

BOROUGH OF SAYRE  
110 WEST PACKER AVENUE • SAYRE, PA 18840  
TELEPHONE: 570.888.7739 FAX: 570.888.6598  
[www.sayreborough.org](http://www.sayreborough.org)

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**TO:**  
Classified Department

**FROM:**  
David M. Jarrett, Borough Manager

**COMPANY:**  
The Morning Times

**DATE:**  
APRIL 4, 2024

**RE:**  
**Payroll Processing Services**

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### **Request For Proposals**

The Borough of Sayre is accepting proposals to provide payroll processing services until 4:00 pm, on May 1, 2024. Proposals may be submitted electronically to [admin@sayreborough.org](mailto:admin@sayreborough.org) or delivered to the Sayre Borough Hall, 110 West Packer Avenue, Sayre, Pennsylvania 18840. Proposals received after that time and date will not be considered.

Criteria for proposals is available at [www.sayreborough.org](http://www.sayreborough.org) or by request to the Sayre Borough Hall, 110 West Packer Avenue, Sayre, Pennsylvania 18840 or 570-888-7739.

Borough of Sayre  
David Jarrett  
Borough Manager

Publish: April 6, 2024  
April 10, 2024



# Request for Proposals

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## Payroll Processing Services

### Scope

It is the intent and purpose of these specifications to adequately describe the type, quality, quantity, and standards that the Borough of Sayre is seeking for the provision of Payroll Services. The conditions and requirements are intended to be open and competitive for the purpose of obtaining adequate participation of interested parties, uniformity in the submission of proposals and selection of the most responsible bidder. The Borough shall be the sole judge concerning the merits of all proposals and sample materials submitted in accordance with the Competitive Contracting process.

Contractors are required to complete and submit attached forms. When submitting your proposal, please address all questions thoroughly. The Borough Council will review each submittal, and the award will go to the vendor with the highest score based on the raining of the prerequisites of each selection.

Each proposal must consist of a formalized payroll package that will meet all the needs and requirements necessary for a work force of 30 full-time employees and 15 per diem employees and be expandable for additional employees in the future. The proposal must provide flexibility necessary to address any future changes in Federal and State laws and Collective Bargaining Agreements between the Borough and its employees. The Borough of Sayre is subject to regulation by the Commonwealth of Pennsylvania and its Department of Labor and Industry which promulgates rules and regulations regarding financial activities including the area of payroll and pensions.

The Borough operates on a calendar year basis. The calendar year 2024 municipal budget totals \$9,263,325.00.

|      |                                        |                          |    |
|------|----------------------------------------|--------------------------|----|
| 2024 | W-2s                                   | 50-60                    |    |
| 2024 | Gross Pay                              | \$2,024,000.00 (Approx.) |    |
| 2024 | Average Direct Deposits Per Pay Period |                          | 44 |
| 2024 | Average Checks Per Pay Period          |                          | 4  |

## **Term**

This agreement shall become effective following the execution of the contract by the Borough of Sayre and the successful bidder and shall run through December 31, 2025. Thereafter, the Borough may renew the contract at their sole option for an additional 24 months without any further bidding upon a determination by the Borough of Sayre that the services are being performed in an effective and efficient manner and meet the terms and conditions of the existing contract.

## **Minimum Qualifications**

Bidder must provide proof in their proposal for the below listed minimum qualification items;

- ◆ Five years or more in the Payroll Processing Services business.
- ◆ Client service base of 5 or more governmental entities in the Commonwealth of Pennsylvania or Southern Tier Region of New York State.
- ◆ Two (2) of the government clients should have an average payroll processing of fifteen (15) or more active employees.

## **Basic Payroll Processing**

Payroll software utilized by the bidder must be able to import data into the payroll application from an external source. This external pay data must be able to be imported into the payroll database without rekeying the data.

Ability to enter or retrieve data, check accuracy, and make all necessary entries of changes. Upon completion of data entry, the Borough information is transmitted to the Service Company for processing by means of an internet-based transfer. The entire payroll, including all pay data, checks and standard reports, will be processed and delivered to the Borough the next day.

The system must also provide the ability to use the Borough personal computers to make inquiries within the employee master file.

## **Payroll System Design Requirements**

- ◆ Ease of operation, with on-site training required for Borough staff.
- ◆ Vendor must define response time for client inquiries.
- ◆ Vendor must explain how information for current and archived employees is extracted and implemented into new system.
- ◆ Capability to provide user with search criteria for employee data (Name, SSN, Emp. ID #)
- ◆ Ability for system administrator to assign current employee ID numbers and assign ID numbers for new employees.
- ◆ Employ a menu-driven system
- ◆ Allow for the interfacing of external data sources, including a timekeeping system and an electronic attendance system.
- ◆ Capability to handle job cost entry and automatic labor allocation data, including job-costing of multiple department for regular and overtime pay.
- ◆ System level user passwords and ID's assigned by a system administrator.

