



*Real Entertainment. Real Events. Real Exciting!*

April 26, 2021  
Date

## NOTICE TO PROPOSERS

We are requesting proposals for the following:

### **PAYROLL SERVICES**

Attached are the specifications.

Proposers shall state whether the service(s) proposed strictly meet these specifications and if not, they shall list each variation there from.

Sealed proposals shall be delivered to the office of the Tulsa County Public Facilities Authority, Southwest Corner of the River Spirit Expo, 4145 East 21<sup>st</sup> Street, Tulsa, Oklahoma 74114 until 11:00 a.m. on May 19, 2021. Proposals shall be submitted in an envelope clearly labeled "Payroll Services RFP".

Proposals will be opened by the TCPFA in the Expo Square Administrative Office, 4145 East 21<sup>st</sup> Street, Tulsa, Oklahoma, 74114 at 1:00 p.m. on May 19, 2021.

**"Affidavit for Filing with Competitive Bid" form must be signed, notarized, and returned with proposal or proposal will not be accepted.**

The Tulsa County Public Facilities Authority reserves the right to reject any and all proposals and waive informalities or minor irregularities in any proposal.

Respectfully yours,

A handwritten signature in black ink that reads "Jessica Booth".

Jessica Booth  
Purchasing Agent

TULSA COUNTY PUBLIC FACILITIES AUTHORITY (TCPFA)  
REQUEST FOR PROPOSAL (RFP)

HRMS, Payroll Processing, and Time and Attendance

**I. GENERAL CONDITIONS**

**A. Purpose**

The Request for Proposal (RFP) is to provide a Human Resources Management System (HRMS), Payroll Processing, and a Time and Attendance System for Tulsa County Public Facilities Authority.

**B. Instructions of Proposal Submission**

1. Closing Submission Date

Proposals must be received no later than 11:00 a.m. on May 19, 2021.

2. Inquiries

Any inquiries or questions requiring answers prior to submitting bid are to be made in writing to Jessica Booth, Purchasing Agent, by one of the following methods:

Mail/Delivery: Expo Square Administrative Office  
(SW corner of the RSE Building)  
4145 E. 21<sup>st</sup> Street  
Tulsa, OK 74114  
Email: jessica@exposquare.com

Deadline to submit questions and/or inquiries is May 12, 2021 at 12:00 p.m. Proposers are encouraged to register their participation in this RFP process by emailing Jessica Booth at the email address listed above. Registered proposers will receive a copy of all questions and responses no later than 5:00 p.m. May 14, 2021.

3. Conditions of Proposal

All costs incurred in the preparation of a response to this RFP will be the sole responsibility of the Proposer and will not be reimbursed by TCPFA. Unless otherwise stated, all materials submitted by proposer in response to this RFP shall become the property of TCPFA.

4. Instruction to Prospective Proposers

Your proposal should be addressed as follows:

Tulsa County Public Facilities Authority  
Attn: Jessica Booth  
4145 East 21<sup>st</sup> Street  
Tulsa, OK 74114

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It is important that the Proposer submit [five (5) originals] and one (1) electronic copy (usb flash drive) in a sealed envelope.

It is the Proposer's responsibility that the proposal is received by TCPFA by the date and time specified above.

Late proposals will not be considered. Proposals transmitted by facsimile or email will not be accepted.

The bid format, (Section III) must be submitted by each and every bidding party. Any bid shall set forth its deviation from the bid format and explain in detail the reason for such deviation. This does not, however, preclude the bidding party from offering alternatives in addition to the formatted requirements and approaches. The alternatives, however, must be fully explainable and in written form.

This RFP is available via e-mail in Adobe PDF format. Please e-mail request to [jessica@exposquare.com](mailto:jessica@exposquare.com) to request a copy.

**C. Right to Reject**

TCPFA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

TCPFA reserves the right to waive informalities or irregularities in proposals.

In the case of deviation from the enclosed specifications, the proposers shall indicate in writing any exception to the specifications. If no exception(s) is noted, it is understood that the specification will be complied with in detail as requested WITH NO EXCEPTION.

1. Price

All prices and quotations must be typed or written in ink. No erasures or correction fluid is permitted. Errors may be crossed out and corrections printed in ink by the person signing the proposal.

