



CHEFA

October 7, 2016

To Whom It May Concern:

In accordance with Connecticut General Statutes Chapter 187 Section 10a-179h (4) the Connecticut Health and Educational Facilities Authority (the “Authority”) is requesting proposals (“RFPs”) from qualified payroll, time management and human resource platform providers who may want to provide these services to the Authority, commencing with the beginning of the calendar on year January 1, 2017. These services would be provided to the Authority and its subsidiary the Connecticut Higher Education Supplemental Loan Authority (“CHESLA”).

The Authority would like to minimally accomplish the following objectives:

- Streamline processing and efficiencies between the management of payroll, time and human resources functions;
- Reduce man hours processing manual timesheets;
- Reduce opportunity for error with manual payroll calculations; and
- Add efficiencies in time accruals and other human resource services.

Background Information

The Authority, a company that values excellent service both to its clients and its employees, is a quasi-public agency and political subdivision of the State of Connecticut and is a conduit issuer of tax-exempt bonds issued on behalf of eligible non-profits in the State of Connecticut. The Authority has **19 employees** and two subsidiaries: CHESLA and the Connecticut Student Loan Foundation (“CSLF”).

CHESLA is a quasi-public agency which provides education loans to students in or from the State of Connecticut and has **2 employees**. CHESLA loans are generally funded from the proceeds of tax-exempt bonds issued by CHESLA.

CHEFA and CHESLA are both located in Hartford, Connecticut. CSLF has no staff and will not be included in this proposal.

Responses to the RFP

Your company’s submission relating to the RFP should include a response to the proposal content included in the attached ***Exhibit A***, as well as the materials required by ***Exhibits B***. ***Please be sure to include the required undertakings set out in Exhibit A in your response.***

Proposal Schedule

Request for Proposal issued	Friday, October 7, 2016
Last day for questions	Friday, October 14, 2016
Proposals are due no later than 3:00 p.m.	Wednesday, October 19, 2016
Notification of Interviews/Demos, if any, no later than the week of	October 24, 2016
Interviews/Demos if necessary, week of	October 24 or 31, 2016
Selection, no later than the week of	November 7, 2016

Required Scope of Services

The Authority is seeking the following minimum platform requirements. Quotes should be provided for CHEFA and CHESLA individually. We reserve the right to limit our final selection to all services, one service or any combination thereof.

- Payroll Services
 - Periodic and manual payroll processing (semi-monthly or bi-weekly)
 - Online management platform with access flexibility
 - Direct deposit
 - New hire reporting
 - Employee/Employer tax processing
 - Full SUI service
 - Yearend services including, IRS tax forms and filings
 - Garnishment and tax levy services and related regulations
- Human Resource Services
 - Access to a Human Resource Generalist and other legal expertise
 - Employee Handbook update assistance and online access
 - Annual sign off
 - Annual performance review platform
 - Job descriptions update assistance and online access
 - New employee forms
 - IRS forms
- Time Management Services
 - Integration with payroll
 - Flexible security access permissions for management and employees
 - Integrated paid time off policies

Selection Process

An internal committee will conduct the selection of the company to provide the required services. Evaluation of company and response will include, but will not be limited to:

- Scope and cost of services to be provided,
- quality and ease of use of service platforms, as well as platform integration
- the capacity, reputation and experience of the company
- clarity, completeness and relevance of the response, and
- other value added services that may be provided.

Contractual Relationships with Quasi-Public Agencies

1. Penalty for False Statement (C.G.S. §1-126)

Any quasi-public agency, as defined in Section 1-120 of the General Statutes, shall require any application, agreement, financial statement, certificate or other writing submitted to such quasi-public agency with respect to any loan, mortgage, guarantee, investment, grant, lease, tax relief, bond financing or other extension of credit or financial assistance made or provided by such quasi-public agency and that provides information on which the decision of such quasi-public agency was based, to be signed under penalty of false statement as provided in Section 53a-157b of the General Statutes. CHEFA requires that proposals in response hereto be provided on the same basis.

2. Nondiscrimination Requirements (C.G.S. Sections 4a-60 and 4a-60a)

C.G.S. §§4a-60 and 4a-60a, as amended, require an entity or individual entering into a contract with the State or certain of its political subdivisions, including quasi-public agencies, to provide the contracting agency with a written affidavit, representation or other acceptable documentation that certifies the contractor's compliance with the State's nondiscrimination agreements and warranties set forth in C.G.S. §§4a-60 and 4a-60a and to periodically update such documentation. **(Please refer to the form of the required certification attached as Exhibit B.)**

