



## MEMORANDUM

TO: RFP 23-006

FROM: Aaron Flure, Purchasing

DATE: September 23, 2022

RE: Addendum -RFP 23-006-03

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### I. Additional Question and Answer

1. The title of the RFP is Payroll Services but the requirements extend beyond this, including: Benefit Changes, Offer Letters, Employee Contracts, ATS & On-boarding, and Workforce Management requirements (e.g., timekeeping, multiple positions & geofencing), can you confirm that all of these capabilities and requirements are in scope for this initiative?

**The primary intent of the RFP is for payroll services; however, we are interested in knowing if your service offerings go beyond Payroll Services. Often times, payroll services offered overlap human resources services when it comes to system capabilities. All of these are part of the scope of the RFP.**

2. How many employees are in scope for this initiative? Can you break the total down by FT, hourly, and student employees?
3. Have there been and vendor demos or vendor meetings related to this initiative prior to this RFP?
4. Page 5, tab 3, item 2: How does the University define deferred pay with respect to this requirement?

**Approximately 200 faculty; 300 staff, and 200 – 400 student employees.**

**Yes, however, the demos were for informational purposes only.**

**Faculty work 9-month contracts and are paid out within a 12-month period of time for this work performed during the academic year. They qualify for benefits during the non-work 3-month period of time. If multiple increases are provided throughout the same academic year, the deferred pay must be readjusted to reflect the new increase and combine what is owed from the previous contract.**

5. Page 6, tab 4, item 4: What countries does the University have employees in? Are they paid in US dollars or local currencies?  
**NMHU believes it may have a staff member working in Belize with a home address of Las Vegas, NM. We would like a payroll expert to define for NMHU what the conditions are from a tax liability standpoint.**
6. What are the average number of employees (of all types) paid per pay period?  
**Approximately 500**
7. What is the average number of Form W-2's issued each year?  
**Approximately 1800-2200**
8. What is the average number of Form 1095C's issued each year?  
**Approximately 1200-1500**
9. Does the university want to issue Form 1099 to independent contractors? and if so how many per year are anticipated?  
**Currently, the Business Office issues 1099s; however, we would like to learn more about how a payroll system can account for an employee who is issued a stipend that is academic and not related to a work assignment.**
10. Would NMHU prefer the vendor to file 941's 940 with the IRS  
**Yes**
11. Would NMHU prefer the vendor to make the tax deposits to the IRS and state(s)?  
**Yes**
12. Is it permissible to submit RFP both in paper format and electronically or does it have to be one or the other?  
**Proposals are not to be submitted both electronically and by paper form. Proposals are to be submitted only once. Offeror may choose the submittal option of their preference that is stated in RFP (VendorRegistry, In Person, via carrier service (UPS, FedEx, USPS, etc.))**

**\*Offerors must acknowledge this amendment in Attachment 1 when submitting proposal.**