

REPORT NAME: RFP 2022-02 - Third Party Employment and Payroll Services

REPORT OF: Purchasing

FOR: Information

APPLICABLE LAW AND/OR POLICY: N/A

STRATEGIC GOAL ALIGNMENT: Strategic Objective # 4

STRATEGIC OBJECTIVE ALIGNMENT:

Create an ethos of nurturing support that ensures all students can reach their highest potential through a system that prohibits any student to flounder or fail.

FISCAL FUND IMPACT:

There will be no general fund impact. Bussey Center for Early Childhood Education is funded under Early Head Start, Head Start and Great Start Readiness Program

IMPACT AMOUNT: Not to Exceed \$300,000

EXECUTIVE SUMMARY/BACKGROUND:

SPS submitted a RFP for Third Party Employment and Payroll Services. There was only one qualified bidder; Elite School Staffing.

Elite School Staffing will be put in place to keep track of worked hours, calculating wages, withholding taxes and other deductions, printing and delivering checks and paying government employment taxes. Employees must be able to rely on being paid on a consistent basis without delays. Payroll plays a huge role in maintaining the morale of employees to the financial stability of the company.

COST BENEFIT ANALYSIS:

Funding for this initiative will positively impact early childhood experiences for birth to 4-year-old children by providing both children and parents with a comprehensive early childhood education. This initiative is 100% grant funded.

RECOMMENDATION:

The Superintendent recommends that the Board approves securing payroll services from Elite School Staffing for one (1) contract year in accordance with the RFP and evaluate the performance of the vendor prior to extended the contract into the next year.

IMPACT IF NOT APPROVED:

The District's Early Childcare programs will not be able to operate due to lack of payroll processing.

NEXT STEPS IF APPROVED:

Award the contract to Elite School Staffing in accordance with the RFP, issue the necessary Purchase Order and commence the transition from the current vendor to the Elite School Staffing.