

**ATTACHMENT A | ADP Workforce Now, Version 13.0**

Services	Service Specifics	Roles and Responsibilities
<b>Solutions Platform</b>		
ADP Workforce Now (“WFN”)	WFN is ADP’s trademarked, branded, web-based payroll, HR, Benefits and Time and Attendance technology. WFN serves as the access point for all Client administrators, employees and managers.	
WFN Technology Support	Access to specialists to support Client in use of WFN technology solutions.	
<b>ADP Service Centers</b>		
ADP Service Center (for Client administrators)	Access to a client-specific toll free number with Client identification and issue routing via telephony.	ADP provides access to an assigned specialist team that will be Client’s primary support resource. ADP will provide standard service center hours 8:00 am to 5:30 pm, Client local time (Clients in Hawaii will have service center access 8:00 am to 5:30 pm PST), Monday through Friday, except for scheduled downtime for training, meetings and ADP-recognized company holidays. Such scheduled downtime shall not exceed two percent (2%) of available hours each calendar quarter.
Employee Service Center	<p>Access to a toll free number for use by employees and managers for:</p> <ul style="list-style-type: none"> <li>• General self-service and payroll inquiries</li> <li>• General HR inquiries where Client policy is explicit when WFN Comprehensive HR is elected</li> <li>• Benefit call support when WFN Comprehensive Benefits is elected</li> </ul> <p>As authorized by Client, respond to Client’s employees inquiries, when ADP has all pertinent information related to:</p> <ul style="list-style-type: none"> <li>• Employee personal information</li> <li>• Employee pay information and issues</li> <li>• Vacation, holiday, and leave of absence information</li> <li>• Hours of work and overtime information</li> <li>• Benefit Participant Information when WFN Comprehensive Benefits is elected</li> </ul>	<p>As a prerequisite to use of Employee Service Center, Client is responsible to support and promote employee self-service and manager self-service. ADP will conduct one (1) onsite employee self-service/manager self-service launch meeting. On request, ADP will support multiple virtual self-service launch meetings. ADP will answer employee and manager questions that have an apparent relationship to data entry visible through the WFN applications.</p> <p>ADP will provide standard service center hours 8:00 am to 8:30 pm EST, Monday through Friday, except for scheduled downtime for training, meetings and ADP-recognized company holidays. Such scheduled downtime shall not exceed two percent (2%) of available time each calendar quarter.</p>
<b>Pay and Tax Administration</b>		
Payroll and Tax	ADP Autopay payroll processing with tax service to authorized jurisdictions (also included: CheckView, Payroll Preview, Total Tax Plus <sup>SM</sup> , Full Service Direct Deposit or TotalPay <sup>®</sup> banking options, Labor Distribution, iPayStatements, iReports, ADP delivery via courier).	ADP processes payroll and files and deposits appropriate federal, state and local taxes. <b>Client must review and approve final payments.</b>

