



**Request for Proposal**  
**for**  
**Siouxland Human Investment Partnership – Payroll Services**

## **INTRODUCTION**

Siouxland Human Investment Partnership (SHIP) is a non-profit 501(c)(3) organization located in Woodbury County, Iowa. The organization receives Human Services, Education, Health and Public Safety grants from Federal, State and County governances, and independent foundations. The organization is also a direct service provider of a large before- and after-school program. Additionally, SHIP is a Fiscal Agent and Employer of Record for a number of other non-profit organizations and committees. The governance board of SHIP approves contracts for the use of funds with area agencies having the expertise and mission to fulfill the needs appropriate to the origin of the funds. The organization is currently processing an estimated \$8 million dollars annually, much of which are federal funds or federal pass-through funds.

SHIP currently uses Quickbooks Enterprise to process payroll for approximately 120 employees in four different batches. Our payroll cycle is semi-monthly (1<sup>st</sup> through the 15<sup>th</sup> and 16<sup>th</sup> through the end of the month) with hourly employees being paid a pay period behind and salaried, exempt employees being paid to date of check. State taxes include Iowa, Nebraska, Illinois and Minnesota, with unemployment reports for Iowa and Nebraska. One employee has a split tax between Iowa and Minnesota. All employees have their payroll direct deposited, which is currently being manually entered into our banking ACH account.

Our current payroll system integrates with our Quickbooks Enterprise accounting software. Any new software would need to have the ability to integrate with Quickbooks general ledger in detail, not lump sum. Payroll allocation is by payroll classes with some employees having up to 6 to 8 different classes time is split between. It is imperative that this information be accurate in Quickbooks. Due to grants and funds not being sent to us in a timely manner, there are times we may correct prior checks with no change in gross or net pay, only allocations. This again would need to be sent to Quickbooks.

Quickbooks has minimal HR abilities. Tracking pay changes, notes, time off is important. The system proposed would need to be user-friendly to allow employees to access their information, make changes to their W4s, request time off and for hourly employees to punch either on a computer or phone depending on their position.

SHIP requests proposals from vendors to provide a new payroll system, which would include implementation, training and a dedicated representative or team that could assist when questions arise.

Bidders interested in providing this system should submit proposals to Siouxland Human Investment Partnership (SHIP), 2540 Glenn Avenue, Sioux City, IA 51106, no later than 3:00 p.m. (local time), by Monday, March 11, 2024. Any proposal received after this deadline will be rejected and returned to the Bidder.

Proposals should include the Bidder's cost proposal and sufficient information regarding the Bidder's ability to perform the services sought. The proposal should be no more than 3 pages in length, including budget.

The Agency reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and to cancel this Request for Proposal at any time prior to the execution of the written contract.

All information submitted by a Bidder may be treated as a public record by the Agency unless the Bidder properly requests that the information be treated as confidential information.

The costs of preparation and delivery of the bid proposal are solely the responsibility of the Bidder.

By submitting a proposal, the Bidder agrees that the Agency may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

By submitting a proposal, the Bidder agrees that it will not bring any claim or have any cause of action against the Agency based on any misunderstanding concerning the information provided herein or concerning the Agency's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this Request for Proposal.

## **TIMETABLE**

The dates set forth below are for informational planning purposes only. The Agency reserves the right to change the dates:

March 1, 2024	Request for Proposal is released
April 26, 2024	Proposals due
April 29 – May 10, 2024	Evaluation period
May 17, 2024	Recommendations reviewed and approved by SHIP Board
May 20, 2024	Notify successful Bidder
June 30, 2024	Deadline for executing contract
July 1, 2024	Contract period begins (tentative)

## **EVALUATION OF PROPOSALS**

The Agency will utilize an evaluation committee made up of the SHIP Executive Director, SHIP Human Resources Director, and SHIP Finance Director. The evaluation committee will review proposals and then make a recommendation to the SHIP Board of Directors. The committee will consider all information provided in the proposal when making its recommendation and may consider relevant information from other sources. **The SHIP Board will award the contract to the responsible Bidder submitting the best proposal.**

The evaluation committee's selection will be subject to the final approval of the Board. The proposals will be evaluated, and a recommendation will be made using the following criteria, which are listed in no particular order:

1. Bidder's written plan about the payroll / HR system and its implementation (30 points);
2. Payroll system's ease of use, navigation and ability to successfully interface with Quickbooks and SHIP's other systems already in place (30 points);
3. Cost reasonableness (30 points);
4. Bidder is eligible to provide services and possesses the potential to perform successfully under the terms of the contract (10 points)

## **NOTICE OF INTENT TO AWARD**

Notice of Intent to Award will be sent by email to all Bidders submitting a timely bid proposal no later than May 20, 2024. The Notice of Intent to Award is subject to execution of a written contract and, as a result, the Notice does not constitute the formation of a contract between the Agency and the apparent successful bidder.

## **ACCEPTANCE PERIOD**

Negotiation and execution of the contract shall be completed no later than March 31, 2024. If the apparent successful bidder fails to negotiate and execute a contract, in its sole discretion, the Agency may revoke the award and award the contract to the next highest ranked bidder or withdraw the Request for Proposal.

The Agency further reserves the right to cancel the award at any time prior to the execution of a written contract.

## **REVIEW OF AWARD DECISION**

Bidders may request review of the award decision by filing a written appeal to:

Matt Ohman  
Executive Director  
Siouxland Human Investment Partnership  
2540 Glenn Avenue  
Sioux City, Iowa 51106  
Email: [mohman@siouxlandship.org](mailto:mohman@siouxlandship.org)

The Agency must receive the written appeal within five (5) business days from the date of the Notice of Intent to Award, exclusive of weekends and holidays. The written appeal may be mailed, faxed, e-mailed, or delivered. The request to review the Notice of Intent to Award decision shall clearly and fully identify all issues being contested by reference to the page and section number of the Request for Proposal. The Executive Director shall review the Notice of Intent to Award decision based on the same information that was before the Evaluation Committee. An evidentiary hearing will not be conducted. The Executive Director shall issue a written decision within five (5) business days of receipt of the review request, exclusive of weekends and holidays. The decision of the Executive Director shall be final. A request to

review the Notice of Intent to Award decision shall not stay negotiations with the apparent successful bidder.

## **DEFINITION OF CONTRACT**

The full execution of a written contract shall constitute the making of a contract for services and no bidder shall acquire any legal or equitable rights relative to the contract services until the contract has been fully executed by the apparent successful bidder and the Agency.