

## **REQUEST FOR PROPOSALS**

Hinds County Payroll Professional Service

PLEASE TAKE NOTICE that the Hinds County, Mississippi (the "County") will receive proposals from qualified Professional Payroll Service. The successful bidder will provide all payroll related services for the County who has an average of 602 fulltime employees. During the peak summer months, the County averages 219 plus part-time employees. There is an average of 1,000 W2 processed yearly.

The successful bidder will be responsible for:

- Processing all payrolls from Time and Attendance through to the payment of employees
- Quarterly 941 Tax filings
- W-2 processing yearly and address any special tax instances prior to the Federal and State deadlines.
- 1095 processing and ACA reporting in accordance with Federal Law.
- Process and remit payroll taxes, insurance, retirement, garnishments and any other employee benefits being withheld.
- Create all GL reports to interface with the Hinds County Accounting Software.
- Provide Payroll Registers and Reconciliation Reports
- Other reporting such as census, demographic, EEO1, and EEO4
- FMLA tracking
- Employee accrual tracking

All proposals shall be submitted via USPS, FEDEX, UPS or in person on or before 5:00 p.m., August 12, 2021. Proposals should be marked with Payroll Processing System 2021 RFP on the outside of the package.

Specifications are on file in the Purchasing Office and will be furnished upon request.

Proposals shall be received by:

Chantey Broome  
Hinds County Chancery  
316 S. President Street  
P O Box 686  
Jackson, MS 39205-0686

**All vendors who submit proposals will be notified via email when a selection is made. All proposals are considered public.**

The County reserves the right to reject any and all proposals.

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