Philadelphia Works, Inc.
Payroll Services/Human Resources Information System
Request for Proposal

October 1, 2018

Response Deadline: 3:00 p.m. EST, November 9, 2018

Philadelphia Works
Request for Proposals
Payroll Services and Human Resources Information System

Purpose

Philadelphia Works is requesting proposals for fully integrated payroll processing and Human Resources Information System (HRIS) solutions. Options that we will consider include licensing of software, remotely hosted solutions and Software as a Service (SaaS). Consulting services required for implementation, conversion of existing data, support, training, and maintenance must be part of each proposal response. We are looking for an outsourced solution.

Philadelphia Works is seeking to a payroll/HRIS platform that is impactful, time-efficient and cost-effective. We are seeking a cost-competitive long-term partner that has service excellence and solutions with the capacity to accommodate both organic growth and expansion.

Expected Timeline

Activity	Date
RFP Distribution	October 1, 2018
Deadline for Inquiries & Return of Signed NDA	October 19, 2018
RFP Response Due	November 9, 2018
Proposal Review	November 12th thru November 28, 2018
Finalist Interviews	December 3rd, thru December 7, 2018
Vendor Selection	December 14, 2018
Execution of Services Agreement	December 31, 2018

Upon receipt of a signed Non-Disclosure Agreement (NDA), Philadelphia Works will supply the respondent with information regarding the current state of its payroll and HRIS System.

Philadelphia Works considers the bid process, all related communications and documents, and the fact that we are in discussions regarding the subject matter, all to be confidential information. Philadelphia Works will keep all information in confidence as required. Failure to keep such information confidential may result in disqualification from the RFP process.

Background Philadelphia Works

Philadelphia Works is a non-profit corporation created July 1, 2012, as the result of a merger between the Philadelphia Workforce Development Corporation and the Philadelphia Workforce Investment Board, Inc. Philadelphia Works contributes to the growth of a strong regional economy by providing employers with a well-trained workforce. This mission is accomplished by implementing quality workforce development activities.

Scope of Required Services

Overview

Respondents are invited to provide a proposed solution for processing payroll and meeting the organization's HRIS needs. Overall, Philadelphia Works desires a comprehensive and integrated payroll/HRIS solution to manage all aspects of its payroll and human resources functions without the need for duplicate data-entry to enable better management decision making, save time and control costs.

At a high level, we are looking for a vendor that will deliver a smooth, pain-free implementation of a solution that provides:

Payroll Processing Services

- Semi-monthly, quarterly, and annual reports on payroll information in an electronic format.
- Preparation of direct deposit files and checks each payroll.
- Check services (e.g., signing, sealing, and delivery).
- Ability to print checks on site (e.g. non-standard payments).
- Submission of tax payments on behalf of the organization.
- Completion of all quarterly tax returns on behalf of the organization.
- Preparation of W-2s, 1099s and 1095's on behalf of the organization.
- Online employee access to pay statements, w-2's and 1095's.
- Ad-hoc report capability without the need to pay for report development.
- 24/7 access to payroll data and reports.
- Deductions and remittances (e.g., benefits and garnishments).
- Interface with General Ledger.

Time & Attendance

- Integrated time and attendance capability.
- Flexible data collection (e.g., electronic timesheets, time clocks, badges, biometrics, and geofenced reporting).
- Ability to track by multiple cost control codes.
- Approval and reporting capabilities for supervisors.
- Leave accounting and reporting (e.g., vacation, sick, holiday, FMLA, disability).
- Automatic notifications and alerts (exception reporting).
- Phone App availability to check deposit, access news, request/approve time off.

