

**Attachment #5
Cost Sheet**

Payment Terms

Per *Iowa Code § 8A.514* the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a vendor.

What discount will you give for payment in 15 days?

What discount will you give for payment in 30 days?

Payroll Service Pricing

Respondent's Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars. All pricing to include all expenses; and based on Net 60 Days Payment Terms. The following template is required. Please use additional pages to provide any additional narrative support for the costing information.

TABLE A – Pricing for Payroll Services

Deliverable Item	Firm US Dollars

The Award for the lowest bid price will be based on the total monthly cost for bi-weekly payroll for 100 Participants/Volunteers using your pricing from Table A based on the specifications of this RFB.

Total Cost for Monthly Payroll Services for 100 Participants/Volunteers: \$_____

Attachment #5 RFB 1120269084 Volunteer Program Payroll Services Table A Pricing for Payroll Services

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	Pricing @ 100 Ees	Est. Set-Up Cost (1X)	Est. Monthly Cost	Est. Annual Cost
# of EMPLOYEES	100 Employees Bi-weekly			
HRIS, Onboarding, Time & Attendance, Payroll & Benefits (PEPM*)	\$8.68		\$868.00	\$10,416.00
Set-Up Fee (1X)	\$ 1,000.00	\$1,000.00		
Core HR Database & Reporting	Included			
Electronic EE Records & Self Service Portal	Included			
New Hire Reporting	Included			
Job History & Salary Management	Included			
Training Management	Included			
Performance Management	Included			
EE Asset Tracking	Included			
Executive Dashboard Reports	Included			
Automated Work Flows	Included			
Built in I-9 Tools	Included			
W-4 and Direct Deposit Automation	Included			
Web Based Punching	Included			
Time Card Approvals - 3 levels	Included			
On-line time cards	Included			
Time-Off Approval - 3 levels	Included			
Rules-Driven Pay Policies & Shift Differentials	Included			
Labor Allocations	Included			
Vacation, Sick time, FMLA, Other	Included			
General Ledger Import File	Included			

Pay Checks, Stubs, W2 online access	Included			
Workers Comp Tracking, Reporting & Payments	Included			
New Hire Reporting to State	Included			
Standard Reports and Report Writer Functionality	Included			
Document Cloud Storage	Included			
Garnishment/ChildSupport Set - Up & Tracking	Included			
Year End Processing				
W-2/1099 Production	Included			\$0.00
W-3	Included			\$0.00
As Needed Services				
Courier Delivery (FEDEX)	\$ 15.00 per shipment			
Additional Payroll Runs (outside of normal schedule)	\$ 19.04 + \$ 1.22 per pay item			
Mail Delivery	\$ 0.68 each			
Electronic Delivery	Free			
Child Support/Garnishment Payments/Other Special Payments	\$ 3 per check & \$ 0.25 per ACH			
ANNUAL ESTIMATED TOTAL		\$1,000.00	\$868.00	\$10,416.00

*PEPM=Per Employee Per Month