

**COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION  
112 STATE STREET, ROOM 1000, ALBANY, NY 12207  
TELEPHONE: 518-447-7140/ FAX: 518-447-5588**

**TITLE: Payroll and Human Resources Information System**  
**RFP NUMBER: 2022-129**

**Receipt Confirmation Form**

**Please complete and return this confirmation form as soon as possible:**

Pamela O Neill  
Purchasing Agent  
County of Albany  
112 State Street, Room 1000  
Albany, NY 12207

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN  
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL  
FURTHER COMMUNICATION REGARDING THIS RFP.**

Company Name: Paycom Software

Address: 7501 W Memorial Road

City: Oklahoma City State: OK Zip Code: 73142

Contact Person: Sean McLaughlin

Title: Executive Sales Representative

Phone Number: 518-491-1007 Fax Number: \_\_\_\_\_ E-Mail: sean.mclaughlin@paycomonline.com

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

☒ Yes / ☐ No

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: \_\_\_\_\_ E-Mail Sean.mclaughlin@paycomonline.com

# Paycom Response to Albany County RFP for HR + Payroll System



Paycom Software

**Paycom Corporate Headquarters** 7501 W. Memorial Road, Oklahoma City, OK 73142

518-491-1007

Sean McLaughlin – Executive Sales Representative

SECTION 3: QUALIFICATION OF PROPOSER Provide a statement of Proposer qualifications including:

**3.1 Provide the name, a brief history and description of your firm-** Since our inception a quarter century ago, Paycom remains committed to simplifying life for employees while meeting our clients' needs in an ever-evolving landscape. We live that obligation through five values. They guide our organization in *everything* we do, from HR software to real-world interactions. We Innovate, We Win, We Care, We Serve, We Believe.

The vision was simple: Automate and streamline the highly complex payroll process through a single HR software. The result was Paycom.

With no-cost implementation, training and best-practice consultations, we're committed to your success. Because you deserve better than phone trees and customer queues, we assign each client a primary point of contact to know you and your business.

Security -Both on- and off-site, our comprehensive security standards and technologies are formally audited and ISO- and SOC-certified. As a Tier IV data center, we take every precaution to protect and secure data for you and your employees.

**3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work.**

Sean McLaughlin – Executive Sales Representative - Tampa Office – 2 years' experience selling to business and municipalities

Kelcie Bond – Sales Manager – Tampa Office - 6 years' experience selling to business and municipalities

Amy Minotti – Vice President – Atlanta office -10 years' experience selling to business and municipalities as well as managing the southeast region sales department

Rachel Starkey Jones – Vice President – NYC Office - 5 years' experience selling to business and municipalities as well as managing the northeast region sales department

**3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).**

– Sean McLaughlin – Executive Sales Representative - Paycom Corporate Headquarters 7501 W. Memorial Road, Oklahoma City, OK 73142 800.580.4505

**3.4 Detail your firm's experience with Payroll Services and Human Resources Information System.-**

Paycom was the first Payroll/HRIS provider to be developed over the internet. Paycom is the only provider that has grown 100% organically since its founding in 1998 meaning we have never acquired or partnered with a technology provider. Every product and feature we offer has been developed in-house. As of 2022, Paycom has over 40,000 clients nationwide. Paycom does not release client information on size, etc.; however, we target organizations up to 20,000 employees.

## **SECTION 4: SCOPE OF SERVICES**

4.1 The purpose of this RFP is to find a single source to streamline and simplify the way that the County employee data is managed through a cloud based system that will interface with current systems (MUNIS and KRONOS). Systems proposed shall have self service abilities for employees/retires and administration. The services solicited in this RFP should address the stated goals for the services and include the following component areas of service.

All proposals shall include training and testing of system being proposed.

Proposers shall address at a minimum the scope of services as defined in the following:

Payroll Processing

### **RFP4**

1. Accept a weekly completed payroll file and process weekly payroll for entire employee base, to include direct deposit and paper checks and/or any combination of both payment methods. Direct deposit must have capability to list a minimum of 3 banking transfers per employee with the ability to designate specific banking entities. **YES**
2. New banking instructions from employees shall be pre-noted with employees' banking institution prior to initiating new banking instructions to test validity of employee's banking information. **YES**
3. Provide ability to include and track taxable benefits including, but not limited to meals and personal vehicle usage. **YES**
4. Process retro check payment amounts, final checks or special pay runs that do not occur in conjunction with the standard payroll time schedule. Process to occur in a timely manner and to be paid by paper check regardless of employee's regular preference of payment

pay by department, supervisor, and/or employee. **YES**

4. Provide report or ability to self-create report for weekly deductions such as, but not limited to, deferred income accounts, and union fees by deduction type, by department, supervisor, and/or employee. List additional cost, if any to produce a downloadable excel file. **Yes , None**

5. Provide report or ability to self-create report for health insurance, dental insurance, and life insurance by the insurance provider, by billing categories, by employee for the purposes of reconciling monthly payroll deductions and/or benefits paid with monthly provider bills.

List additional cost, if any to produce a downloadable excel file. **Yes, No cost**

6. Provide report or ability to self-create report for employee deductions by employee for the purposes of reconciling monthly payroll reporting to NYS Retirement System. List additional cost, if any to produce a downloadable excel file. **Yes, No Cost**

7. Provide transmission of NYS Retirement data file. This to be quoted as an optional addition to price quote if there is a separate fee for this service. **If Tracked in Paycom – we have the ability to export report if needed.**

8. Provide payment and reporting for all garnishments, as required by a judicial determination. **Yes**

9. Provide report or ability to self-create report for the purposes of budgeting and running alternate cost scenarios for salary and benefits by department, employee, and/or general ledger account. List additional cost, if any, to produce a downloadable excel file. **Yes – Comp tracking**

10. Provide report or ability to self-create report for the purposes of grant and/or project reporting of loaded staffing cost as well as annual staff statements of total salary and benefits remuneration. List additional cost, if any, to produce a downloadable excel file. **Yes, no additional Cost**

#### Employee Records and Interface

1. Provide online access, upload ability, and/or other methodology for a single employee record set-up and maintenance. Recorded changes could include but are not limited to pay rate changes, position changes, union changes, address changes, benefit eligibility/elections. **Yes – we have single database**

2. Ability to distribute payroll and fringe costs to multiple general ledger cost center accounts

anniversary lists, union seniority lists, pay/hour reports by employee, department, union, job history reports, organizational reports related to all hires. **Yes**

5. Provide and/or design other specialized HR reports for recurring needs or special project purposes. **Yes**

6. Provide training and act as a resource to the County's Finance and Human Resource

Departments when needed. **Yes** – Included in the cost – training whenever needed as well as best practice meetings quarterly

7. Provide self service capabilities for employees/retiree's and administration. **Yes**

#### **RFP7**

8. Support multiple benefit plan types **Yes**

#### **Additional County Ancillary Programs**

1. Human Resources Information System shall provide a solution to integrate with the current access control system for County ID Badges and facility access management with photos for County associated personnel. **Yes**

#### **SECTION 10: ALTERNATIVES**

10.1 Proposer may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the cost thereof must be separate and itemized. **Included in the upload**

#### **SECTION 11: INDEMNIFICATION**

11.1 The successful Proposer shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

#### **SECTION 21: AFFIRMATIVE ACTION REQUIREMENTS**

21.1 It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate