

**REQUEST FOR PROPOSAL(S)**

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT**

**DBA**

**ST. LOUIS PUBLIC LIBRARY**

**RFP 20-01151 PAYROLL AND HUMAN RESOURCES INFORMATION SYSTEM**

St. Louis Public Library is seeking proposals from qualified firms to provide a digital solution and services for payroll, timekeeping, and human resources management. The Library expects to implement this system with the assistance and ongoing support of the firm distributing the selected software. Sealed Proposals will be received by the Purchasing Office, St. Louis Public Library, 1415 Olive St., St. Louis, Missouri, 63103, until 4:00 p.m., Wednesday, January 15, 2020. For more information, please contact Don Gillum during regular business hours by phone, 314.539.0312, email, [dgillum@slpl.org](mailto:dgillum@slpl.org), or at the above address.

**REQUEST FOR PROPOSALS**

**RFP NO:** 20-01151  
**DATE ISSUED:** December 26, 2019

**SEND PROPOSALS TO:**  
Purchasing Manager  
Board of Directors of the City of St Louis  
Municipal Library District DBA  
St. Louis Public Library  
1415 Olive Street  
St. Louis, MO 63103

**DUE DATE:** January 15, 2020 by 4:00 p.m.

**PURCHASING AGENT:** Don Gillum

**EMAIL ADDRESS:** [dgillum@slpl.org](mailto:dgillum@slpl.org)

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA  
ST. LOUIS PUBLIC LIBRARY RFP 20-01151 PAYROLL AND HUMAN RESOURCES  
INFORMATION SYSTEM**

This Proposal is subject to all the terms and conditions of this Request for Proposals and any Proposer representations, as well as accompanying specifications. The signature of the Proposer indicates that Proposer understands these documents and will comply with them.

Name, Address, and Contact Information of Authorized Representative of Proposer

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Print Company  
Name: \_\_\_\_\_

Print Address,  
City, State, Zip: \_\_\_\_\_

Print Telephone: \_\_\_\_\_

Print Email: \_\_\_\_\_

Proposer Signature: \_\_\_\_\_

Proposer is: ☐ individual ☐ corporation ☐ partnership ☐ LLC ☐

Other ☐ Describe \_\_\_\_\_

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**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY**  
**DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFP 20-01151 PAYROLL AND**  
**HUMAN RESOURCES INFORMATION SYSTEM**

**INSTRUCTIONS TO PROPOSERS**

The St. Louis Public Library, a municipal library district, is a political subdivision of the State of Missouri, and a body corporate with all the powers and rights of like or similar corporations.

In accordance with the St. Louis Public Library's procurement policy, Proposals will be handled so as not to permit disclosure of the identity of any Proposer or the contents of any Proposal to competing Proposers during the process of negotiation. A register of Proposals shall be prepared containing the name of each Proposer, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of Proposals shall be open for public inspection only after a final contract is executed.

Whenever a material, article, or piece of equipment is identified by reference to manufacturer's or vendor's names, trade names, catalog numbers, etc., it is intended merely to establish a standard, and, any material, article, or equipment of other manufacturers and vendors that will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so bid(s) are, in the opinion of the St. Louis Public Library, of equal substance and function. Substitute items may be rejected at the discretion of the St. Louis Public Library.

The right is reserved by the St. Louis Public Library to cancel the RFP or to reject in whole or in part when it is for good cause and in the best interest of the St. Louis Public Library and to waive any irregularity or informality with respect to any Proposal. The St. Louis Public Library reserves the right to split awards, make multiple awards and to reject all Proposals.

Proposers are expected to examine specifications, schedules, drawings, and all instructions. Failure to do so will be at Proposer's risk.

Questions about the Proposal should be made in writing and directed to Don Gillum, Purchasing Manager, at [dgillum@slpl.org](mailto:dgillum@slpl.org) or at the address provided below. Responses, when provided, will be included in a written amendment. To preserve the integrity of the selection process, questions regarding this RFP should only be directed in writing to Mr. Gillum, [dgillum@slpl.org](mailto:dgillum@slpl.org). **Proposal inquiries must be submitted in writing for the St. Louis Public Library review no later than Wednesday, January 8, 2020, by 4:00 p.m.,** to allow for the St. Louis Public Library's reply prior to Proposal submissions.

