

Payroll Process Request for Proposal

Harper Woods is taking requests for a proposal to study of the interaction between the District's Payroll Departments. The proposal shall incorporate the following as a minimum:

- 1) Become familiar with, and review, the processes and flow of information necessary to produce payroll in an efficient and effective manner utilizing the District's Payroll System (SMART system).
- 2) Make recommendations on resources that may be required whether they be training needs, staffing changes, technology opportunities, etc.
- 3) Process the payroll for the district for approx. 250 employees

Please include the following in your proposal:

- 1) A description of your qualification to do this work.
- 2) A list of references of related projects.
- 3) A clear fee for the base proposal and additional scope.
- 4) A description of any additional services that will be performed, either as part of the fee or for an additional fee.
- 5) Familiarity with the SMART Financial Software System, if any.

Please send your proposal in a sealed envelope to the following address, no later than COB, Friday May 23, 2021, at which time they will be opened and read aloud.

Radu Iacoban
Interim CFO
Harper Woods School District
19851 Anita St
Harper Woods, MI 48225

Please contact Dr. Jaber at 586-209-2400, if you have any questions. Thank you.