HRIS Functionality

- Maintenance of employee information.
- Online recruiting and applicant tracking.
- Placement and onboarding.
- Ability to transfer employment applications into employee records.
- Position management and control.
- Salary/Compensation and forecasting tools.
- Benefits open enrollment.
- Maintenance of benefits information.
- Dependent verification.
- Legal compliance (e.g., Healthcare Reform, ADA, EEO-4, COBRA, FMLA, EEO-1 ACA-1095).
- Employee and manager self-service.
- Maintenance of discipline and grievance information.
- Automated implementation of mass changes to employee information and/or benefits (e.g., health insurance premium changes, across-the-board pay increases).
- Automatic notifications and alerts.
- Work history, performance management.

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- Secure storage of records that maintains integrity, protects against external threats and data corruption. Immediate reporting of any breaches.
- Adequate risk insurance to cover all cyber threats.

Required Information

Please provide responses to the following questions/information requests. Responses should be presented in the same structure as detailed in this section. We may follow up with requests for clarifying data and further questions. Please provide additional materials if you believe that these will be useful in assisting us in our selection process.

Vendor Profile/Product Functionality OVERVIEW:

- Company name and address.
- Year founded.
- How many employees in your company are:
    - Full-time: ○ Part-time:
    - Contract:
- Are you a Public or private company.
- Provide a brief history of your company.
- What is your primary business focus?
- Describe your target market.
- For how many years has the system you are offering been released?
- Explain your company culture.
- Describe your target market.
- How many HRIS/payroll clients do you have?
- What is the average size of your customers?

FINANCIAL:

- What is your company's annual sales/revenue?
- What percentage of your organization's revenue come from HRIS/payroll customers?

- What percentage of your organization's revenue do you invest in Research and Development (R&D)?
- What percentage of R&D is specific to your HRIS/payroll product?
- Are there any outstanding lawsuits against your company? If so, please explain what impact an unfavorable outcome would have on the company.

TECHNOLOGY/ARCHITECTURE:

- Provide a brief overview of your products with a summary of the functionality. Indicate if the product was developed by your company or purchased.
- What is the core product of your business?
- What separates your product from your competition?
- Provide an overview of your system architecture, database type, hardware and software requirements with supporting schematic diagram(s).
- Describe your workflow services. Describe your system's ability to have customers "configure" the system using off the shelf capabilities versus your "customization of" the system to meet their client needs.
- Describe your security architecture, including any significant failures, breaches or issues encountered in the last five years.
- Who are your technical partners?
- Provide a description of your company's disaster recovery system and protocol options for hosted systems.
- Describe how your organization provides periodic system performance evaluations for all installed applications. Identify ways that your company looks to improve system capability and improve overall performance.
- Are system upgrades ongoing? If episodic, how frequently do upgrades take place and at what cost, if any?
- How does your company stay current with technology?
- How many concurrent users can your product support?
- Are both the front-end and back-end fully 64 bit? If not, what is the makeup?

- What network operating systems are supported?
- Does your application provide for server side processes? If so, describe these processes. Do you consider your proposed architecture to be “open”? Please explain.
- How is system auditing implemented in the application? Is this server side or client side?
- Does the proposed system support web services?
- Does the application have SharePoint integration capability? Detail the application response times, benchmarks for processes such as payroll processing, screen navigation, report generation, etc.
- Describe how your system complies with applicable federal, state and local laws, regulations or ordinances.
- Please provide the methods supported for disaster recovery and data archiving.
- How integrated are the different modules?
- Does the system process in real time or in batches/overnight jobs?
- Does the application provide a data dictionary and diagram to enable data management?

PRODUCT DEPLOYMENT:

- Do you offer your products as Licensed, Hosted, SaaS or all three?
- If you offer a Hosted and/or a SaaS model, what is your target market?
- If you offer a Hosted and/or a SaaS model, why should we select it?
- If you offer a Hosted and/or a SaaS solution, what is the data center and network infrastructure?
- If you host the application, what types of technical resources are required?
- Provide a brief description of the security measures you provide in your hosting and/or SaaS environment.
- If data centers are physically secured, explain the method/technology used.
- Does your hosting solution include a guaranteed level of system performance, such as sub-second response time?
- Describe your customer support process for application hosting or SaaS customers.

