

**PAYROLL SERVICES RFP**  
**QUESTIONS AND ANSWERS – POST 1**  
**via EMAIL & Respondent's Conference**  
**As of: May 7, 2019**

Q. Does the 150K include your budget for implementation and conversion?

A. No, the \$150K is an annual average of payroll costs; start-up costs for implementation and or conversion need to be included and are considered as one-time costs/expenses.

Q. What is the current platform that data will be converted from?

A. Data will be converted from our current vendor (PayChex) that uses a desktop application.

Q. Can you share with me the number of physical time clocks that are needed to support the multiple entities?

A. There are no physical time clocks—rather hours are recorded using a timesheet, some enter data manually and some online. We are interested in looking into converting to an online Time Sheets/Onboarding system. For now, we are still going to use manual time sheets.

Q. Are you physically printing paychecks and paystubs for the 2200 bi-weekly, if so are you open to moving everything online vs paying for distribution and physical print?

A. Yes, our payroll provider will print checks and pay stubs; we do provide the option of direct deposit and online access to pay history reports for participants. Note, not all recipients (workers) use the direct deposit or electronic options.

Q. Are physical time clocks used at each location and if so how many?

A. There are no physical time clocks used. Time attendance is partly manual and partly online, and summaries are transmitted using electronic formats.

Q. Is time keeping maintained for all employees (2,200 per pay cycle and quote)?

A. Yes, time keeping is utilized and required for all employees.

Q. Do all employees have the option for direct deposit? Are pay cards an option instead of live checks?

A. Direct deposit is an option for all employees but not all employees elect to use this option and request a live check. At this time pay cards are not an immediate option.