



**REQUEST FOR PROPOSAL  
Payroll Services  
Brooklyn Laboratory Charter School**

**Invitation**

Brooklyn Laboratory Charter School is seeking a Payroll Service Provider to perform the full range of payroll processing and ancillary services.

Interested and qualified companies are invited to submit proposals which will be accepted until (time/date). Proposals should be addressed to:

Name: Venecia Valles-Cox  
Company Name: Brooklyn Laboratory Charter School  
Address: 240 Jay Street, Brooklyn, NY 11201  
Email Address: vcox@brooklynlaboratoryschool.org

All bids should be submitted via email.

**RFP Schedule**

Activity	Date
RFP Distribution	<b>6/1/16</b>
RFP Responses Due	<b>6/15/16</b>
Proposal Review	<b>6/16/16</b>
Conduct Interviews with Selected Finalists	<b>TBD</b>
Select Broker / Consultant	<b>6/22/16</b>
Relationship Effective Date	<b>7/1/16</b>

**Background of Brooklyn Laboratory Charter School**

Brooklyn Laboratory Charter School (“Brooklyn Lab”) is an open enrollment public charter school located in downtown Brooklyn. The mission of Brooklyn Laboratory Charter School prepares students with academic foundation, digital literacy and leadership skills necessary to excel in college and professional life as they grow as ethical leaders. Brooklyn Lab opened in fall of 2014 in the heart of downtown Brooklyn for its inaugural 6th grade. Next year it will welcome 6th, 7th and 8th grade classes. Total employees for the 2016-2017 school year is 61.



## Scope of Services

Brooklyn Laboratory Charter School is looking for a benefits partner that can provide professional, highly qualified benefits guidance and services. This includes, but is not limited to:

1. Efficient use of scarce resources through the reduction/elimination of duplicative processes; appropriate use of technology; process automation; access to data sets and reports
2. Maintain accuracy and timeliness of all aspects of payroll processing including federal and state tax reporting and remittances
3. Reduce risk by having more secure and solid payroll data, improved internal controls, automated regulatory filing and payment
4. Flexibility to implement new contract requirements, fringe benefits offerings and any other changes that may be required

The services solicited in this RFP should address the stated goals for the outsourced services and include the following component areas of service. Each area of service should be quoted as separate components of the total bid price:

### A. Area of Service: Accept Bi-Monthly Time Reporting.

1. Accept multiple configurations of time sheets based on employee work status, straight time, flex schedules, and FSLA exempt status.
2. Multiple pay structure, special pay and assignment's

### B. Area of Service Process Payroll

1. Process bi-monthly payroll for entire employee base, to include direct deposit and paper checks and/or any combination of both payment methods. Direct deposit must have capability to list a minimum of 6 banking transfers per employee with the ability to designate specific banking entities for end of month payroll and specific banking entities for mid-month draw payroll.

2. New banking instructions from employees shall be pre-noted with employee's banking institution prior to initiating new banking instructions to test validity of employee's banking information.

3. Provide ability to include and track taxable benefits

4. Process retro check payment amounts, final checks or special pay runs such as, but not limited to worker's payroll that do not occur in conjunction with the standard payroll time schedule. Process to occur in a timely manner and to be paid by paper check regardless of employee's regular preference of payment method.