- If Hosted and/or SaaS, what control would we have with making application modifications – screens, tables and fields?

ENTERPRISE STRUCTURE:

- Describe online personnel transactions capabilities, including changes in job, rate of pay, etc.
- Describe how a cost center [job number / activity number] is added and deleted in your system.

ORGANIZATION STRUCTURE:

- Explain how/if your system creates organization charts.
- Describe how your system maintains staff "report to" data.
- Describe how your system uses automation to support reorganizations.

HUMAN RESOURCES

GENERAL:

- Describe your system's HR functionality.
- Is this system fully integrated with the payroll system?
- When was this human resources product developed?
- Was this application developed in-house or purchased?
- Describe the types of historical information your system maintains (including number of years maintained).
- How do you support electronic signatures?
- Describe the HR process for transferring an employee between departments.
- Are there duplicate fields in both HR and Payroll that can be updated and modified? What is the timing? Describe how it works.

- Can electronic files and scanned documents be stored by staff on your system? What limitations, if any, exist?
- Is there a recognition tool, that enables managers and employees the opportunity to publicly recognize the works of others?

POSITION MANAGEMENT:

- How are position statuses maintained in the system?
- What information associated with the employee is controlled by the position?
- What are the system rules for calculating FTE?
- Will the system enable us to track positions currently including those budgeted now, in the future, and in the past?

RECRUITING AND APPLICANT MANAGEMENT:

- Provide a brief description of your recruiting and applicant management system including work flow.
- Describe your candidate pre-screening or qualification process.

  What job boards are supported with your product? Describe how jobs are posted to Internet job sites (e.g., Indeed)?
- Does your system allow for an automatic e-mail response to applicants and candidates? If so, please describe the communication types included in the application. Can we customize the responses?
- How is an applicant transitioned to an employee in your system? If the systems are integrated, describe the file transfer process and the technology applied.
- How does an applicant apply for a job online?
- Explain how a “re-hire” is identified and how previous history and years of service are recognized, if applicable.
- Does your system provide recruiting reporting and data collection tools?
- Will we be able to rank or grade the applicants while screening? Can managers review?

ONBOARDING:

- Please provide a brief overview of your onboarding solution including work flow.

- Provide examples of forms your solution supports that are typically completed by the hiring manager and/or new hire? Are they customizable?
- Please provide examples of how your solution assists in conducting employment verification.

TERMINATION:

- Describe the process to terminate an employee in the system.
- Describe your employer configurable termination workflow and how it supports termination of employees and independent contractor assignments.
- How is your system used to notify appropriate areas of the organization (security, IT, payroll) that an employee or independent contractor has been terminated?

COMPLIANCE:

- As human resource regulations change, how do you ensure your clients stay in compliance?
- Explain how your system maintains OSHA logs.
- Describe how the software facilitates the maintenance of employee data and creation of employee history.
- Does the system have the ability to conduct OIG/GSA exclusionary checks?

PERFORMANCE APPRAISAL:

- Please describe your performance appraisal feature.
- Do you use your own system or a third party?
- Describe how the system can provide real time monitoring of performance appraisals.
- Can completed performance reviews be attached to an employee record?
- Can another performance appraisal system be integrated with this module?
- Is there a 360 option?
- Are performance appraisals customizable?

COMPENSATION:

- Provide an overview of the key compensation features of your system.
- How is the compensation features integrated with the HRIS and payroll functions?
- Explain how your system creates and retains salary history from hire date.
- What types of reports are available for compensation?
- Describe how your system manages bonus pay and stipend payments.
- Describe how your system manages incentive pay.
- Describe how your system manages separation pay and other discretionary pay.
- Explain how pay changes are entered in the system.
- Describe how a mid-period salary change is processed.
- Explain how the system allows managers to plan salary increases online, process approvals via workflow, and automatically implement increases on the effective date.
- Explain how annual merit increases are processed in your system.
- Does your system validate minimum and maximum salary (of grade) when pay is changed, and provide warning messages as needed? Are comp ratios available?
- How is compensation modeling / preparation of budget worksheets handled in your system?
- Describe how salary ranges/grades are established in the system, grades are assigned to positions, and positions are assigned to staff.
- Describe how salary range/grade changes are made in the system, those changes are reflected in positions, and to staff assigned to those positions.
- Explain how job information is established and maintained in your system (e.g., grade, exemption status, EEO code, etc.).
- Explain how your system calculates, displays and reports company-ratio and/or quartile information.

