



Request for Qualifications for Professional Services

Libertyville Township is requesting interested firms to submit qualifications to provide professional services for the outsourcing of Payroll and Human Resources. The scope of the services would include but would not be limited to:

- Bi-monthly payroll, year-end W2s, and all required monthly/quarterly tax returns and remittances.
- Prepare and submit the monthly IMRF Wage Report
- Assist with the preparation and submission of TOIRMA Payroll Audit
- Assist with the management and enrollment of Employee Benefits
- Review and ensure Employee Handout is current and compliant with State and Federal laws
- Must be able to provide a General Ledger report that can be integrated to QB Desktop either electronically or manually (specify).
- The ability to provide an option for a time clock system (pc, phone based) for employees to report their hours electronically.
- Provide on-going support through both on- and off-site through transition

Interested firms should provide the following:

- 1) Name, address and brief history of the firm
- 2) Resumes of key personnel to be assigned to Libertyville Township
- 3) Provide a complete description of at least (3) public sector clients or comparable clients for which the firm provided similar professional services, reference contact information (contact person names, email addresses and telephone numbers) for each of those engagements.

The Township will verify through the RFQ submittal and interview process the selected firm has the required experience and qualifications.

Submittals should not exceed twenty-five (25) pages in total. All submittals will be in digital form only and will be submitted via email to koconnor@libertyvilletownship.us no later than 4:00 p.m. CDT on Friday, June 7, 2019.

Questions should be submitted to:

Kathleen O'Connor, Supervisor
Libertyville Township
359 Merrill Court
Libertyville, IL 60048
847.816.6800
Tuesday, May 21, 2019