	<b>Year-end Forms W-2 will be provided and Clients will be billed separately.</b>	
Time and Attendance Feed to Payroll	Import employee Time and Attendance records provided that such records are in an ADP-acceptable format.	ADP provides Client with required file formats to utilize this feed. Client is responsible for adaptation of its file feed to a format that is compatible with ADP's feed.
Checks and Direct Deposit	ADP offers Clients two (2) banking features: Full Service Direct Deposit (payroll wages electronically deposited into employees' bank account(s)) or TotalPay (ADPCheck plus Full Service Direct Deposit).	Client must choose one of the banking features.
Wage Garnishment Processing Services (WGPS)	ADP provides tools to calculate garnishments based on court orders and client interpretation and also generates reports documenting garnishment activity.	Client provides employee liens and withholding information to ADP. ADP processes employee deductions for liens, wage garnishments and court ordered support and disburses payments to third parties as appropriate. <b>Client is responsible for lien interpretation. Client is responsible for all compliance with agency notification requirements; replies to garnishment notices received; notices of employee terminations and all other required written responses. Clients must provide a minimum of two (2) weeks notice prior to processing of any special pays to accommodate any garnishment requirements.</b>
HR, Payroll and Benefits Reporting	Comprehensive standard and analytical reports cover HR, payroll, and benefits data.	ADP provides access to certain standard payroll reports. Client has access to ADP reporting tools to generate a limited number of custom reports.
GL Interface	ADP will generate a file every payroll that contains labor expense information that can be entered into popular general accounting programs. Custom programming not included.	
Paid Time Off (PTO)	Access to systems to track employees' paid time off.	Client is responsible for leave administration unless purchased as an optional service to ADP WFN Comprehensive Benefits offering.
<b>State Unemployment Insurance (SUI) Administration</b>		
Administer SUI Claims (where authorized by state law)	Provide pre-separation unemployment insurance (UI) counseling to Client. UI claims administration. Audit SUI tax rate components.  Audit UI benefits charges. Voluntary contribution review. Provide a quarterly summary report of claims activity.  <b>Client hearing and appeals not included in base services.</b>	ADP assists Client with unemployment claims administration and unemployment tax filings to help Client manage claims and State unemployment costs.  Client must notify ADP of updates and changes to rates and tax status in a timely manner. Client is responsible for having funds available should a recalculation occur due to a rate change.

Services	Service Specifics	Roles and Responsibilities
<b>Training and Development</b>		
Employee/Manager Self-Service Launch Training	Training for both Client employees and managers on the self-service tools and application (includes one on-site Employee Self-Service Kickoff and, upon request, virtual Employee Self-Service Kickoff meetings).	Client shall require its employees and managers to attend self-service tools and application training.
Self-Paced Online Web-Based Training	Online access to ADP self-paced, web-based training library content.	
Core Product Training	Product training on all the core products for administrator users (not employees or managers).	Client shall require administrator users to attend core product training.
<b>Compliance Support</b>		
Compliance Newsletters <i>Note: The offering does not include legal advice or guidance.</i>	Access to periodic subject matter Compliance Newsletters. Primary Contact informs Client of changes and updates to HR-related compliance laws.	
Alerts <i>Note: The offering does not include legal advice or guidance.</i>	Access to periodic subject matter Alerts and e-mails. Primary Contact informs Client of changes and updates to compliance laws.	
Tip of the Week <i>Note: The offering does not include legal advice or guidance.</i>	Access to weekly Tips related to best practices and compliance changes.	
Online Compliance Resources	Access to law summaries, best practices, sample forms and sample policies.	
EEO-1 Report	Access to tools through the HR & Benefits module for tracking EEO-1 required data.	Client prepares and files EEO-1 report.
Veterans Report	Access to tools for the tracking of VETS-100 required data.	Client prepares and files VETS-100 report.

## ATTACHMENT B | Offeror’s Proposed HRIS System and Feature Requirements

The Offeror must use the following list (from Section III) to indicate features and functionality requested by SCEL. There are four (4) options available for selection:

1. **MEETS.** An answer of MEETS is indicative that the Offeror’s proposed solution meets the minimum requirements of the feature provided in the table below. *(Requires no further explanation)*
2. **EXCEEDS.** An answer of EXCEEDS is indicative that the Offeror’s proposed solution exceeds the requirements of the feature provided in the table below.
3. **DOES NOT MEET.** An answer of DOES NOT MEET is indicative that the Offeror’s proposed solution does not include the feature provided in the table below.
4. **OTHER.** An answer of OTHER is indicative that the Offeror’s proposed solution does not meet the minimum requirement of the feature provided in the table below, however, the Offeror has a similar or alternate feature.