EMPLOYEE RELATIONS:

- Please describe how disciplinary actions are accommodated.
- Please describe your capabilities to track grievances.

- Please describe your tracking/reporting systems for unemployment.

EMPLOYEE DEVELOPMENT:

- Please describe how employee development and succession planning are accommodated in your system.
- Describe how the employee development feature is used by employees.

BENEFITS / OPEN ENROLLMENT / LIFE EVENTS:

- Describe the integration between benefits and payroll.
- How does your system handle benefits administration?
- Explain how your system facilitates reporting to third party vendors such as benefit providers.
- Does the benefit data automatically populate in payroll? Is it real-time or a batch process? Does your system have a module to maintain Worker's Compensation Claims, Costs, tracking lost time, light duty time, restrictions, legal reporting requirements, regular reporting, etc.? Does the system allow for tracking of all notes, conversations, etc.?
- How do you support electronic signatures?
- Describe the system capabilities for online benefits enrollment (e.g., eligibility rules, tenure or grade level based premiums, plan dates).
- Describe how your self-service solution can be used to guide employees through benefits enrollment.
- What tools do you have available for benefit administrators to monitor and provide a smooth enrollment process for the organization and its employees?
- Is workflow associated with benefit enrollment and life event changes?
- Please describe the life events that come standard without configuration.
- Describe how the available life event options are established and maintained in your system.

LEAVE ADMINISTRATION:

- How are leaves of absence identified and processed in the system? i.e. Personal Leave (PL) and Family and Medical leave Act (FMLA).
- Explain how your system facilitates handling the provisions of the Family and Medical Leave Act (FMLA).
- Explain how you coordinate and manage FMLA with STD management. Describe in detail how the communication and workflow would operate.
- Describe how the system maintains leave of absence history records, time/hours used, including multiple leaves in a 12-month period so time off does not exceed maximum time allowed.
- Describe how your system monitors workers' compensation and the related leave of absence.
- Describe the benefit premium collection process when staff are on leave without pay.
- How are leave staff notified about open enrollment and their benefit elections processed?

Paid Time Off (PTO), Vacation, Personal Day, Sick:

- Can employees request PTO?
- Describe how your system calculates accrued PTO. Can it handle multiple types of "time off" accounts (i.e. PTO, VAC, Sick & Personal Day)?

Flexible Spending Account (FSA):

- Does your system support multiple FSA accounts/ HSAs?
- How does your system notify third party FSA vendors when an employee terminates?

401(k) (DC) Plans:

- Describe how your system exports DC plan enrollment/change data to a ready-to send file that can be transmitted to record keeper/trustee at initial enrollment.

  Describe how you manage DC plan changes from third-party vendors.

  What types of information have you provided to third-party vendor regarding address changes, terminations, etc.?

Explain how your system will enable us to handle staff loans against DC plans, including repayment through payroll deductions.

- How will the system notify us of an unpaid loan balance at termination?
- Explain how your system handles maximum IRS allowable annual contributions. How is this maximum changed as IRS maximums change?
- Describe how your system calculates IRS maximum allowable contributions when participant chooses to contribute in both pre-tax and after-tax plans.
- Describe how calculations for "employer portions" are established and managed in the system. Pre-tax & after-tax?
- How are "catch up" contributions handled in your system?
- Describe how DC plan contributions, sent to our record keeper/trustee, are reconciled.

