



To: All Interested Vendors
From: William Funk, Director of Procurement Management
Re: Request for Information- Payroll Services
Date: April 23, 2016

The Queens Borough Public Library (the “Library”), is issuing this Request for Information from experienced firms to obtain information about available payroll services.

The Library is an independent, autonomous not-for-profit corporation. It is one of the largest and most innovative libraries in the world and one of the three New York City library systems. The Library consists of a Central Library and sixty-four (64) library facilities located throughout the County of Queens in the State of New York serving 2.3 million residents.

The Library has approximately 1700 employees and has is interest in obtaining information from payroll service vendors to supplement its existing payroll department. The Library does not anticipate that it requires assistance with employee benefits.

The Library requests information from payroll vendors related to their experience, qualifications and costs from payroll service vendors to perform payroll services such as payroll processing, reports, tax payments, tax filings (quarterly and annually), ACA reporting, ACA filing, W-2 processing, W-2 filing and other payroll services.

Experienced and qualified payroll service firms that are interested in responding to this Request for Information should prepare a capability statement no more than ten (10) pages detailing the services that they provide, experience in providing these services to not-for-profit corporations and/ or municipal entities and provide information regarding costs.

It is requested that firms that provide payroll services email their capability statement to RFIcontact@queenslibrary.org by on or before May 6, 2016.