



REQUEST FOR PROPOSAL HUMAN RESOURCES AND PAYROLL SERVICES

INTRODUCTION

Flathead Valley Community College (FVCC) seeks the services of a qualified Human Resources and Payroll Service Provider with expertise in outsourced Human Resources and Payroll processing. The successful Service Provider must have access to legal tax counsel or otherwise be able to demonstrate ongoing compliance with all state, federal, and local laws, and regulations.

GENERAL INFORMATION

Flathead Valley Community College prepares and transmits payroll, all reporting centrally under one Federal Identification Number. The College employs approximately 250 full-time employees, 250 contract/adjunct instructors, and 100 students and temporary employees annually. Payroll is processed semi-monthly, with an average of 350 employees paid on each process. For 2024, the College issued approximately 650 W-2s. The cloud-based Human Resources and Payroll Service Provider must offer integration, mobility, security, and reporting capabilities. FVCC will also consider proposals with an integrated financial services component.

GENERAL PAYROLL SERVICES

The Provider must have the ability to perform payroll processing services, which includes printing and delivery of paychecks, W-2s, and 1095Cs; direct deposit files; reporting of state and federal taxes, quarterly wage filings for multiple states, and year-end payroll reports; payroll data interface to a financial system; robust user reporting capability; and internal and external files transmission to state agencies and third-party vendors.

SPECIFIC PAYROLL FUNCTIONS TO BE INCLUDED

1. Multiple user-defined pay codes, deductions (post and pre-tax), and employer matches (flat and percentage).
2. Multiple pay groups (two-week delay and pay current).
3. General ledger setup, updates, and changes.
4. Ability to create manual checks, initiate a stop payment, and void payments.
5. The ability to pay an employee at alternate pay rates and/or from multiple departments.
6. Facilitate short-term contract earnings and add multiple earning types.

7. Distribute employee earnings and select fringe benefits between multiple cost centers.
8. Process taxable and non-taxable reimbursements
9. Mass changes to earnings, deductions, and rates by user-defined criteria.
10. Preview and edit a payroll before final processing
11. Garnishment processing and disbursements

GENERAL HUMAN RESOURCES MANAGEMENT SYSTEM SERVICES

The successful Human Resources and Payroll Service Provider must be able to perform the following Human Resources Management System services, including but not limited to time and attendance; total absence management; position management, recruitment (applicant tracking and onboarding); and performance management.

CONTRACT TERM

Flathead Valley Community College will enter a two-year contract with three one-year options to renew at the discretion of FVCC upon successful completion of the initial contract. FVCC will consider other length of term contracts.

SUBMISSION OF PROPOSAL

Response to the RFP shall follow the outline format described in the Proposal Summary. The selection criteria will be based on information provided regarding the organization of the firm, the qualifications and experience of the firm, and the fees.

FVCC must receive proposals electronically prior to 5:00 p.m. MST, Friday, May 16, 2025. Electronic proposals are the requested method of transmission and shall be sent to rfp-pm@fvcc.edu.

FVCC reserves the right to amend the RFP at any time prior to the proposal deadline and reserves the right to refuse any and all proposals. Factors such as the firm's service capability, integrity, facilities, equipment, reputation, and past performance will be weighed in making an award. Requests for additional information may be made in writing or e-mail to the above address prior to May 2, 2025.

DURATION OF PROPOSAL OFFER

The bidder's proposal shall remain in effect for at least 90 days from the submission deadline and thereafter until the bidder withdraws it, or a contract is executed, or the procurement is canceled, whichever occurs first.

BID SCHEDULE OF EVENTS

DATE	ACTION
April 17	Request for Proposal issued
May 2	Deadline for requests for additional information
May 9	Responses to additional information requests
May 16	Proposal submission deadline
May 31	Proposal evaluation completed
June	Vendor interviews and demonstrations
June 30	Final selection made

PROPOSAL SUMMARY

A. Organization of the Company:

- 1) Brief history
- 2) Procedures to assure quality of service to FVCC

B. Qualification and Experience of the Company:

- 1) Experience with higher education clients
- 2) Experience with public entities
- 3) Relevant client list with names of reference contacts

C. Payroll Summary

D. Human Resource Management Services Summary

E. Financial Services Summary, if applicable

F. Costs. Please provide details on the computation of all costs.

STATUS	Costs
Payroll services	
Tax Filings	
W-2	
1095C	
Time and Attendance	
Human Resources services	
Recruitment	
Onboarding	

Performance Management	
Other payroll/human resources services	
Financial Services, if applicable	
Other	
Start-up (one-time) costs	
Annual Costs	
TOTAL Costs	

The above cost should be the total annual proposal based on the services requested.

NOTICE TO VENDORS AND BIDDERS

STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL FVCC CONTRACTS

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract awarded by Flathead Valley Community College (collectively "FVCC"). These terms and conditions derive from the public nature and limited resources of the FVCC.

FVCC DOES NOT AGREE TO:

Provide any defense, hold harmless, or indemnity;

- Waive any statutory or constitutional immunity;
- Apply the law of a state other than Montana;
- Procure types or amounts of insurance beyond those FVCC already maintains or waives any rights of subrogation;
- Add any entity as an additional insured to FVCC policies of insurance;
- Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
- Promise confidentiality in a manner contrary to Montana's Freedom of Information Act;
- Permit an entity to change unilaterally any term or condition once the contract is signed;
- Automatic renewals for term(s) greater than month-to-month;
- Limitations on FVCC recovery of lawful damages incurred as a result of a breach of the contract;
- Limitation of the time period under which claims can be made or actions brought arising from the contract;
- Vendor's terms prevailing over FVCC standard terms and conditions, including addenda; and
- Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH FVCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between FVCC and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the FVCC any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply.