



NOTICE

REQUEST FOR PROPOSAL

PAYROLL SERVICES

MAY 7, 2019

RFP NO. FA2

Emailed proposals will be received by Silicon Valley Clean Energy at payrollservicesrfp@svcleanenergy.org **until 5:00 p.m. – Wednesday – May 22, 2019.** Proposals received after his specified time and date will not be considered.

SILICON VALLEY CLEAN ENERGY (SVCE) IS SEEKING PROPOSALS FOR PAYROLL SERVICES WITH CAPABILITILES INCLUDING CORE FUNCTIONALITY, EXCELLENT CUSTOMER SERVICE AND EFFICIENT TECHNOLOGY.

CORE FUNCTIONALITY:

- PROCESSING OF BI-WEEKLY PAYROLL INCLUDING PROCESSING OF OTHER PAYROLL EXPENSE ITEMS (I.E. STIPENDS, BONUSES, ETC.)
- TIMELY AND ACCURATE PAYROLL TAX PROCESSING AND REPORTING
- TIMECARD MANAGEMENT

CUSTOMER SERVICE:

- AUDITABLE SYSTEM FOR WORK ORDER TRACKING OF CLIENT REQUEST INCLUDING ACKNOWLEDGEMENT, STATUS, AND CONFIRMATION OF COMPLETION OF WORK ORDER.
- A DESIGNATED CUSTOMER SERVICE REPRESENTATIVE TO THE ACCOUNT THAT CAN ACT AS PRIMARY CONTACT FOR ALL SERVICE REQUESTS. IN THE EVENT THE PRIMARY CONTACT IS NOT AVAILABLE, THE SECONDARY CONTACT HAS SUFFICIENT INFORMATION TO MEET PAYROLL NEEDS.
- ESTABLISHED KEY PERFORMANCE METRICS FOR COMPLETION OF ROUTINE TASKS AND REQUESTS BY BIDDER.

TECHNOLOGY:

- SVCE ACCESS TO A SINGLE WEB PORTAL WITH 99.999% UPTIME.

- INTUITIVE INTERFACE FOR EMPLOYEE ENTERING PAYROLL INFORMATION.
- TRACKING AND EASY ACCESSIBILITY OF PAY STUB INFORMATION INCLUDING AGGREGATE TIME-OFF BALANCES.
- FLEXIBILITY IN PROCESSING DEFERRED COMPENSATION WITH PREFERENCE TO BIDDERS THAT HAVE INTERFACE CAPABILITIES WITH PUBLIC AGENCY RETIREMENT SYSTEM (PARS). FOR MORE INFORMATION ON PARS, PLEASE REFERENCE WWW.PARS.ORG

VENDOR IS SEEKING A MINIMUM TWO-YEAR ENGAGEMENT.

Questions regarding this request for proposal should be emailed and should reference the above RFP number. Submit all questions via email to payrollservicesrfp@svcleanenergy.org.

BACKGROUND

SVCE is a community choice energy agency. SVCE was formed as a Joint Powers Authority in March 2016 and now serves approximately 270,000 residential and commercial electricity customers across a service area comprised of the following thirteen communities: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Saratoga, Sunnyvale and Unincorporated Santa Clara County. For more information on SVCE, please visit: <https://www.svcleanenergy.org/>.

As SVCE continues to mature, the headcount has grown. SVCE is expected to be at twenty-five (25) full-time-equivalent employees by the end of 2019 and an additional of ten (10) contingent positions.

TENTATIVE TIMELINE

May 7, 2019.....	RFP Issued
May 15, 2019.....	Deadline for questions/clarifications
May 16, 2019.....	Question responses posted online
May 22, 2019.....	RFP Due
May 30, 2019.....	Bidders notified.
June 3, 2019.....	Top Bidders notified.
June 17, 2019.....	Contract Finalized.
August 1, 2019.....	Work Commences

CLARIFICATION AND/OR EXCEPTIONS OF DOCUMENTATION

Bidders requiring clarification or having a dispute with these documents must advise SVCE of the nature of the required clarification or basis of this dispute, in writing, no later than **May 15, 2019**. If no written contact has been made by this specified date, the Bidder waives the right of any future consideration and accepts the documents as

published and/or revised by SVCE. **Additionally, submitting a bid shall be construed as a total compliance statement.**

CALIFORNIA PUBLIC RECORDS ACT

All parties acknowledge that SVCE is a public agency subject to the requirements of the California Public Records Act, Cal. Gov. Code section 6250 et seq. SVCE acknowledges that another party may submit information to SVCE that the other party considers confidential, proprietary, or trade secret information pursuant the Uniform Trade Secrets Act (Cal. Civ. Code section 3426 et seq.), or otherwise protected from disclosure pursuant to an exemption to the California Public Records Act (“Confidential Information”). Any such other party acknowledges that SVCE may submit to the other party Confidential Information. Upon request or demand of any third person or entity not a party to this RFP (“Requestor”) for production, inspection and/or copying of information designated as Confidential Information by a party disclosing such information (“Disclosing Party”), the party receiving such information (“Receiving Party”), as soon as practical but within three (3) business days of receipt of the request, shall notify the Disclosing Party that such request has been made, by telephone call, letter sent via email and/or US Mail to the address or email address listed on the cover page of the RFP. The Disclosing Party shall be solely responsible for taking whatever legal steps are necessary to protect information to the Requestor by the Receiving Party. If the Disclosing Party takes no such action, after receiving the foregoing notice from the Receiving Party, the Receiving Party shall be permitted to comply with the Requestor’s demand and disclose the requested Confidential Information.

EXPARTE COMMUNICATION

Please note that to insure the proper and fair evaluation of a proposal, SVCE prohibits exparte communication (i.e., unsolicited) initiated by the Bidder to an SVCE Official or Employee evaluating or considering the proposals prior to the time a bid decision has been made. Communication between Bidder and SVCE will be initiated by the appropriate SVCE Official or Employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the proposal. Exparte communication may be grounds for disqualifying the offending Bidder from consideration or award of the proposal, then in evaluation, or any future proposal.

INSURANCE AND SAFETY REQUIREMENTS

All insurance shall be secured from or countersigned by an agent of surety company recognized in good standing and authorized to do business in the State of California.

The Bidder shall, within thirty (30) days of notification of award and prior to commencement of work, take out and maintain in full force and effect minimum insurance coverage as specified in the attached documents. This insurance shall remain in force and effect throughout the duration of the contract.

A certificate of existing insurance coverage should be submitted with the proposal as proof of insurability. If the current coverage does not meet the RFP requirements, then the Bidder should request an affidavit of insurability from the Bidder's insurance agent that certifies the requirements can and will be met. Failure to provide adequate insurance coverage may be cause for disqualification as non-responsive to the RFP requirements.

The Bidder agrees to accept and abide by SVCE's safety regulations in complete accordance with the attached requirements.

INDEMNIFICATION AGREEMENT

The Bidder agrees to indemnify and hold harmless SVCE in complete accordance with the attached requirements.

SUSPENSION AND DEBARMENT CERTIFICATION

By submitting this bid/proposal, the bidder warrants and certifies that he/she is eligible to submit a bid because he/she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.

CONFLICT OF INTEREST/STATEMENT OF NON-COLLUSION

All bidders must disclose with their proposal the name of any officer, director, or agent who is also and employee of SVCE. Further, all bidders must disclose the name of any SVCE employee who owns, directly or indirectly, an interest of five percent (5%) or more of the bidder's firm or any of its branches.

The Bidder shall certify that he/she has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the proposal and that the bidder is not financially interested in, or otherwise affiliated in a business way with any other bidder on the same land or improvements.

ADDENDA

It is the Bidder's responsibility to contact SVCE prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda and return executed addenda with the proposal.

The failure of a Bidder to submit acknowledgement of any addenda that affects the proposal price(s) may be considered an irregularity that may be cause for rejection of the proposal.

TERMS AND CONDITIONS OF AGREEMENT

A copy of the agreement to be entered with the successful Respondent is included with this RFP as Attachment "A".

RIGHTS OF SVCE

SVCE is not obligated to respond to any proposal submitted as part of the RFP. **SVCE at its sole discretion reserves the right to waive technicalities or irregularities, to reject any or all proposals, and/or to accept that proposal which is in the best interest of SVCE.** The award of this proposal, if made, may be based on considerations other than total cost and may be awarded based on various considerations, including without limitation; Bidder's experience and/or qualifications, past experience, administrative cost, standardization, technical evaluation and oral and/or written presentations as required. SVCE reserves the right to accept all or part, or to decline the whole, and to award this RFP to one (1) or more Bidders. There is no obligation to buy. The RFP, if awarded, will be in the judgement of SVCE the most responsive to the agency's needs.

PROPOSAL SHEET:

PAYROLL SERVICES

MAY 7, 2019

RFP NO. FA2

THIS RFP SHALL BE VALID FOR SIXTY (60) DAYS FROM DATE OF OPENING

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Telephone (_____) _____

The following RFP is in strict accordance with **SVCE for Proposal FA2, dated May 7, 2019 and all attachments as referenced therein.**

A. Please State the Name, Address and Telephone Number of the Branch Office that Services the Santa Clara County Area Where Technical Expertise is Available:

<u>Name</u>	<u>Address</u>	<u>Telephone No.</u>
_____	_____	_____

B. Please attach a summary of the proposal including highlights, key features and distinguishing points of the proposal. Include a list of individuals and contact information.

a. Two (2) page maximum.

PROPOSAL SHEET CONTINUED:

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- C. Please provide an organizational description and qualifications including:**
- a. Bidders general size, resources and organizational structure with respect to the proposal.**
 - b. Audited financial statements for the past three (3) years**
 - c. Listing of key staff and credentials**
 - d. Listing of three (3) similar engagements with reference information.**
 - e. Six (6) page maximum.**
- D. Please provide the approach as response to this proposal including:**
- a. Presentation of well-conceived work plan**
 - b. Show how the work plan will meet SVCE's objectives and schedule.**
 - c. Suggestion of innovations, additional or modifications to the scope of this proposal including any additional value the Bidder can create to the scope of the proposal.**
 - d. Four (4) page maximum.**
- E. Please provide a schedule with key milestones or benchmarks along with required levels of SVCE staff time.**
- a. One (1) page maximum.**
- F. Please provide cost estimates including:**
- a. Bidder fee structure**
 - b. Direct and reimbursable expenses**
 - c. Details of cost by service for which the Bidder is responding to**
 - d. Include costs for implementation and operations and maintenance post-implementation**
 - e. Cost for any innovative components added to the scope of the proposal**
 - f. Three (3) page maximum**

PROPOSAL SHEET CONTINUED:

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“I hereby certify that I understand and am aware that SVCE at its sole discretion reserves the right to waive technicalities or irregularities, to reject any or all proposals, and/or to accept that proposal which is in the best interest of the agency. The award of this RFP, if made, may be based on considerations other than total cost and may be awarded based on various considerations, including without limitation; Respondent’s experience and/or qualifications, past experience, administrative cost, standardization, technical evaluation and oral and/or written presentations as required. SVCE reserves the right to accept all or part, or to decline the whole, and to award this RFP to one (1) or more Respondents. There is no obligation to buy. This RFP, if awarded, will be in the judgement of SVCE the most responsive to the agency’s needs.”

Company Name

Authorized Signature

Date Signed

Name of Contact for Questions
(Please Print)

Telephone No. or Email