3. Freedom of Information Act

The CHEFA is a "public agency" for purposes of the Connecticut Freedom of Information Act ("FOIA"). A proposal submitted in response to this RFP, and any files or documents associated with the proposal, including e-mails or other electronic files, will be public records and subject to disclosure under the FOIA. See C.G.S. §§1-200, et seq. The FOIA includes exemptions for, among other things, "trade secrets" and "commercial or financial information given in confidence, not required by statute." See C.G.S. §1-210(b). Due regard will be given for the protection of proprietary or confidential information contained in all proposals received. However, all materials associated with this RFP are subject to the terms of the FOIA and all applicable rules, regulations and administrative decisions. If a proposer is interested in preserving the confidentiality of any part of their proposal, it will not be sufficient to state generally in the proposal that the proposal is proprietary or confidential in nature and therefore not subject to release to third parties. Instead, those particular sentences, paragraphs, pages or sections that a

proposer believes to be exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with §1-210(b) of the FOIA must accompany the proposal. The rationale and explanation must be stated in terms of the reasons the materials are legally exempt from release pursuant to the FOIA. Confidential information must be separated and isolated from other material in the proposal, labeled CONFIDENTIAL, and submitted in a separate envelope and in a separate PDF. All proposal materials not placed in a separate envelope and PDF clearly marked as confidential will not be treated as confidential and will be made available for public view upon receipt of a FOIA request. Proposers should not request that their entire proposal, nor the majority of the proposal, be confidential and the CHEFA reserves the right to reject any such proposal. The CHEFA has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall the CHEFA or any of its officers, directors or employees have any liability for the disclosure of documents or information in the CHEFA's possession where the CHEFA, or such officer, director or employee believes disclosure is required under the FOIA or other law.

Procedure for Submitting Proposal

The total length of the response is limited to 15 pages.

Please submit a copy of your company's response, via email, **no later than October 19, 2016 at 3:00 p.m.** in PDF format to the following individuals:

<u>Name</u>	<u>Email</u>	<u>Phone</u>
Cynthia Peoples	cpeoples@cheffa.com	(860) 761-8421
JoAnne Mackewicz	jmackewicz@cheffa.com	(860) 761-8418

The Authority reserves the following rights (without limitation or waiver):

- To reject any or all proposals.
- To conduct investigations relating to the qualifications of any or all respondents including requesting further documentation or clarification, if necessary.
- To supplement, modify or cancel this request for proposals without notice of substitution of another such request.
- To re-evaluate a proposal or selection if any changes in the substance of the proposal or substitution of key personnel changes are proposed or effected.
- Waive or modify any irregularities in proposals received.
- Accept a proposal based on consideration other than cost.
- Negotiate separately with any person whatsoever in any manner deemed to be in the best interest of the Authority.
- To request a face-to-face interview or demonstration with the bidder (the cost associated therewith are the sole responsibility of the bidder).

A final decision will be made no later than the week of November 7, 2016. The Authority will not be liable for any cost incurred in connection with responding to this proposal. Bidders acknowledge that the Authority is a political subdivision and that proposals are subject to the Freedom of Information Act of the State of Connecticut.

Please direct any questions via email or phone to Cynthia Peoples (cpeoples@cheffa.com or 860-761-8421) or JoAnne Mackewicz (jmackewicz@cheffa.com or 860-761-8418).

Sincerely,

A handwritten signature in blue ink, appearing to read "Cynthia D. Peoples-H.", is positioned above the typed name.

Cynthia D. Peoples-H.
Managing Director

Exhibits Attached

Proposal Content

Include and address the following items in the order in which they are presented.

1. Executive Summary – Please include a brief company description.
2. Scope of Services – Please describe how your company would provide the required Scope of Services to the Authority. Including responses to the following:
3. Relevant experience with regard to payroll, attendance and human resources, include information on whether you provide services to any related industry groups.
4. Staff – Identify the responsibilities of key individuals, other than the account manager, who will be assigned to the Authority.
5. Customer Service – availability, call response time. Describe call assistance process.
6. Training – Please describe training process for staff – administrators and end users.
7. Fees – Please provide fees for each module separately and for the combinations thereof for the following:
 - a. All purchase and implementation costs, including any one time costs
 - b. Per payroll fees
 - c. Monthly rates for regularly scheduled activities.
 - d. Detail of all fees and expenses and separately state all fees for CHEFA and CHESLA.
 - e. Please attach samples of all required contracts.

All prices should be fixed for at least eighteen (18) months following notice of award.
8. References – Please provide three (3) client references where relevant expertise can be demonstrated.
9. Conflicts of Interest – Please disclose any potential conflicts of interest.
10. Service Organization Controls – Please describe the control and security features in place for various platforms.
11. Additional Functions – Any additional functions that your company or the system platforms could provide? What are the associated fees?
12. Standard Contract – A copy of the company’s standard contract, with terms and conditions, for review by the Authority.
 - a. Submit a list of any subcontractors/consultants used for the services requested.
13. Affirmative Action – What proportion of your company’s employees are women and/or minorities? Briefly describe your firm’s affirmative action policy.

14. Insurance – Please identify the company’s professional liability insurance provider and indicate the extent of the coverage.
15. **Please remember to include the following required undertaking in your response:**
 - (a) **The information provided herein is submitted by the undersigned firm under penalty of false statement as provided in the Connecticut General Statutes, Section 53a-157b.**



STATE OF CONNECTICUT

NONDISCRIMINATION CERTIFICATION – Representation by Entity

For Contracts Valued at Less than \$50,000

Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60 and 4a-60a, as amended.

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut, valued at less than \$50,000 for each year of contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

REPRESENTATION OF ENTITY:

I, _____ , _____ , of _____
(Authorized Signatory) (Title) (Name of Entity)

an entity duly formed and existing under the laws of _____
(Name of State or Commonwealth)

represent that I am authorized to execute and deliver this representation on behalf of

_____ and that _____
(Name of Entity) (Name of Entity)

agrees to comply with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60 and 4a-60a, as amended.

(Authorized Signatory) (Date)

(Printed Name)