PAYROLL

GENERAL:

- Describe your application's payroll functionality.
- Is this application fully integrated with the main HRIS application?
- Was this application developed in house or purchased?
- Explain how changes are tracked and viewed throughout the system.
- Describe the payroll process for transferring staff between departments. Is this integrated with the HR function or is a separate process required?
- Describe tools/features available for employees to submit inquiries on their pay.

EARNINGS:

- Explain how your system will enable us to pay multiple earnings that are taxed differently, but paid on the same pay check (e.g., regular wages taxed based on the W4 and bonus wages taxed at the supplemental rates on one pay check).
- Explain how your system will enable us to combine multiple earnings for an individual working multiple positions or jobs.

  Are there limits to the number of earning codes that can be established in your system?

  Can specific earnings be scheduled for a specific payroll cycle?

DEDUCTIONS/BENEFITS:

- Describe the integration between benefits and payroll. When a change is made to an employee's benefit election (e.g., single to family coverage), how does the deduction amount get changed in payroll or other outside systems?
- How does your product recover deduction amounts that have not been withheld from an employee's pay?
- Does your system calculate garnishments based on the state and federal calculation rulings?

CALCULATING PAY:

- Where is gross pay calculated (i.e., payroll or time and attendance system)? Describe how a time and attendance system would be integrated into the calculation of pay.
- Describe how an out-of-cycle check is calculated and processed. Manual payments allowed?
- Describe how time without pay and partial pay are calculated by your system. Include exempt and non-exempt.
- Describe how pay is calculated for new hires and terminations.
- Describe how adjustments to exempt salaries are calculated, particularly partial pay.

TAXES:

- Describe tax resources provided to your customers on tax regulations at the federal, state, and local levels? How do your customers access this information?
- Note whether you developed your own tax calculation system or you use another company's tax calculation system.
- If you use your own tax calculation system, is this fully integrated with the payroll system?
- If you use another company's tax calculation system, explain how it integrates with your payroll system.
- What tax updates are provided and how are these updates received?

- Do you provide full tax filing processes?

PAYROLL PROCESSING:

- Describe the process, steps, and time required for running payroll.
- Describe the payroll gross-to-net process. Include manual checks.
- Describe situations that cause down time for other areas of the application when payroll is processing.
- Describe the audit process for each payroll. How are unscheduled payrolls handled? Is there an additional fee for unscheduled payrolls?
- Describe payroll and year-end processing in the proposed system.
- Describe your adjustment process for a typical payroll. How are quarter-end and yearend adjustments processed?
- Are all custom payroll reports available to view during payroll processing? Please explain.
- Are there any payroll reports that cannot be accessed while payroll is running? Why?
- What is the process if payrolls need to be re-run multiple times?
- Is there a limit to how many times payroll can be re-run?
- Is data syncing necessary for payroll processing? Why?
- Can you reprint checks if printer or something errors?

CHECK MANAGEMENT:

- Describe how your customers process and print a check locally at their site, either for exceptions or as a normal course of business.
- Explain how your system provides direct deposit for staff including direct deposit to multiple accounts. Indicate the maximum number of accounts to which staff can deposit pay and the methods (fixed amount, percent, or other) by which the funds can be split.
- Does your system support positive pay reporting?

LABOR ALLOCATION:

- Explain how the proposed system would allocate by different organizational levels and projects.
- Describe how the proposed system handles employees with multiple department or cost center assignments. How would employees with multiple jobs or positions be handled?

GENERAL LEDGER:

- Describe your general ledger process.
- Identify general ledger and financial systems that interface with your software. In particular, please describe your interface with Abila/MIP software.
- Please describe how the proposed system will support multi-tier labor allocations to post actual employee cost to GL. This includes the allocation of wages, employee and employer taxes, and employee and employer deductions.
- What reporting tools are available to query General Ledger transactions generated from payroll?
- Can data be exported to excel for editing capabilities?
- Is there a limitation to length, character segments of General Ledger number?
- Can you use descriptions in the General Ledger?
- Can GL account numbers be mapped within the system?
- What setup is required for integration i.e. import and exports?
- Is additional software required to integrate with the GL package?

