

**TOWN OF NEWPORT, NEW YORK  
PAYROLL AND HUMAN RESOURCES MANAGEMENT SERVICES  
REQUEST FOR PROPOSALS**

**I. PURPOSE**

This RFP is issued by the Town of Newport (“Town”) for the purpose of obtaining the services of an experienced firm to provide payroll and human resources management services for the Town.

It is the intent of the Town to review and assess the RFP responses to determine if the response from providers can meet the needs of the Town.

Service providers are expected to provide their best and most competitive proposal.

**II. GENERAL INFORMATION**

<b>Item</b>	<b>Date/Time</b>
RFP Release	December 4, 2024
Questions Due by	December 31, 2024 by 6:00 p.m.
RFP Due to the Town by	January 6, 2025 by 2:00 p.m.
Announcement of Award	January 7, 2025

One (1) hard copy of the proposal and one (1) electronic copy should be mailed or delivered to the address below by 2:00 p.m. on Monday, January 6, 2025.

Send the completed hard copy of the RFP response to:

Town of Newport  
Attn: Newport Town Clerk  
Newport Town Barn  
2788 Newport Road  
P.O. Box 519  
Newport, New York 13416

The electronic copy shall be submitted as a single .pdf file via email to [townsupervisor@townofnewportny.org](mailto:townsupervisor@townofnewportny.org).

### **III. BACKGROUND**

#### **Payroll**

The Town processes payroll through direct deposit. Strict audit and control processes are in place to secure the printing and reconciliation of checks and accounts. There are 40 employees on payroll with annual, bi-monthly, and weekly payroll distribution as follows:

1. Highway Superintendent (Twice a Month)
2. Highway Department Motor Equipment Operator (Full Time) (Weekly)
3. Highway Department Motor Equipment Operator (Seasonal) (Weekly)
4. Highway Department Motor Equipment Operator (Seasonal) (Weekly)
5. Highway Department Motor Equipment Operator (Seasonal) (Weekly)
6. Highway Department Motor Equipment Operator (Seasonal) (Weekly)
7. Highway Department Motor Equipment Operator (Seasonal) (Weekly)
8. Highway Department Motor Equipment Operator (Seasonal) (Weekly)
9. Town Supervisor (Monthly)
10. Administrative Assistant to the Supervisor (Twice a Month)
11. Councilmember (Monthly)
12. Councilmember (Monthly)
13. Councilmember (Monthly)
14. Councilmember (Monthly)
15. Town Clerk (Twice a Month)
16. Deputy Town Clerk (Twice a Month)
17. Deputy Town Clerk (Twice a Month)
18. Deputy Town Clerk (Twice a Month)
19. Town and Village Justice (Monthly)
20. Town and Village Court Clerk (Twice a Month)
21. Assessor (Monthly)
22. Animal Control Officer (Monthly)
23. Codes and Zoning Enforcement Officer (Monthly)
24. Board of Assessment Review (Annually)
25. Board of Assessment Review (Annually)
26. Board of Assessment Review (Annually)
27. Board of Assessment Review (Annually)
28. Board of Assessment Review (Annually)
29. Planning Board (Annually)
30. Planning Board (Annually)
31. Planning Board (Annually)
32. Planning Board (Annually)
33. Planning Board (Annually)
34. Planning Board (Annually)
35. Zoning Board of Appeals (Annually)
36. Zoning Board of Appeals (Annually)
37. Zoning Board of Appeals (Annually)
38. Zoning Board of Appeals (Annually)

- 39. Zoning Board of Appeals (Annually)
- 40. Zoning Board of Appeals (Annually)

There are multiple payrolls run each week including full time, part time, seasonal, disability and overtime. Special runs are also done as needed during the course of the year. Check stock is blank and account details, stub information and other related details are printed – both front and back – based upon the type of payroll being run.

#### Human Resources

The Town does not currently have any human resources management administration beyond standard paper files. The Town lacks an employee handbook and other personnel policies necessary for an efficient and consistent work environment.

### **IV. SCOPE OF WORK**

#### Payroll

1. Ability to run a trial payroll by individual, group, or entire employee base.
2. Ability to run an employee inquiry search by alpha-numeric character, SSN, ID number, location, division, department, etc.
3. Ability to run deduction ceilings based on dollar amount, maximum limit, fixed percentages, or effective dating with user-defined rules per employee.
4. Support flexible wage calculations including shift differentials, upgrade pay, step-up pay, etc.
5. Support multiple overtime rules; this, in addition to the standard overtime rule of hours worked more than 40 in a week are eligible for overtime.
6. Ability to deduct and send child support and/or other payroll deduction information to the appropriate agency.
7. Provide for retirement plan calculations including 457(b) and 401(a) plans, by effective dates, percent of participation by location, special deferral before retirement, including minimum and maximum amounts, and maximum participation.
8. Ability to have deductions or pay increases automatically applied based on starting and ending dates rather than pay period.
9. Ability to handle base units, i.e. for each hour worked; get a simultaneously supporting incremental amount added to base pay.
10. Ability to handle standard Employee and Township paid deductions with ceilings on retirement plans, catch-up contributions, Section 125, and other areas.
11. Ability to track special executive benefits, auto allowance, etc.
12. Allow for pre or post-tax wage earnings or deductions.
13. Automatic pay processing for selected employees of earning types.
14. Allow ACH deductions for a minimum of ten accounts.
15. Allow overrides on scheduled deductions, taxes, earnings, at employee or pay group levels.

## Human Resources

1. Ability to maintain data on employee status, such as re-hire, new hire, and whether position is a replacement, newly created position, and indicate if position was created by organizational change.
2. Provide position control including requisition and job code tracking.
3. Provide applicant tracking; track applicants by requisition number, print batch reject letters, sort by education/skills, etc.
4. Maintain Organizational Charting by department, division and company.
5. Maintain employee education background, education level completed, schools attended, degrees received, certification, etc.
6. Maintain drug testing information and history; test dates, results, dates of suspension, return to work, date of termination, etc., with secured access.
7. Set up and maintain different non-productive time algorithms and provide the ability to track accrual, usage, and balance of leave allotments.
8. Ability to flag employees by leave type (i.e. unpaid time off, or FMLA eligibility) for reporting and audit. Support EEO/AA information, planning, tracking and reporting.
9. Standard reporting for EEO, Affirmative Action, Worker's Comp, Employee Development, Training Administration, Position Control, Leave and Vacation Tracking etc.

## V. PROPOSAL CONTENTS & REQUIREMENTS

Proposals should contain the following information:

1. Title Page: Provide the name of your company, mailing and email addresses, website, telephone number, and name of a primary contact on a title page.
2. Letter of Transmittal: Provide a complete statement regarding your understanding of the project and your interest in working with the Town. A duly authorized officer shall sign the transmittal letter with the right to bind the applicant submitting a Proposal for consideration.
3. Firm Background: Provide information on the size, location, available resources of your firm, and a list of references for the Town's review.
4. Cost Proposal: Provide a total all-inclusive maximum bid price which accounts for all anticipated costs, both direct and indirect.
5. Insurance: Include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies.

## **VI. QUESTIONS**

Questions regarding the Request for Proposal contents may be sent via email to Town Supervisor Nathaniel Lowell at [townsupervisor@townofnewportny.org](mailto:townsupervisor@townofnewportny.org) or shared by phone at (315) 845-8340 until 6:00 p.m. on December 31, 2024. The Town will make every effort to provide an email response to emails received within five (5) business days. Whenever responses to inquiries constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposal, a copy of which will be forwarded via email.