cost cutting measures that would reduce the budget. One possible option to save money is to outsource some or all of the payroll function to outside firms. The City of Bellevue is seeking information regarding what specific services are offered, and what the estimated costs would be if we moved these services to an outside company. Based on the responses received from this RFI, the City will decide if they want to pursue the outsourcing option, and if it is decided they do want to pursue this, will prepare a RFP at which time vendors can respond with a formal proposal. At the time the RFP process is completed, it would be expected that we will enter into a multi-year contract with a selected vendor.

Background

The City of Bellevue currently uses JD Edwards Human Resources/Payroll modules version 8.11 SP1. The City of Bellevue will undergo an upgrade in 2010 to version 9.0.

RFI Coordinator/Communications

Upon release of this RFI, all communications should be directed in email to the RFI Coordinator listed below. Unauthorized contact regarding this RFI with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.

RFI Coordinator for this RFI will be:

Name: Debbie Childers

Address: City of Bellevue

Street - 450 110th Ave. NE, Bellevue, WA 98004

Mailing - P.O. Box 90012, Bellevue, WA 98009-9012

E-mail: dchilders@bellevuewa.gov

Required Schedule

These dates are estimates and are subject to change by the City.

| Event | Date |
|--|---------------------|
| Release RFI | 4/7/2010 |
| Requests for Information Due | 4/21/2010 @ 4:00 PM |
| Review of RFI complete/decision made to do RFP | 6/30/2010 |

Response Format

Requests for Information should be prepared simply and provide the information requested.

Submittal Response Date and Location

Submittals must be submitted to the City of Bellevue's Service First Desk or emailed to dchilders@bellevuewa.gov no later than April 21, 2010 at 4:00pm. The Official Clock for submissions is located at the Service First Desk (address listed below). All submittals and accompanying documentation will become the property of the City and will not be returned. Faxed submittals will not be accepted. The submitting party accepts all risks of late delivery of mailed submittal regardless of fault.

Submittal Format

One (1) electronic copy of the Request for Information must be received by the RFI deadline. The City, at its discretion, may make additional copies of the Requests for Information for the purpose of evaluation only.

Vendor's Cost to Develop Request for Information

Costs for developing responses to this RFI are entirely the obligation of the vendor and shall not be chargeable in any manner to the City.

No Obligation

This RFI imposes no contractual obligation whatsoever on the part of the City or Vendor

Submittal Requirements:

Responses to this Request for Information should include the following:

1. **Company Background:** Provide general background information regarding your company including a summary of previous experience in similar types of outsourcing projects.
2. **Specific listing of services provided:** Please identify which outsourced services your company can provide that would replace the in-house process tasks listed in this RFI. Please also list what tasks would still be required by City of Bellevue staff if we chose those services.
3. **Costs:** Please list rough estimated costs for City of Bellevue to use all of your services or a partial use of your services with or without our system.
4. **Hourly Cost:** Please list rough estimated hourly costs for the City of Bellevue to use your outsourcing services for specific tasks.
5. **Service Levels:** Describe the level of service you propose (e.g. 24x7 availability with 9am-5pm staffing)
6. You are encouraged to provide varying service levels in this RFI and identify what is included in each service level along with the cost of each.

City of Bellevue Payroll Staffing

| | |
|--|---------|
| Payroll Supervisor | 1.0 FTE |
| Financial Analyst (Payroll Process) | 1.0 FTE |
| Financial Analyst (Tax & Retirement Process) | 1.0 FTE |
| Sr Acct Associate (Data Entry Emp Changes) | 1.0 FTE |