TIME AND ATTENDANCE:

- Please describe your Time and Attendance functionality.
- Describe the ways that time and attendance can be entered into the system (e.g., online, time clock, swipe/proximity card, geofenced smartphone app).
- Describe the approval process for time and attendance reporting. Is there a system to flag exceptions or violations (e.g., tardiness, unusual attendance pattern, unapproved overtime)

- Do you provide a solution for individuals with developmental disabilities to enter time in a vocational setting without assistance?
- Do you use your own time and attendance system or a third party?
- Does your system include a leave management feature?
- Explain how employee timesheets can be entered on-line. How are these timesheets approved?
- Can timesheets be created for exempt employees?

HISTORY:

- Explain the kinds of historical information your system maintains.
- What accumulators are standard? Please give examples.
- For archived records, what is the retrieval time?
- How is system performance affected by the growth of the historical records?

CONVERSION:

- Describe how existing history is extracted and imported to your system at conversion. Are there fees associated with converting history?

SCHEDULING:

- Describe your system's scheduling capabilities. Is this a core module or add-on?

DATABASE:

- If applicable, what databases does your application support?
- Describe the enterprise's responsibility in maintaining and managing the database(s).
- Does your system allow backups with no downtime? Does it allow for backups to be unattended? When are backups completed i.e. time of day?
- Describe the ease and flexibility for extrapolating data, maintaining and creating sub-files and macro-processes.

- Do you provide your clients with a data dictionary?
- How does your application handle multi-user contention or concurrency?

SECURITY:

- Describe the proposed system's Application level security.
- Does your application use a secure connection if hosted? If so, please explain the security model used.
- Does the proposed application support single sign on?
- Is your security roles based or user based?
- How are the users and security roles administered?

  What is the application authentication process? What methods are used to authorize users?
- Can users have more than one security profile?
- Does your application allow for customer defined ID and password methodologies?
- Does your application allow for global security policies (e.g., number of invalid attempts before reset, time outs)?
- How is validation for forgotten passwords processed when an employee locks out or has forgotten log-on information?

CUSTOMIZATION:

- Describe the delivered tools and methods required to customize your application. Can we perform these customizations or do you the vendor need to modify the system? Describe customer configuration vs. vendor customization for product.
- Can we customize the look and feel (e.g., logos and colors) in your application?
- How are customizations preserved during product updates?
- What is the effect of future upgrades on our customizations?
- Explain the ability to configure data entry screens and to create new inquiry screens.

IMPLEMENTATION:

- How would you stage implementation?

- What is your process for effectively managing the implementation process?
- If applicable, what is the ratio of implementation and training to software license fee?
- How long is a typical product implementation?
- Describe the typical implementation project team. Who is the primary point of contact during implementation?
- Describe your approach to identifying, managing, mitigating, and tracking of project risks. Provide a sample risk mitigation plan.
- Describe your issues management approach and plan. Provide a sample issues management plan and log.
- During the implementation process, do your consultants assist with process improvement and/or best practices? Provide examples.
- How many employees from client are needed to support the project?

  What is your process for moving from implementation to customer maintenance?
- How long does implementation team stay with client before transferring to customer service?

KNOWLEDGE MANAGEMENT:

- Provide an overview of your training programs and delivery methods.
- Is there a test database utilizing real data available for future new employee training?
- Where are your training facilities located? Do you provide training on site?
- Is there a cost associated with training for customers during or after implementation?
- What ongoing customer training is available?
- What training materials do you provide?
- How long is the training?

CUSTOMER SERVICE/SUPPORT:

- Provide an overview of your customer support and maintenance services.
- What is the cost of your annual maintenance plan?