Proposals must be in ink or typewritten and must be manually signed by a company official. All Proposal document pages should be initialed and dated by the company submitting the Proposal. Please provide four complete copies of your Proposal response for St. Louis Public Library review. Email and facsimile proposals will not be accepted.

It is the responsibility of the Proposer to deliver the Proposal and/or Proposal modification on or before the hour and date specified for the receipt of Proposals. Proposals received late will be rejected.

Proposals and modifications should be submitted in sealed envelopes addressed to the attention of **Purchasing Manager, St. Louis Public Library, 1415 Olive St., St. Louis, MO 63103** for a 4:00 p.m. proposal opening at that location. The Proposal RFP number shall show on the face of the envelope:

**RFP 20-01151 - PROPOSALS DUE 1/15/20 by 4:00 p.m.**

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**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT**  
**DBA**  
**ST. LOUIS PUBLIC LIBRARY RFP 20-01151 PAYROLL AND HUMAN RESOURCES INFORMATION**  
**SYSTEM**

**TO THE RFP**

In addition to the RFP requirements elsewhere in this RFP, any Proposer that may be selected to perform the services described in the RFP and to enter into a Vendor Agreement with the Library must agree to a number of general terms and conditions. If a Proposer cannot agree to any of the stated general conditions, its Proposal must clearly state the reason for any such non-compliance.

- A. Labor and Materials. The Proposer shall provide all labor, materials and supplies for the Services to be performed under this RFP.
- B. Agreement Period. The Agreement(s) shall have an initial term of three years, commencing on or about March 1, 2020, and ending February 28, 2023, unless earlier terminated or renewed. The Agreement(s) may be renewed by the mutual agreement of the parties for an additional two-year term (2).
- C. Form of Agreement. The submission of a Proposal constitutes the agreement of any submitting Proposer that any contract to be drawn as a result of an award to the Proposer will be prepared by counsel for the Library and will be the controlling agreement. The Proposers are requested, however, to submit copies of their applicable standard contract or engagement forms for information purposes.
- D. Compliance with Laws. In performing under a Vendor Agreement, the selected Proposer shall comply with all applicable laws, ordinances, rules, regulations, or standards of federal, state and local governments having authority or jurisdiction over the Services or performance of the Services, or any lawful orders pertaining in any way to the Services to be provided by the Library.
- E. Out of State Proposer. It shall be a condition to a Vendor Agreement that any out-of-state Proposer that may be selected to provide the Services shall be duly registered and qualified to do business within the State of Missouri.
- F. Prime Contractor Responsibility. Planned use of subcontractors in connection with a Vendor Agreement should be clearly explained and described in the Proposal. The use of any subcontractor in connection with the Services shall be subject to the approval of the Library, and any approved subcontractor shall agree to be bound by and subject to all terms and conditions of a Vendor Agreement between the Library and the selected Proposer. The Proposer as prime contractor will be responsible and must take responsibility, for the performance of all Services under a Vendor Agreement whether or not subcontractors are used.
- G. Independent Contractor. It is expressly understood and agreed that the selected Proposer shall be an independent contractor and not an employee of the Library. A Vendor Agreement will not constitute, create, give rise to, or otherwise recognize joint venture, partnership, or formal

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business organization of any kind between the parties and the rights and obligations of the parties shall be only those expressly stated in a Vendor Agreement. The Proposer represents and warrants that no persons supplied by it in the performance of a Vendor Agreement are employees of the Library and further agrees that no rights of the Library's retirement or personnel rules accrue to such persons. The Proposer shall have complete responsibility for all salaries, wages, bonuses, retirement, withholdings, worker's compensation and insurance, unemployment compensation, other benefits and taxes and premiums, appurtenant thereto concerning all employees and personnel provided by Proposer in the performance of the Services under a Vendor Agreement and shall indemnify and hold the Library harmless with respect thereto.

