

MOUNT PLEASANT BLYTHEDALE UFSD

REQUEST FOR PROPOSAL

FOR

PAYROLL SERVICES

Bid FY2024-2025

Proposal Deadline – Monday, April 8, 2024 @ 2:00 pm

**Mount Pleasant Blythedale School Union Free School District**  
**District Office – 95 Bradhurst Avenue, Valhalla NY 10595**  
**Phone (914) 347-1800 x81301 Fax (914) 592-5484**  
**Emily Hersh, Superintendent**  
**Email: [ehersh@mpbschools.org](mailto:ehersh@mpbschools.org)**

**A. INTRODUCTION**

**1. Purpose**

This request for proposal is for the purpose of selecting a qualified and experienced firm to provide Payroll Services listed in the scope of this request, as directed by the District's Business Official.

**2. Brief Description of the District**

- a. 2023-24 Enrollment: 130
- b. Number of Schools: one
  - Blythedale School (Grades K-12)
  - Blythedale Preschool (PreK)
- c. Number of Employees: Approximately 57
- d. 2020-21 budget: \$10,000,000

**3. Coverage Period**

Coverage Period: July 1, 2024 through June 30, 2025

The contract resulting from this RFP shall remain in effect upon award through June 30, 2024 and will be renewable for up to four (4) additional one-year periods, if mutually agreeable and subject to required Board approval. Extension options shall be exercised at the sole option and discretion of the Mt. Pleasant Blythedale School UFSD. Continuance of any contract shall be dependent upon the Service Provider's ability to provide satisfactory service as set forth in this RFP.

**B. SCOPE**

The consultant/firm will be expected to provide the following payroll functions and reports:

- Verify paper claim form/timesheet or timeclock calculations and proper approval
- Maintain employee retirement membership information in payroll software
- Maintain employee salary information in payroll software
- Prepare salary analysis for contract staff upon hire or separation.
- Maintain employee payroll deduction information (i.e., insurance and TSA contributions, union dues, etc.) in payroll software
- Maintain employee direct deposit information in payroll software
- Maintain employee tax withholding information in payroll software
- Generate contractual and supplemental salaried payroll amounts for each payroll period provided (approved and coded by the district) into the payroll software
- Proof/confirm data entry
- Process calculation of net pay amounts for each check within the payroll software

- Notify the District when checks are ready to be printed
- After checks are printed/posted in payroll software by District staff submit direct deposit ACH file from payroll software to lead bank
- Generate and submit monthly ERS report to ERS from payroll software
- Generate and submit monthly TRS report to TRS from payroll software
- Prepare and file quarterly reports (941) for District Federal withholdings
- Prepare and file quarterly reports (NYS-45) for District NY State withholdings
- Prepare annual wage information for W-2 printing by District
- Assist with preparing new fiscal year salary information in payroll software

**C. QUALIFICATIONS OF THE CONSULTANT/FIRM**

The consultant/firm must set forth qualifications establishing the following:

- Highly knowledgeable with expertise in New York public school payroll functions.

**D. ANTICIPATED TIMEFRAME**

- Proposals due: Monday April 8, 2024 at 2:00 pm
- Recommendation of the RFP award to the Board of Education: Tuesday June 4, 2024

**E. REQUIREMENTS FOR PROPOSALS AND DESCRIPTION OF THE PROCESS**

**1. Response Submission**

All proposals must be received no later than Monday, April 8, 2024 2:00 p.m. Any proposals received after this deadline will be returned unopened.

Required Documents:

- a. Resume and/or company bio
- b. References
- c. Detailed fee structure
- d. Insurance Requirements: Consultant/firm shall provide proof of Commercial General Liability Insurance with a minimum coverage of \$1,000,000 per occurrence, Automobile Liability with a combined single limit (each accident) of \$1,000,000 and Umbrella Liability with a minimum limit of \$3,000,000 per occurrence and must list the Mount Pleasant Cottage School UFSD as an additional insured.
- e. Attachments must be signed (and notarized, if applicable).

**2. Delivery Instructions**

Consultant/firm shall submit proposal to the following address:

**By Mail, email or in person:**

**Dr. Emily Hersh  
Superintendent  
Mt. Pleasant Blythedale School UFSD  
95 Bradhurst Avenue  
Valhalla, NY 10595  
ehersh@mpbschools.org**

The envelope/subject shall be labeled "**Proposal for Payroll Services.**"

**3. Ownership of Proposals**

All proposals and accompanying documentation become the property of the Mt. Pleasant Blythedale School UFSD. The District shall not divulge any information except to the extent required by law.

**4. Review Process**

The consultant/firm is expected to meet with the Business Official to present his/her proposal and to discuss his/her qualifications.

**F. Inquiries**

All inquiries concerning this request for proposal should be directed to:

**Emily Hersh, Superintendent**

**Phone: 914-347-1800 x81301**

**Email: ehersh@mpbschools.org**

## NON-COLLUSIVE PROPOSER CERTIFICATION

Section 103-d, General Municipal Law. Statement of non-collusion in bids and proposals to political subdivisions of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency, or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidders or proposers and affirmed by such bidder or proposer as true under the penalties of perjury,

- a. By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of any joint proposal each party thereto certified as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
  - 1 The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with another proposer or with any competitor,
  - 2 Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
  - 3 No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.
- b. Any proposal shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the proposer shall so state and furnish with the proposal a signed statement which sets forth in detail the reason therefor. Where (a) (1) (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the proposal is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate proposer for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to include the signing and submission of the bid and the inclusion as the act and deed of the corporation.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## IRAN DIVESTMENT ACT COMPLIANCE RIDER

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the District, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

- a. The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- b. The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the SFL. In any case where the bidder or proposer cannot certify that it is not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The District may award a bid to a bidder who cannot make the certificate on a case by case basis if:

1. The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The District makes a determination that the goods or services are necessary for the District to perform its functions and that, absent an exemption, the District would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

## CERTIFICATION - IRAN DIVESTMENT ACT OF 2012

(This form must be signed and notarized, and submitted with bid)

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), §165-a and General Municipal Law (GML) §103-g effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b) and GML §103-g, the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list. Additionally, Proposer is advised that once the list is posted on the OGS website, any Proposer seeking to enter into, renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should District receive information that a person is in violation of the above-referenced certification, District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

District reserves the right to reject any bid, proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Affirmed to me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

## SEXUAL HARASSMENT CERTIFICATION

(This form must be signed and notarized, and submitted with bid)

In accordance with State Finance Law §138-l, which generally prohibits the Mt. Pleasant Cottage School UFSD from entering into contracts pursuant to the bid/RFP process with persons who fail to submit a certification affirming compliance with New York State Labor Law §201-g, the proposer submits the following certification under the penalty of perjury:

By submission of this proposal, each proposer and each person signing on behalf of any proposer, certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that the proposer has implemented written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of its employees.

Such policy shall, at a minimum, meet the requirements of Section 201-g of the NYS Labor Law.

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**Firm/Consultant Name**

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**(Print Name)**

**(Signature)**

Affirmed to me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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Notary Public