



HOWARD COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-6644

ADDENDUM NO. 2
(Total Pages - 3)

February 28, 2018
Request for Proposal No. 039.18.B1
Payroll Services

Opening Date: March 23, 2018 Time: 3:00 P.M.

The following shall be incorporated into the captioned solicitation as though included in the original documents issued.

The Board of Education authorizes the following changes, clarifications and or attachments to the solicitation documents; however, such changes shall not relieve the firm of their responsibilities as otherwise required by the solicitation documents.

The due date for proposals has been extended from March 2, 2018 at 3:00 P.M. to **March 23, 2018 at 3:00 P.M.**

Questions

Please see the attached list of questions and associated responses.

There are no other changes.

Note: It is the firm's sole responsibility to monitor the HCPSS Purchasing website to ensure that they download any additional addendums or clarifications prior to submitting their proposal and duly acknowledge receipt of and full understanding of said addendums on the proper proposal submittal form. Failure to do so may result in non-receipt of important information prior to the closing date and may render the proposal non responsive and ineligible for award. It is highly recommended that the submitting proposer/bidder ascertain if they have received all the addendums posted prior to submitting their proposal. Failure of any proposer/bidder to obtain any such addendum or interpretation shall not relieve the proposer/bidders company from any obligation under his/her proposal as submitted.

Howard County Public School System

Request for Proposal #039.18.B1
Payroll Services

Questions and Responses:

1. On page 2 of the RFP, it mentions that Workday manages the amounts and priority of all withholdings and the interest in ala carte for withholding other services.
Response: Payroll enters the withholding order (garnishments, support, levies, etc.) into Workday. Workday is designed to understand the priority of the orders (if multiple) and the minimum or maximum amount that is to be withheld based on the order type.

Withholding orders require communication to the employees and sometimes responses to the requestor when the order is received and/or when the order has been completed. And then there is the payment that was withheld from the employees check and paid to the requestor.
2. We were hoping you might be able to shine more light on the current process itself, as well as what you don't like about it and the key drivers for putting this to bid.
Response: We are interested in a full service fee and then fees for handling each step. For example, communications, payments, etc.
3. How many employees are there?
Response: We pay about 9,100 each period.
4. Will hours/data be tracked on your software and submitted to us for processing? Will we have access?
Response: Yes hours are tracked. For payroll tax and W-2 processing, hours are not needed; therefore, would not be submitted. No, access will not be granted for the 3rd party. We would submit only the required data for payroll tax, W-2, and withholding orders.
5. What is the number of Fed ID numbers?
Response: 1
6. What is the number of Jurisdictions? (State and Local)
Response: 5
7. Will we need multiple worksite reporting?
Response: No
8. What is the number of W2's?
Response: Approximately 11,000
9. How are W2's distributed? Paper sent to EE address or electronic or both?
Response: Everyone receives an electronic copy and those that do NOT opt out of paper, must receive a paper copy.
10. Do you have/need 1099 reporting?
Response: Not a payroll function nor part of this RFP.
11. How many 1099's?
Response: N/A
12. Do you have W2C requirements? How many?
Response: W2c are required as needed, we do less than 5 per year, but will do as many as legally required.

13. Is a Garnishment service required? How many annual disbursements currently?
Response: HCPSS is interested in a garnishment service. Please clarify the annual disbursements question. Are you looking for total number of transactions or actual payments? Example, we pay the state of MD and 1 payment may include 30 employees.
14. How many new liens monthly for active employees?
Response: Historically, here's what we've seen. This only represents what we have seen and is not a projection or guarantee of what we will see in the future.
- | | |
|---------------------|----|
| November | 6 |
| December | 14 |
| January | 13 |
| February as of 2/20 | 5 |
15. How many new liens for terminated or inactive employees?
Response: We do not track this detail, but would estimate would be a few every couple of months.