- H. Indemnification.** Proposer shall defend, indemnify and hold harmless the Library and its directors, officers, employees, representatives, agents contractors, subcontractors, licensees and successors and assigns from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including without limitation reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (a) the acts, error, omissions conduct, or operations of Proposer, provided that any such claim, damage, loss, or expense is caused or is claimed or alleged to have been caused, in whole or in part, by any negligent act, whether active or passive, error, omission, conduct, or operation of any negligent act, whether active or passive, error, omissions conduct, or operation of Proposer, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable; or (b) any breach of any of the representations, warranties, covenants, obligations, or duties contained in a Vendor Agreement; or (c) any violation of any applicable federal, state or local laws, rules or regulations. The indemnification obligations hereunder shall not be limited by reason of the enumeration of any insurance coverage required under a Vendor Agreement.
- I. Required Insurance Coverage.** Proposer shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of a Vendor Agreement, which policies shall protect against any loss or claim arising from or relating to a Vendor Agreement, the Services and activities, or presence at the Library facilities, and any act or omission of Proposer or its employees and/or agents or subcontractors in connection with the Services provided under a Vendor Agreement, and shall cover the contractual indemnification liability assumed by the Proposer or pursuant to a Vendor Agreement.
1. Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury (including death), personal injury, special form property damage, fire legal liability, contractual liability, independent contractors, errors and omissions, and products and completed operations, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Proposer's activities at Central Library. Any deductible shall be at Proposer's expense.
  2. Business, automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle and property (cargo) damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000.00).
  3. Worker's Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Proposer's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than Five Hundred Thousand

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Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee and Five Hundred Thousand Dollars (\$500,000) policy limit;

4. Blanket employee dishonesty coverage with One Hundred Thousand Dollars (\$100,000) limit, with coverage extending to funds and/or property held by Proposer on behalf of Library.
5. Property Insurance coverage for all materials, equipment, and other items owned, borrowed, or leased by Proposer shall be Proposer's responsibility. The Library shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by Proposer.
6. Umbrella Liability insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence providing for excess coverage over the limits and coverages prescribed above in Subsections I. (1), (2), (3), and (4) above, which such policy shall be written on an occurrence basis.

All insurance policies addressed in Subsections I. (1), (2), (4), and (6) above shall be endorsed to name the following as additional insured's:

City of St. Louis Municipal Library District and its directors, officers, employees, representatives, agents, contractors, licenses, and successors.

All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to the Library: (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Missouri and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to the Library prior to cancellation, non-renewal or material modification.

All insurance policies of or on behalf of the Library required in a Vendor Agreement shall contain the following language: "This insurance policy does not apply to any claim or suit which is barred by the doctrines of sovereign immunity or official immunity but we will have the right and duty to defend any suit. No provision of this endorsement or of the policy, to which it is attached, shall constitute a waiver of our right, or the right of any of our employees in the course of their official duties, or the right of any insured, to assert a defense based on the doctrines of sovereign immunity or official immunity for any monetary amount whatsoever."

Proposer shall deliver to the Library, prior to commencement of Services under a Vendor Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to Library by the aforementioned time, or if any such policies are canceled, the Library shall have the right to terminate a Vendor Agreement immediately and/or deny Proposer access to Library facilities. These insurance provisions are minimum requirements and shall not relieve Proposer of its indemnity, defense and hold harmless obligations.

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- J. E-Verify. The Proposer must agree to enroll in and participate in the E-Verify Program as required by Section 285.530 of the Missouri Revised Statutes, as amended, during the hiring process for all employees hired after the date of a Vendor Agreement. The Proposer must agree to require its subcontractors who may perform work under a Vendor Agreement to certify to Proposer that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the Verify program. The Proposer must agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. The Library may terminate a resulting Vendor Agreement for default if the Proposer fails to cure a breach of these E-Verify provisions no later than thirty (30) days after being notified by the Library of such breach. As a condition to entering into a Vendor Agreement, the Proposer must execute the E-Verify Affidavit, which shall be an exhibit to a Vendor Agreement. Such affidavit shall be in the form attached to this RFP as **Attachment D**.
- K. Performance Uninterrupted. Proposer shall perform the Services without interruption except as provided herein. The decision whether to postpone or excuse the performance of the Proposer shall in be in sole discretion of the Library.
- L. Communications. The Proposer shall communicate regularly or on an agreed upon schedule with the designated Library management to provide updates regarding the Services performed. The Proposer shall correct all deficiencies within forty-eight (48) hours after being notified by designated Library management.
- M. Proposer shall provide competent, capable, trained, experienced, and suitably qualified personnel to fulfill its obligations and provide the Services in a public library environment under a Vendor Agreement. Proposer shall supervise and coordinate the work of its employees and approved subcontractors, if any, and shall be responsible for and liable to Library for the work of its employees and approved subcontractors. Any employee, representative, or approved subcontractor of Proposer who, in the opinion of the Library, is unqualified, or unsuitable to perform the required services or who does not perform his or her work in a proper and skillful manner, or is disrespectful, or otherwise objectionable, shall, at the request of the Library in its sole discretion, be reassigned or removed from performing any further duties related to the Services to be provided under a Vendor Agreement. In the performance of the Services under a Vendor Agreement, Proposer and its staff shall comply with the Library's Policy for Appropriate Use of the Library, as may be amended from time to time.
- N. Laws & Ordinances. Proposer shall comply with and observe all applicable federal, state and local laws, ordinances and regulations relating to its operation and Services under a Vendor Agreement at Central Library.
- O. Timing. The successful Proposer must be ready to begin Services on or about July 1, 2020.
- P. Compliance with Laws. The selected Proposer shall operate in compliance with all applicable local, state and federal laws, regulations and ordinances and in accordance with the Library's Policies and Procedures as may be amended from time to time. It is the Proposer's sole responsibility to obtain and maintain all appropriate licenses and permits for its operation in the performance of the Services.