Quote on each item separately. Prices should be stated in units specific herein.

2. Authorized Proposals

All proposals must be dated and signed with the firm's name and by a responsible officer or employee.

3. Notification of Award

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It is expected that a decision selecting the successful firm will be made within thirty (30) days of the closing date from the receipt of proposals.

Award will be made to the responsible Proposer whose service, delivery, and cost is most compatible with TCPFA. TCPFA will be the sole judge in making this determination.

**D. Description of Entity**

TCPFA is a public trust established under the provisions of the Oklahoma Trust Act on January 17, 1983. TCPFA commenced operations on March 1, 1983, and, as successor to the Tulsa County Fairgrounds Trust Authority, operates and manages certain properties owned by Tulsa County, Oklahoma, commonly referred to as the Tulsa County Fairgrounds located at Expo Square.

**II. SPECIAL CONDITIONS**

**A. Background**

TCPFA employs approximately 35 full-time and full-time equivalent and 250 part-time employees. Employees are currently paid on a bi-weekly basis and are considered either exempt or non-exempt under the Fair Labor Standards Act. Employees are classified as full-time exempt, full-time non-exempt, or part-time. Different work schedules are utilized depending on the department. Overtime is accrued in accordance with the Fair Labor Standards Act, and as otherwise permitted through TCPFA policy (i.e. holidays are treated as hours worked). In lieu of overtime pay, full-time non-exempt employees have the option of accruing comp time at the rate of time and one half, or receiving pay at the same rate.

**B. Selection**

All firms submitting proposals will not necessarily be invited for presentations. The selection process will be followed by contract negotiation. If negotiations are unsuccessful, TCPFA will proceed with negotiations with another qualifying firm.

It is recognized that the selected firm will be required to collect the pertinent information necessary to implement its HRMS, Payroll, and Time Keeping system.

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**C. Scope of Work**

Human Resources Management System

1. The system shall be capable of inputting and maintaining the following information for individual employees:
  - a) Employee ID Number
  - b) Employee Social Security Number
  - c) Employee Name
  - d) Address Information
  - e) Date of Birth
  - f) Gender
  - g) Marital Status
  - h) Department Number
  - i) Employee Classification
  - j) Rate of Pay
  - k) Employment Status
  - l) Multiple Types and Rates per Employee
  - m) Multiple Deductions with Automatic Cut-Off Limits
  - p) Extra Federal Tax with Flat Amount and % Capabilities
  - q) Extra State Tax with Flat Amount and % Capabilities
  - r) Monthly and YTD Accumulation of Wages, Withholdings, Deductions, Personal Leave, Vacation, PTO, Etc
  - s) Retirement Percentage
  - t) Workers Compensation Class
  - u) Employment Date (original and adjusted)
  
2. The system shall have the ability to:
  - a) Stop various deductions from being deducted.
  - b) Terminate an employee in real time.
  - c) Calculate termination pay.
  - d) Accommodate unlimited direct deposits per employee.
  - e) Establish limits for personal leave, vacation, personal, and comp time.
  - f) Achieve full compliance with the Federal Fair Labor Standards Act.
  - g) Process deductions exempt from taxes.
  - h) Retain information in a single database for streamlined access by a payroll, human resources, and report module.
  - i) Notify when new employees acquire benefit eligibility.
  - j) Automatically delete benefits if employee resigned or terminated before the 30<sup>th</sup> of the month.
  - k) Allow employees to view and print information such as previous check amounts or W-4 information.
  - l) Import data for various items (i.e. tips, deductions).
  - m) Calculate retroactive pay.
  - n) Onboard new employees.

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3. A Report Library containing a minimum number of existing reports considered satisfactory by TCPFA within the HR system.
4. A custom report writer shall be resident within the software provided by the vendor.

