

Request for Proposal (RFP)

For Payroll Services

For Twin Cities International Schools District # 4078-07

Minnesota

Issue Date:

February 28th, 2025

RFP Number:

TCIS_4078-003/25

Proposal Due Date:

March 14th, 2025, 11:59 p.m.

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1. Introduction

Twin Cities International Schools (TCIS) invites qualified firms to submit proposals to provide comprehensive Payroll Services. The school seeks an experienced provider for payroll processing, tax compliance, benefits integration, and employee record management. This RFP outlines the requirements, evaluation criteria, and terms and conditions under which proposals will be considered.

2. Background

TCIS is a Minnesota-based charter school dedicated to operational excellence and regulatory compliance. The school serves 152 employees and is located at 277 12th Ave N. Minneapolis, MN 55401. We require professional payroll services to ensure timely and accurate payroll processing while adhering to all applicable labor laws and tax regulations.

3. Scope of Work

The selected firm will be responsible for providing payroll processing and related services. The scope of work includes, but is not limited to, the following:

A. Payroll Processing

- Calculate and process payroll on a semi-weekly basis or as needed.
- Direct deposit and check processing.
- Generation and distribution of pay stubs.

B. Tax Compliance

- Calculation, withholding, and remittance of federal, state, and local payroll taxes (Form 941).
- Prepare and file required tax forms (e.g., W-2, W-3, 1099, etc.).
- Compliance with IRS and Minnesota Department of Revenue regulations.

C. Benefits and Deductions Management

- Processing employee benefits deductions (health insurance, retirement plans, etc.).
- Coordination with benefits providers for accurate reporting.
- Handling wage garnishments and other deductions.

D. Employee Record Management

- Maintaining accurate payroll records for all employees.
- Generating payroll reports for administrative and auditing purposes.
- Ensuring compliance with document retention policies.

4. Proposal Submission Requirements

Interested firms should submit a comprehensive proposal that includes the following:

Company Information

Company background, experience in payroll services, and relevant certifications.

Scope of Services

Provide a detailed description of how your firm will meet or exceed the outlined scope of work.

Pricing Structure

Comprehensive fee schedule, including per-employee rates, software fees, and additional service charges.

References

At least three references from charter schools or similar institutions.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience in payroll management and tax compliance.

- Cost-effectiveness and transparency of pricing structure.
- Accuracy and reliability of payroll processing systems.
- Strength of references and prior client satisfaction.

6. Contract Terms and Conditions

- **Contract Duration:** The initial contract period will be August 15th 2025 with options for renewal.
- **Payment Terms:** Payments will be made semi-weekly.
- **Compliance:** Services must comply with applicable payroll and tax regulations.
- **Confidentiality:** The selected firm must maintain confidentiality regarding all employee payroll records.

7. Timeline

- **RFP Issue Date:** February 28th, 2025
- **Proposal Submission Deadline:** March 14th, 2025
- **Evaluation Period:** March 17th, 2025 to April 11th, 2025
- **Contract Commencement:** August 30th, 2025

8. Questions and Clarifications

All questions regarding this RFP must be submitted in writing to:

- **Contact Person:** ISMAIL AHMED
- **Email:** ismaila@iecmail.net
- **Phone:** 612-465-8407

9. Submission Instructions

Proposals must be submitted electronically to:

- **Email:** ismaila@iecmail.net

or via mail to:

- **Mailing Address:**
TWIN CITIES INTERNATIONAL SCHOOLS
[Attn: Payroll Services RFP]
277 12TH Ave. N
Minneapolis, MN 55401