## **Payroll System Design Requirements - continued**

- ◆ Program level users passwords and ID's control access into payroll programs.
- ◆ Payroll controls to restrict access to specific items or menus based on level access permitted.
- ◆ The Borough reserves the right to test the product with our data before award of contract.
- ◆ Provider must run a parallel payroll against our current payroll and review for accuracy.

## **Standard Reports**

Inquiry and reporting options must include at a minimum the following reports for the payroll personnel system:

- ◆ Check Registers
- ◆ Check Reconciliations
- ◆ Payroll Deduction Reports
- ◆ EFT Reports
- ◆ Employee History
- ◆ Multi-Allocation Labor Distribution
- ◆ New Hire Report
- ◆ Dependent Report
- ◆ Employee Change Report
- ◆ Labor Distribution Monthly Summary
- ◆ Accumulated Leave Report
- ◆ Seniority Lists
- ◆ Payroll Summary
- ◆ Ability to allow users to accomplish routine ad hoc "What If" inquiries or customize and generate reports.

## **Payroll System**

The system must consist of a formalized payroll package that will meet all requirements specified by the Borough of Sayre. At the same time, the payroll package must provide flexibility and customization required to satisfy those payroll needs unique to the Borough of Sayre and also those payroll needs normally associate with a government entity the size and complexity of the Borough.

## **General Requirements**

- ◆ Provide for automatic and supplemental payrolls
- ◆ Ability to handle weekly and monthly payroll schedules
- ◆ Ability to accommodate multiple variances in weekly hours worked
- ◆ Up to ten (10) Direct Deposit accounts per employee enabling automatic deposits to employee savings and checking accounts.
- ◆ Complete payroll tax filing service (Federal, Multi-State, Unemployment, and local taxes)
- ◆ Automatic generation of specific reports for specific users
- ◆ Sufficient labor distribution codes available to meet the requirements of the Borough.

## **General Requirements - continued**

- ◆ Multiple jobs or departments may be entered permanently or temporarily on an employee's file with associated allocation percentages (multiple rates of pay for multiple jobs/departments) with training on how it's calculated in the system.
- ◆ Ability to produce manual checks onsite as needed.
- ◆ Interface capabilities of payroll data to an in-house or another outside service through excel spreadsheet.
- ◆ Affordable Care Act Compliance and Reporting (including 1094 & 1095)
- ◆ Produce, stuff, and seal W-2's and W-3s and provide employer reference copies.
- ◆ Full benefits accrual must provide the capabilities for tracking and computing vacation days, sick days, and personal days, etc., for each employee based on work schedules, collective bargaining agreements, and other employment agreements.
- ◆ Payroll checks to be signed, sealed, and delivered
- ◆ Ability to process 3<sup>rd</sup> party sick pay
- ◆ Ability to manage employee events
- ◆ Ability to store employee documents electronically
- ◆ Ability to retrieve and store historical data from current system (personal information, salary history, benefits and deduction history)
- ◆ Ability to automatically calculate overtime and add a flat premium to the overtime rate.
- ◆ Commonwealth of Pennsylvania New Hire Reporting
- ◆ Provider's Internal Control Policies and Procedures available for audit

## **Earning System Requirements**

- ◆ Handles all pay categories with proper tax considerations.
- ◆ If system calculates annual base salary, it must do so using employee's annual base hours worked.
- ◆ Calculate taxable fringe benefits
- ◆ Comprehensive earnings statement for each employee with ability to show year-to-date totals on gross, taxes, and deductions.
- ◆ Payroll stubs must include detailed earnings codes with corresponding hours worked, hourly rate(s), and total amounts

## **Deductions System Requirements**

- ◆ Provide up to 24 voluntary deductions per employee with expansion capability
- ◆ Handle deductions automatically for any pay period or combination of pay periods
- ◆ Perform tax calculations on Federal, State and Local entities and satisfies reciprocity requirements
- ◆ Deduct fixed and additional tax amounts on a Federal, State or Local level
- ◆ Allows for either the refunding of taxes taken or the withholding of additional taxes on a one-time basis
- ◆ Computes all employer taxes
- ◆ Provide tax calculation regardless of how many locations are worked by an employee
- ◆ Provide for automatic calculation and remittance of child support, tax levies and garnishments per employee
- ◆ Pension deductions must be calculated and deducted properly
- ◆ Ability to automatically re-calculate deductions that are based on pensionable salary changes