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## **Q. AWARD**

In accordance with the Library's Procurement Policy:

1. The right is reserved by the Library to cancel the RFP or to reject in whole or in part when it is for good cause and in the best interests of the Library any and all Proposals and to waive any irregularity or informality with respect to any Proposal. The Library reserves the right to split awards, make multiple awards and to reject all Proposals.
2. Discussions may be conducted with responsible Proposers who submit Proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the RFP requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing Proposers or of any information derived from Proposals submitted by competing Proposers
3. Subject to the terms of this RFP, an award will be made by the Library to the responsible Proposer whose Proposal is determined in writing to be the most advantageous to the Library, taking into consideration price and the evaluation factors set forth in the RFP. No other factors or criteria shall be used in the evaluation.
4. The selected Proposer shall enter into a Vendor Agreement consistent with this RFP.

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**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA  
ST. LOUIS PUBLIC LIBRARY RFP 20-01151 PAYROLL AND HUMAN RESOURCES  
INFORMATION SYSTEM**

**SCOPE OF WORK**

**Scope of Work**

Selected vendor will provide all necessary services, software, and equipment (if necessary) to transition from current payroll and HRMS provider. The transition must be completed in a seamless manner to avoid any disruption of payroll for employees at any point in the process. The selected vendor will meet with staff to review current process and consult on improvements and changes that are possible or necessary with the selected platform. The review and refinement of existing employee records will be required for migration to the selected platform, as necessary.

Service Requirements

The Library will work with the selected vendor to create an implementation plan that is acceptable for both parties. The Library intends to implement the selected platform in a timely manner, within three months of award, and will dedicate resources to do so.

The implementation plan should include / address the following phases/tasks:

Project Plan / Schedule; Planning Phase, Development Phase, Testing / Troubleshooting, Implementation Phase, Training Phase, Project Close-out and On-going Maintenance.

Electronic Timesheet Requirements

Electronic timesheet collection should include the following:

- Web-based time clock solution that can be accessed over a secure network or connection via desktop and mobile devices.
- Ability to create and load schedules for hourly and salary employees.
- Ability to report variances between schedules and actual time logged for employees.
- Ability to include applicable overtime and other pay rules per FLSA, state and local law, and Library Policy (e.g. employees must work 40 hours in a given Sunday through Saturday period to be eligible for overtime pay, etc.)
- Ability to create and process a wide variety of pay types, such as administrative leave, travel, on-call, call-out, funeral leave, FMLA, etc.
- Tiered approval of timesheets by supervisors / managers. Intuitive functionality to delegate sign-off authority and handle vacations.
- Ability for administrative level staff and / or Business Office staff to authorize or override timesheets that are noticeably incorrect or not approved in a timely manner to meet payroll processing deadlines.
- Automated email notification system is desired for reminding employees who have not completed timesheets by set dates.

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## ATTACHMENT A

- Ability to create Holidays and Floating Holidays to be added into employee timesheets, and ability to accrue and track accrued holidays separately from other paid time off categories.
- Ability to accrue vacation and sick hours at different rates based on years of service. Employees should have access to then-current balances as well as projected balances for use when entering any paid time off hours.
- Ability for employees to submit vacation or other time off requests, which can then be approved by a supervisor.