Payroll Processing

1. The system shall be capable of inputting and maintaining the following:
  - a) Process, print and deliver checks and direct deposit stubs within 48 hours of time submission
  - b) The check stubs must have:
    - (1) Department number on face of the check to facilitate distribution
    - (2) Employee name and employee number on the face of the check stub
    - (3) Check protection with the amount printed both numerically and alphabetically
    - (4) Employee rates, hours worked, and earning appearing by type of earnings
    - (5) Deductions itemized with literal description on paycheck stub
    - (6) Payroll taxes and non-statutory deductions taken this pay period
    - (7) Current year-to-date wage and tax information
    - (8) Year-to-date accumulation of vacation, personal, PTO, and comp taken and hours of each that are remaining.
  - c) Prepare and file monthly, quarterly, and annual payroll tax reports as required. Maintain accrual of payroll tax liabilities for direct deposit to tax agencies.
  - d) Provide standard payroll reports, including specific reports:
    - (1) Labor distribution by department. Must have ability to allocate labor and "all" employer benefit costs at the "department" level.
    - (2) Benefit accrual reports by department.
    - (3) Other reports as required.
  - e) Provide the ability to self-prepare non-specific reports using a report writer.
  - g) Provide description of the process and costs to administer a wage garnishment service.

Time and Attendance System

1. Provide proposal for implementation of a time and attendance system. Include a description of the process and costs of the components i.e. software, hardware, installation costs, etc. required for implementation.
2. Provide pricing options for the ownership and maintenance of the time and attendance system.
3. Provide time collection options and costs for such items as badges, cards,

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scanners, computers, apps, etc.

Security

1. Have robust levels of security for supervisors and employees. For example, an employee can only see certain data as defined such as leave accrual.
2. Individual functions can be turned on and off for individual employees.
3. Unavailable functions and tabs removed from screen and drop down menus.
4. Screen timeout/lockout when inactive for a certain amount of time.
5. The system must maintain an audit trail that tracks data changed, hold original data and the user name of the person modifying or viewing an item.

Support

1. The vendor must be able to provide 24/7/365 support for the system.
2. The vendor must be able to provide 24/7/365 contact support for system administrators.
3. The vendor must allow some kind of support for regular end users.
4. The vendor must provide a direct support representative(s) that TCPFA may contact.
5. The dedicated support representative(s) must handle all problem resolution and escalation for TCPFA.
6. The vendor must have a response time of two (2) hours or less on reported problems.

Insurance

1. The vendor will be required to provide certificates of insurance showing that it carries, or has in force, commercial general liability insurance and professional liability insurance in the amount of \$1,000,000.
2. The certificate of insurance shall provide TCPFA with thirty (30) days written notice of cancellation of any of the coverage areas named in said certificate.

**III. INFORMATION REQUESTED FROM PROPOSER**

In order to get a uniform review process and to obtain the maximum degree of comparability, proposals must be organized in the manner specified. Please keep submittals brief and concise.

**A. General Information to be Provided**

1. The proposer's name, home office address, address of the office to provide the services under the contract, name of contact person and telephone number.
2. General description of the firm, including size, number of employees, organization, other business or services, type of organization

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- (franchise, corporation, partnership, etc.) and other relevant descriptive material.
3. Describe your employee turnover experience in support staff within the last three years and a rationale for the turnover level.
  4. Identify the key staff and office location that will work on this account, if selected.
  5. If cloud based, provide the following information:
    - a) Provide the location where the HRMS and Payroll will be processed and the location of the backup.
    - b) Provide facilities design and disaster prevention.
    - c) Provide fail-over technology and up time percentage.
    - d) Provide detailed description of how servers are physically secured and if servers are dedicated or shared with other clients.
    - e) Provide description of software security data encryption level, message integrity, and server authentication.
    - f) Provide method of archival and retrieving historical information.
    - g) Provide redundancy and disaster recovery plan.
    - h) Provide exit strategy for data retrieval if TCPFA decides to change vendors.

**B. Technical Proposal Information**

1. Describe the proposer's experience and capabilities, particularly with public and/or non-profit entity employers.
2. Narrative description of the proposer's understanding of the services TCPFA is seeking.
3. A detailed plan and schedule of when, where and how work on each of the tasks will be accomplished based on the proposer's understanding of the tasks. Include an explanation of your key staff's responsibilities in performing the tasks.
  - a) Proposed techniques and methodology to be used for each task should be stated.
  - b) Provide an implementation schedule including timeframes for each of the services proposed. Include a timeline to identify key dates for completion of critical tasks.
  - c) State any difficulties foreseen in performing the designated tasks.
4. List the name(s) and professional qualifications of the primary staff that will be assigned to TCPFA.
  - a) Include job title, current responsibilities, total years' experience, years with this firm, degrees and certifications, professional affiliations, and any other relevant information.
  - b) Provide a list of other key personnel who will be assigned to



