

**THE TOWNSHIP OF HADDON IS SOLICITING PROPOSALS FOR
PAYROLL, TIME MANAGEMENT AND HUMAN RESOURCE SERVICES.**

Bi-Weekly Payroll is processed utilizing bio-metric time clocks located in six locations (one of which is seasonal).

1. Maintenance of time records via the vendor's internet based website, importing time clock data into the payroll processing software.
2. Maintenance of Human Resource records in-house with a software product that communicates with the payroll vendor's mainframe.
3. Data entry and maintenance of payroll entries in a user-friendly environment is required. Multiple users in a single payroll batch preferable.
4. Process bi-weekly tax liability payments.
5. Integrate budget distribution data and import to Edmund's Finance Software.
6. Ability to create reports in a variety of formats.
7. Turnaround time to process payroll should not exceed 2 hours.
8. Delivery of paychecks the following business morning.
9. Accessibility to payroll, budget distribution and tax reports immediately after payroll has been processed by the vendor.
10. Flexible time management resources.
11. Direct Deposits to employees and vendor accounts to be made timely.

12. Support and training on all facets of the time management, human resource and payroll functions.
13. Ability to enter various work schedules (i.e. 12-hour shifts).
14. On-line time-off requests and management of same.
15. Dedicate a member of staff to provide support and individualized service.
16. Annual filing of Type II SAS 70 Report.
17. 1095-C support and filing is a must.

Responses must comply with the regulations set forth at N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 “Affirmative Action Regulations”, and evidence of compliance must be included. A copy of the New Jersey Business Registration Certificate and a contract document along with a fee schedule, must accompany each submission. A W-9 is required.

Responses must be sealed in an envelope and clearly marked on the outside RFQ for Payroll and HR Services. Emailed responses will not be accepted. Responses not received due to late delivery from a delivery company will not be accepted.

Responses will be reviewed by the Board of Commissioners. Contract awards will be announced at a public meeting. Said contract shall be for the calendar year 2025 with an option to extend one additional year to 2026.

Please provide responses to this request by Thursday, December 5, 2024 by 11:00 AM, to the attention of:

Dawn M. Pennock, Municipal Clerk/Treasurer
Township of Haddon
135 Haddon Avenue
Westmont, NJ 08108
(dpennock@haddontwp.com)