Human Resources			
Attribute		Response	Vendor Notes
<b>Personal Information</b>	Basic contact information, demographic data, dependents, emergency contacts, etc.		
<b>Employment Information</b>	Tracking of job title, department, location, FLSA status, employment status, hire dates, corporate groups, etc.; To include unlimited employee history, created on a going-forward basis. Capability to import prior employment history desirable		
<b>Benefits Management</b>	Link to Carrier website for employees to view/maintain benefits. To ensure compliance with ACA, to include tracking employee records for evidence of benefit offerings and associated annual 1094(c) and 1095(c) filings.		
<b>Salary Administration</b>	Base pay, pay rates, other pay, planning tools and pay grades/structure; Assignment of jobs/positions to salary grades		

<b>Performance Review &amp; Administration</b>	Performance Review administration and Management		
<b>Employee Development Tracking</b>	Tracking qualifications, competencies, training, certifications, etc. Assignment of employees to various development tracks		
<b>Policy Acknowledgment</b>	Assignment of policies to employees and managers, with the capability to record electronic acknowledgements, by employee		
<b>Reporting</b>	Functional standard reports; HR metrics and user-friendly report writing/custom reports		
<b>Organizational Charts</b>	Assignment of employees to supervisors for various HR workflow needs		
<b>Recruitment</b>	To include the creation of customized postings/requisitions and applicant questions; tracking of applicant EEO-1 data		
<b>Controls / Audit</b>	System must create the necessary audit trail logs for all additions, deletions or modifications to data, with the ability to view which user/administrator altered the data.		

**Payroll Services**

Attribute	Response	Vendor Notes
<b>Payroll Deductions</b>	Fixed amount and percentage-based deductions, to include applicable employer-related expenses	
<b>Wage Garnishment/Liens</b>	To include collection of court-ordered garnishments, levies and child support from employee wages, and make payments to associated agencies.	
<b>Group Term Life Calculation</b>	Application of taxes related to group term life elections that exceed \$50,000	
<b>Tax Filing Services</b>	To be prepared, filed and deposited (both federal and state), and also issue monthly reports to associated tax authorities (IRS and SC Department of Revenue.) Includes automatic, quarterly updates of tax tables.	
<b>Calendar/Year-End Processing</b>	All requirements associated with direct reporting to the proper taxing authorities, including statements of deposits and filings made on behalf of SCEL.	
<b>Payment Services</b>	To include both paper (when necessary) and electronic payment options for employees, with access to online pay statements and annual documents.	

<b>General Ledger Interface</b>	Custom account report, ready for upload into Microsoft Dynamix Great Plains		
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<b>Time &amp; Attendance</b>			
<b>Attribute</b>		<b>Response</b>	<b>Vendor Notes</b>
<b>Timecard Tracking</b>	Collection of time worked for salaried-nonexempt and hourly employees, via web sheets (no punching or web clocks)		
<b>Absence Tracking</b>	Multiple paid time off policy administration & application with FMLA and Worker's Compensation absence tracking. Automated Leave Policy accruals & rules-based (per SCEL employee policies and procedures) with multi-tiered support policies driven by hire date/years of service.		

<b>Additional Features</b>			
<b>Attribute</b>		<b>Response</b>	<b>Vendor Notes</b>
<b>Portal Configuration &amp; Customization</b>	Front-end portal customization tools		
<b>Employee/Manager Self Service</b>	To include viewing pay statements and W-2 information, initiate a change in personal W-4 information, initiate and change to direct deposit information, along with other applicable changes.		

<b>Custom/Unassigned Fields</b>	For reporting, tracking and auditing purposes of SCEL-related employee data		
<b>Security</b>	To include features that limit the opportunity for identity theft or other improper use of Personal Identifying Information (PII) and/or financial information. Tier 4 Data Center protects/supports security of SCEL data information		
<b>Technical Support</b>	To include direct support via telephone during business hours, as well as 24/7 self-service support through system website.		
<b>Upgrades/Releases</b>	Provide software updates and enhancements at no additional charge. Updates must comply with state and federal employment laws and regulations; provide advance notification of upgrades/updates/enhancements to the system.		
<b>Software-as-a-Service (SaaS)</b>	Data Center to be hosted with Cloud-based platform		
<b>SaaS Audit Compliance</b>	Participation in audits and certification on system		



**ATTACHMENT C | Offeror’s Proposed Web-based Demonstration**

Offeror shall provide a web address for the Evaluation Panel to either view a product demonstration, or to access a test environment. If an Offeror proposes individual demonstrations, per module (i.e. HR, Payroll, Time & Attendance, etc.) additional spaces have been provided below. (NOTE: The Demonstration **shall not** deviate from (but may elaborate on) the information provided below. **If an administrator’s or user’s guide will be supplied, the Offeror should provide that as part of its response here.**)

**Web Address (1):** \_\_\_\_\_

**Web-Based Demonstration:** \_\_\_\_\_ **Test Environment:** \_\_\_\_\_

**User ID (if applicable):** \_\_\_\_\_

**Password (if applicable):** \_\_\_\_\_

**Internet Browser Preference:** \_\_\_\_\_

**Admin/User Guide Attached?**            **YES**            **NO**

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**Web Address (2):** \_\_\_\_\_

**Web-Based Demonstration:** \_\_\_\_\_ **Test Environment:** \_\_\_\_\_

**User ID (if applicable):** \_\_\_\_\_

**Password (if applicable):** \_\_\_\_\_

**Internet Browser Preference:** \_\_\_\_\_

**Admin/User Guide Attached?**            **YES**            **NO**

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**Web Address (3):** \_\_\_\_\_

**Web-Based Demonstration:** \_\_\_\_\_ **Test Environment:** \_\_\_\_\_

**User ID (if applicable):** \_\_\_\_\_

**Password (if applicable):** \_\_\_\_\_

**Internet Browser Preference:** \_\_\_\_\_

**Admin/User Guide Attached?**            **YES**            **NO**

## Attachment D | Offeror's List of Proposed Subcontractors or Partners

The Offeror must use this worksheet to identify subcontractors (if applicable) as requested in Section V, Qualifications.

If you intend to subcontract, at any tier level, with another business for any portion of the proposed services provided (err on the side of inclusion), you must identify that business and the application module (or sub-module) for which they are responsible. This includes outsourcing of any kind, for any module/feature, and should also reference any premiere partnerships.

Further identify potential subcontractors/partnerships by providing the business name, address, phone, taxpayer identification number, and point of contact, when the portion of work provided by the subcontractor/partner exceeds 20%.

Subcontractor Identification			
Application Module	Component	Subcontract/Partner	Subcontractor/Partner Information (Over 20%)
Human Resources Module	Employment Information		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: ( ____ )
	Benefits Administration		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: ( ____ )
	Recruitment		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: ( ____ )
	ACA Compliance		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: ( ____ )
	Performance Evaluations		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: ( ____ )
	Carrier Connectivity		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: ( ____ )
Time & Attendance Module	Timecards		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: ( ____ )
	Time Off		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: ( ____ )
Payroll Services Module	Personal Pay Information		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: ( ____ )

<b>Payroll Services Module (Cont'd)</b>	Wage Garnishments/Liens		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: (____)
	Tax Filing		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: (____)
<b>Information Security</b>	Data Center/Storage		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: (____)
<b>Reporting</b>	Standard Reports		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: (____)
	Custom Reports (Ad-hoc Reports)		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: (____)
	Vendor Management (Specified Format) Reports		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: (____)
<b>Customer Service</b>	Customer Support – Voice		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: (____)
	Customer Support - Web		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: (____)
	Customer Support - Other		Business Name/Tax ID: _____ / _____ Address: _____ Point of Contact: _____ Phone: (____)

## ATTACHMENT E | REFERENCES

### Reference 1

Name of Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

### Reference 2

Name of Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

### Reference 3

Name of Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

### Reference 4 (optional)

Name of Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

### Reference 5 (optional)

Name of Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

## ATTACHMENT F | IMPORTANT TAX NOTICE - NONRESIDENTS ONLY

Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed \$10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the Contract. The withholding requirement applies to every governmental entity that uses a Contract ("Using Entity"). Nonresidents should submit a separate copy of the Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to every Using Entity that makes payment to the nonresident pursuant to this solicitation. Once submitted, an affidavit is valid for all contracts between the nonresident and the Using Entity, unless the Using Entity receives notice from the Department of Revenue that the exemption from withholding has been revoked.