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- c) TCPFA's account.
  - d) Describe which major functions and tasks will be performed by the primary account representatives and other key personnel.
  - d) Describe any services or portion of services that will be performed by a sub-contracting firm, and provide relevant information on such firm's qualifications and personnel.
5. Discuss your firm's philosophy on the process of providing HRMS, Payroll, and Time Keeping services.
  6. Briefly describe the firm's computer resources, including equipment, software and communication capabilities.
    - a) Provide a description of the I.T. support services available and contingency plans in the event of problems during normal processing.
  7. In a format appropriate for an attachment to the HRMS, Payroll, and Time Keeping services agreement, prepare a proposed detailed scope of services.

**C. Conflict of Interest**

Provide a statement of conflicts your company; sub consulting firms and/or key staff may have regarding these services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.

**D. Appendix**

As an appendix provide the following:

1. Three references who can comment on the past performance of the company. The references shall include at least one non-profit or public agency.
2. Analysis of types of companies and number of employees of current customers (average number of full time and part time for all current clients)
3. Provide a sample of HRMS, Payroll, and Time Keeping service agreements.

**IV. PROPOSAL EVALUATION**

**A. Submission of Proposals**

All proposals shall include five (5) original and complete copies and one (1) electronic version of the Proposer's response. This document may become part of the contract.

**B. Non-responsive Proposals**

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Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format and respond adequately to each item in Sections II and III.

**C. Selection Procedure**

Proposals will be reviewed by TCPFA and the companies will be evaluated based on their relative rankings in each area of the proposal. Final selection will be based upon the proposal and interview of each firm. All companies submitting proposals may not be invited to an interview if, in the opinion of TCPFA, a firm does not have a reasonable chance of being selected at the completion of the proposal review stage.

**D. Evaluation of Proposals**

Following criteria will be used in evaluating the proposals:

1. Project Approach (30 percent)

This includes understanding of TCPFA's requirements and the clarity of explaining how specific tasks will be accomplished including the proposed techniques and methodology.

2. The Proposer's Experience and Capabilities (30 percent)

This includes the company's overall experience and its experience with other non-profit or public agencies and references and ability to service clients with a large number of part time and seasonal employees.

3. Key Personnel (30 percent)

This includes the demonstrated experience of the assigned staff and other key personnel to be assigned to TCPFA's account as well as the time commitment of key individuals.

4. Fee Proposal (10 percent)

Overall cost / benefit to TCPFA.

Proposal evaluation shall be based solely on the information provided in the proposal submittal package. Be sure to include all relevant information and evidence of your company's record of performance and ability to perform the work.

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**E. Fee Proposal**

Fee Proposal shall list each module/function separately and should include all purchase and implementation costs. TCPFA may choose to implement all modules, one module, or any combination thereof. While the proposer may choose to offer additional discounts or cost savings for the initial purchase of all modules/functions combined, TCPFA reserves the right to purchase modules/functions individually. In addition, all prices must be firm and fixed for at least one (1) year following notice of the award. The separate modules/functions are:

1. Human Resources Management System
2. Payroll Processing
3. Time and Attendance System

**G. Right to Reject**

The TCPFA may, at its discretion, request presentations or additional information with any or all Proposers to clarify or negotiate modifications to the Proposer's proposals.

However, TCPFA reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Bidder can propose.

TCPFA shall be solely responsible for awarding the contract.

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**AFFIDAVIT FOR FILING WITH COMPETITIVE BID**

\_\_\_\_\_, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any Tulsa County Public Facilities Authority official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any Tulsa County Public Facilities Authority official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_

NOTARY PUBLIC

My Commission expires \_\_\_\_\_, \_\_\_\_\_

**NOTE:**

Each competitive bid submitted to a county, school district or municipality must be accompanied by this properly completed Affidavit as required by 74 O.S 1981 § 85.24. Bidder shall be disqualified if Affidavit:

1. Is **not** properly completed.
2. Does **not** accompany bid.