5. Provide notice of deposit directly to employees for direct deposit payments.



- C. Area of Service: Tax Deposits, Quarterly & Annual Payroll Tax Reports, W-2 filing.
  - 1. All federal and state tax deposit to be made in a timely manner consistent with applicable state and federal law and reporting requirements.
  - 2. Completion and filing of federal and state quarterly payroll tax reports in a timely manner consistent with state and federal law and reporting requirements. Ability to not report certain predefined employee populations that are exempt from inclusion.
  - 3. Completion and filing of W-2 forms, including employee mailings for distribution of employee copies. RFP: Payroll and Ancillary Services
- D. Area of Service: Reporting and Data Download.
  - 1. Provide general ledger journal entry to record payroll batches into accounting software via QuickBooks. Journal entry to be in detail (not summary) showing employee last name, first name initial in line item description and then general ledger account.
  - 2. Provide report or ability to self-create report for monthly leave accrual balances by department, supervisor and/or employee.
  - 3. Provide report or ability to self-create report for monthly Overtime and/or Out of Class pay by department, supervisor and/or employee.
  - 4. List additional cost, if any to produce a downloadable excel file.. Provide report or ability to self-create report for health insurance, dental insurance, and life insurance by insurance provider, by billing categories, by employee for the purposes of reconciling monthly payroll deductions and/or benefits paid with monthly provider bills.
  - 5. Provide FSLA, FMLA, OFLA and other reporting as required per applicable government agency.
  - 6. Provide report or ability to self-create report for the purposes of budgeting and running alternate cost scenarios for salary and benefits by department, employee and/or general ledger account. List additional cost, if any, to produce a downloadable excel file.
  - 7. Provide report or ability to self-create report for the purposes of grant and/or project reporting of loaded staffing cost as well as annual staff statements of total salary and benefits remuneration. List additional cost, if any, to produce a downloadable excel file.
- E. Area of Service: Employee Records and Interface.
  - 1. Provide online access, upload ability and/or other methodology for a single employee record set-up and maintenance. Record changes could include but are not limited to pay rate changes, position changes, address changes, benefit eligibility/election changes.
  - 2. Ability to distribute payroll and fringe costs to multiple general ledger cost center accounts.



3. Ability to assign pay and benefit elections to employees by category wherever possible to facilitate specific staffing groups (departments, supervisors, FTE %s, insurance plans, etc.), salary steps and ranges and special pay options.
4. Provide security levels that will facilitate internal controls such as but not limited to discrete staff have user rights to update employee records vs upload hours' vs approve payroll disbursement vs sole HR access to non-payroll records.
5. Provide processes and security levels that facilitate efficient use of resources by reducing data entry burden on Finance and/or HR staff by allowing employees to directly update their records including but not limited to data such as contact information, W4 deductions, and qualifying event changes for insurance plan elections.
6. Ability to track former employees who remain on Brooklyn Laboratory Charter School health insurance plans through COBRA.
7. Employee records should retain/maintain history of employee over time.
8. Track comp/vacation and sick time based on Brooklyn Laboratory Charter School policy.
9. Provide duplicate copies or access for online self-service to employees to produce copies of past pay check stubs and prior year W-2's.

F. Area of Service: Employee Benefits.

1. Provide option to prepare and disburse insurance and other provider bills for payment.
2. Provide option to coordinate changes for address and/or benefit elections for insurance and other benefits through single entry of change in employee record.  
Brooklyn Laboratory Charter School currently benefit providers include New York State of health and dental insurance.
3. Provide data required for annual workers comp audit.
4. Provide option to act as a liaison between Brooklyn Laboratory Charter School and insurance carriers and other benefits providers when necessary to manage enrollment or enrollment changes.

**PROPOSAL SUBMITTAL OPTIONS** in order to be considered for purposes of evaluation and contract award, submit your proposal using the following option:

Submit via email a single pdf document of the complete proposal, including all other documents required to be submitted with the proposal, to [vcox@brooklynlaboratoryschool.org](mailto:vcox@brooklynlaboratoryschool.org). Clearly note Payroll Processing Services Proposal in the subject line.

Proposals sent by fax will not be accepted.

Proposals sent by mail or other mailing/courier service are not recommended as this may cause your proposal to miss the deadline noted below. No responsibility or liability will be attached to



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any employee for the premature opening or failure to open any proposal not marked according to this instruction or proposals sent by mail/courier service and received after the deadline. No responsibility or liability will be attached to any employee should a proposal sent via email not be received by deadline due to size or any other issue that impedes its arrival to the specified email address on time.

**SUBMITTAL DEADLINE.** Proposals must be received by Wednesday, June 15, 2016, at 4:00 p.m. eastern standard time.