

THE CITY OF MANCHESTER, TENNESSEE WILL ACCEPT SEALED PROPOSALS FOR HUMAN RESOURCE AND PAYROLL SERVICES (QUOTED SEPARATELY AND TOGETHER). SEALED PROPOSALS MUST BE RETURNED WITH AN ORIGINAL AND A COPY, SEALED, NO LATER THAN THURSDAY, FEBRUARY 9TH AT 10AM TO THE FINANCE DIRECTOR, CITY OF MANCHESTER, 200 WEST FORT STREET, MANCHESTER, TN 37355. FURTHER INQUIRIES CAN BE DIRECTED TO LISA MYERS, FINANCE DIRECTOR. THE CITY RESERVES THE RIGHT TO REJECT ANY AND OR ALL PROPOSALS AND ACCEPT A QUOTE OF BOTH SERVICES OR EITHER SERVICE.

THE CITY OF MANCHESTER SEEKS TO ACQUIRE THE SERVICES OF A QUALIFIED FIRM TO SUPPORT OUR INITIATIVES TO PROVIDE SPECIALIZED SERVICES IN HUMAN RESOURCES AND PAYROLL FOR ~145 FULL-TIME AND ~100 PART-TIME EMPLOYEES. THE CITY OF MANCHESTER INVITES PROPOSALS FROM INTERESTED AGENCIES WITH EXPERIENCE AND A NEXUS IN THE STATE OF TENNESSEE.

SPECIFICATIONS SHOULD INCLUDE BUT NOT LIMITED TO:

HUMAN RESOURCES

- DEDICATED HUMAN RESOURCES PROFESSIONAL LOCATED IN THE STATE OF TENNESSEE
- COMPREHENSIVE REVIEW OF ALL PRACTICES, DOCUMENTS, AND FORMS FROM HIRING TO TERMINATION
- REVIEW OF POLICIES FOR CONSISTENT EXECUTION AND RECOMMEND CHANGES BASED ON CURRENT LEGISLATION
- EMPLOYEE HANDBOOK DEVELOPMENT WITH UPDATES
- ON-BOARDING, EVALUATION, DISCIPLINE, OR TERMINATION ON-SITE OR BY PHONE WHEN NEEDED
- TRACKING AND MANAGING LEAVE (MEDICAL, FMLA AND PERSONAL) INCLUDING FMLA COMPLIANCE
- UNEMPLOYMENT CLAIMS ADMINISTRATION
- PROFESSIONAL SUPERVISOR AND EMPLOYEE TRAINING

PAYROLL

- DEDICATED PAYROLL SPECIALIST LOCATED IN THE STATE OF TENNESSEE
- ACCURATE AND TIMELY PAYROLL PROCESSING, TAX FILING AND REPORTING
- YEAR-END W-2
- PTO ACCRUAL AND TRACKING
- THIRD PARTY AGENCY PAYMENTS AND REPORTING
- ONLINE ENROLLMENT TOOLS WITH TIMEKEEPING SOLUTIONS
- GENERAL LEDGER INTERFACE, REPORTS, REGISTERS AND RECONCILIATION REPORTING

IT IS THE POLICY OF THE CITY OF MANCHESTER, TENNESSEE TO ENSURE COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964; 49 CFR, PART 21. NO PERSON SHALL BE EXCLUDED FROM PARTICIPATION IN OR BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE ON THE GROUNDS OF RACE, COLOR, SEX, AGE, DISABILITY, OR NATIONAL ORIGIN. BOYCOTT OF ISRAEL. THE CONTRACTOR CERTIFIES THAT IT IS NOT CURRENTLY ENGAGED IN, AND WILL NOT FOR THE DURATION OF THE CONTRACT ENGAGE IN, A BOYCOTT OF ISRAEL AS DEFINED BY TENN. CODE ANN. § 12-4-119. THIS PROVISION SHALL NOT APPLY TO CONTRACTS WITH A TOTAL VALUE OF LESS THAN TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) OR TO CONTRACTORS WITH LESS THAN TEN (10) EMPLOYEES.

LISA MYERS,

FINANCE DIRECTOR