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Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. Contact the Department of Revenue for any applicable exceptions.

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For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at 803-898-5383 or visit the Department's website at: <https://dor.sc.gov>

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This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-896-1420.

PLEASE SEE THE "NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING" FORM (FORM NUMBER I-312) LOCATED AT: <http://www.sctax.org/forms/withholding/i-312-form>

[09-9005-2]

## ATTACHMENT G | OFFEROR'S CHECKLIST (AVOID COMMON MISTAKES)

The South Carolina Education Lottery understands that bid submission requirements pursuant to the S.C. Consolidated Procurement Code are comprehensive and complex. In an effort to simplify this process, SCEL has provided below an "Offerors Checklist" to assist Offerors in submitting the required information necessary to deem a bid responsive. Please **DO NOT** return this page with your offer. **NOTE: The Offerors Checklist is to be used as a guide. Offers must conform to the material requirements as provided in the Solicitation. Any Offer that fails to conform to the Solicitation's material requirements may be deemed nonresponsive.**

### IV. Information for Offerors to Submit--Evaluation (ALL Required Information **MUST BE SUBMITTED**, pgs. 15-17)

#### Contents of Technical Proposal

Part A: HRIS Approach, Response to System Requirements, URL Demonstration, and Implementation Schedule (Items 1-4)

Part B: Information Security Assessment (Items 1-6)

#### Contents of Price Proposal

Part C. Cost Schedule (A Separate Cost Schedule for each of the two terms **MUST BE SUBMITTED**)—See VIII. Bidding Schedule/Price-Business Proposal (pg. 34)

### IV. Information for Offerors to Submit—General (ALL Required Information **MUST BE SUBMITTED**, pgs. 18-19)

Part A: Cover Letter

Part B: Cover Pages 1-2 and any Subsequent Amendments

Part C: Identifying Information Pursuant to the SC Education Lottery Act (Items 1-9)

Part D: References (Use Attachment E)

### V. Qualifications (ALL Required Information **MUST BE SUBMITTED**, pgs. 20)

Partner/Subcontractor/Third Party—Identification (Use Attachment D)

### **Submit 1 Hard Copy to the Address Below—Marked "Original" (Technical Proposal & Price Proposal **MUST BE SUBMITTED SEPARATELY**)**

#### **South Carolina Education Lottery**

Attn: Procurement Office, Petrina F. Marsh

Post Office Box 11949

Columbia, SC 29211-1949

### **Submit 1 Electronic Copy to the Address Below—Marked "Copy" (Technical Proposal & Price Proposal **MUST BE SUBMITTED SEPARATELY**)**

SCEL Procurement Office

[Petrina.Marsh@sclot.com](mailto:Petrina.Marsh@sclot.com)

#### NOTES:

Make sure you have properly marked all protected, confidential, or trade secret information in accordance with the heading entitled: bidding instructions, submitting confidential information. ***Do not mark your entire bid as confidential, trade secret, or protected! Do not include a legend on the cover stating that your entire response is not to be released!***

Reread your entire proposal to make sure your proposal does not take exception to any of the Solicitation's mandatory requirements.

Check to ensure your proposal includes everything requested!

If you have concerns about the solicitation, do not raise those concerns in your response! **After opening, it is too late! If this solicitation includes a question & answer period, raise your questions as a part of that process!** Please see bidding instructions and any provisions regarding *Amendments to Solicitation* (pg. 3) and *Questions From Offerors* (pg. 6). All Questions and Correspondence must be sent via email to the Procurement Officer listed above.