- Do you use your Web site as a mechanism to provide support to your clients? How is the Internet part of your support strategy? Please explain.
- What is the experience level of your service and support staff? What is the average length of service in your support area?
- How does your firm educate and train your service and support staff?
- What technologies do you take advantage of to run your support organization?
- What hours does your company provide service and support?
- How many support centers do you have and where are they located?
- Is there weekend or after hour support?
- Is there an after-hours emergency contact number if needed? Is there a charge for this service?
- How often do you release new versions of your software?
- Do you have any user groups (regional or national)?
- Do we get change information prior to release? What is the test process for new versions?
- How do you determine and prioritize changes in your system?
- What is the migration process in upgrading to new versions?

Cost Proposal

If Respondent offers alternatives to purchasing the software, i.e. outsourcing, please lay out the cost proposal for each option. Philadelphia Works is exempt from Federal Excise and State Sales Tax: therefore, tax must not be included in the proposal price.

A. The cost of the software products proposed-broken out by product.

B. Hourly Rates for Labor during normal working hours and rates for services rendered week-ends and after-hours.

C. Travel time charges (if any) and travel mileage rate.

D. Any Hardware Costs, if applicable.

E. Approximate Training Time.

F. Annual Support and Maintenance costs.

G. Time Frame for Implementation.

H. As examples of pricing, give estimates of cost involved for items A - D for the following projects:
   - Installing hardware, if applicable.
   - Installing software, ensuring compatibility with all relevant systems.
   - Converting existing data.
   - Training personnel to run systems.
   - Completing successful "dry-run" of systems.
   - "Going live" with systems.

I. Estimated fees for the first year with a not-to-exceed percentage increase for the following year. This estimate should include any per-transaction, per filing, per payroll and/or per-head fees.

J. Please highlight what services are and are not included in this estimate.

K. Please include a copy of a specimen service agreement.

L. Describe extended services that are available for additional fees.

Rights Reserved

While Philadelphia Works has every intention to award a contract as a result of this RFP, issuance of this RFP in no way constitutes a commitment to award a contract. The cost of developing a proposal and any other such costs are entirely the responsibility of the proposer, and shall not be reimbursed by Philadelphia Works. Upon determination that such actions would be in its best interest, Philadelphia Works in its sole discretion reserves the right to:

1. Waive any formality.
2. Cancel or terminate this RFP at any time prior to contract award.
3. Reject any or all proposals received in response to the RFP.
4. Waive any undesirable, inconsequential, or inconsistent provisions of this RFP, which it determines will have no impact on any proposal amount, and:
5. Not award, or if awarded, terminate any contract if Philadelphia Works determines that adequate funds are not available.

References

List a minimum of five (5) references using the software/equipment/services proposed. The respondent should include the following minimum information for each reference:

- Name of the company.
- Contact individual, telephone number and e-mail.
- Major differences between the services provided the reference and the services proposed to Philadelphia Works.
- Length of time your firm has provided service to the reference.

SSAE 16 / SAS 70 Report

Please provide your SSAE 16 / SAS 70 report.

Ownership of Data

Please provide a statement confirming that all date transferred or otherwise inputted into your system remains the property of Philadelphia Works and/or its affiliates and that no restrictions including financial shall be placed on the export of that data at any time.

Proposal Delivery & Deadline

For consideration to be given to any proposal submitted pursuant to this RFP, five (5) bound copies and a PDF version (e-mailed) must be received **by 3:00 P.M. on Friday November 9, 2018** at the address listed below:

Philadelphia Works
1617 JFK Blvd., 13th Flr.
Philadelphia, PA 19103

Each proposal shall be in a sealed envelope, the outside of which is plainly marked **"PAYROLL/HRIS RFP."**

All proposals become the property of the Philadelphia Works.

Any Contract that may be awarded in response to this Request for Proposals shall be selected and offered at the complete and sole discretion of Philadelphia Works. Philadelphia Works reserves the right to reject any or all proposals, to waive informalities or irregularities in proposals, and to award a contract for any single facility or combination of facilities.

Questions and Additional Information

Please contact Dale F. Porter, Chief Financial Officer, dporter@philaworks.org for questions or additional information. Email is preferred.