### Payroll Processing Requirements

Payroll processing should include the following:

- Bi-weekly payroll processing that includes a predetermined schedule for dates by which time key activities must be completed. Employees are currently paid every other Friday.
- Ability to process payroll on alternate dates due to holiday or other business closures.
- Process and maintain designated pay codes for on-call, call-out, etc. and calculate overtime based on the Fair Labor Standards Act (FLSA).
- Manage employee deductions, including insurance of various types, deferred compensation, child support, garnishments, etc.
- Direct deposits posted to bank accounts by scheduled pay dates.
- Payroll checks securely processed with electronic signatures on pay date to designated location (currently 1415 Olive Street).
- Ability to calculate and print ad hoc checks for employees due to error, termination, or other reason outside of standard payroll processing dates.
- Functionality to flag / alert appropriate staff when pay amounts are abnormal (i.e. any variance in payment amount for a salary employment, large swings in payment amount for hourly staff, hours entered significantly vary from schedules, etc.)
- Email notification for employee pay stubs.
- Provide electronic interface for employees to access previous pay stubs, W-2 forms, and related information.
- Prepare payroll journal and related information for import into identified Serenic Navigator modules.
- Provide practical method for resolving payroll errors.
- Remit all payroll taxes / deductions to required agencies.
- Calculate and remit all payments to the City of St. Louis Retirement System by required dates.
- Functionality to manage and report employee salaries and pay bands.
- Functionality to manage and report employee status changes (i.e. probationary new hire, transfer, termination, etc.)
- Prepare and submit all federal and state agency reports and forms.
- Provide W-2 forms for all employees in January of each year.

### Human Resources Management Requirements

- Benefits Administration, including the configuration of plan types, rates and eligibility rules.
- Budgeting and projection tools for calculating expected compensation and benefits under various salary modification scenarios (typically used when determining impact and affordability of pay increases).
- Extensive reporting capabilities for all aspects of HR administration.
- Applicant Tracking System for recruitment and onboarding.
- Appraisal functionality with modules for goal-setting and performance management.

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## ATTACHMENT A

- Training plan modules and tracking with a portal for learning and development.
- ACA reporting and compliance.
- FMLA, Worker's Compensation, and Leave of Absence tracking and management
- Background check administration

### Technical Requirements

- Integration or import/export functionality for use with the Library's accounting system, Serenic Navigator.
- Integration with Google G Suite Apps, where possible.
- Client access through a web browser without the assistance of browser plugins or extensions preferred.
- Cloud based system requiring few or no servers installed on library premises.
- Communication between internal and external systems must be across an encrypted protocol such as SSL.
- Process to protect against unauthorized access to preprinted check stock.
- Process to securely administer employee access and user permissions in the system. Provide single sign on authorization, if possible.
- Security against unauthorized intrusion, access, or data corruption by outside parties.
- All changes to payroll entries, employee status, salary information ,etc. should be logged and auditable.
- The Library anticipates that users will be able to access the time card / payroll system using a variety of desktop and mobile platforms. A platform that only works on a single system is not desirable.

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**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA**  
**ST. LOUIS PUBLIC LIBRARY RFP 20-01151 PAYROLL AND HUMAN RESOURCES**  
**INFORMATION SYSTEM**

**EVALUATION CRITERIA**

**Selection Process:**

The Library will employ a two-round selection process for this purchase. Library staff will review each proposal and independently score each based on the *Selection Criteria*. The highest rated proposers will be invited to provide an on-site demo of their services, which will be evaluated by Library staff. Based on the information received from the proposals and demos, Library staff will select the services that best fit the Library's needs.

**Selection Criteria:**

1. Company Profile (Experience, long-term stability, comparable companies using product)
2. Implementation and Customer Service (Does the proposal clearly demonstrate that it meets all requirements or provide acceptable substitutions?)
3. Features and Functionality (Rating of the quality and breadth of service offerings)
4. Price

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**ATTACHMENT C**

**NON-COLLUSION AFFIDAVIT**

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA**  
**ST. LOUIS PUBLIC LIBRARY RFP 20-01151 PAYROLL AND HUMAN RESOURCES**  
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The undersigned being duly sworn on oath, says that the undersigned has not, nor has any other person, member, representative, or agent of the firm, company or corporation or partnership represented by the undersigned, entered into any combination, collusion or agreement with any person relative to the price to be proposed by anyone at such letting nor to prevent any person from proposing nor to induce anyone to refrain from proposing, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such proposal.

Further, the undersigned says that no person or persons, firm, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such Proposal.

Proposer: \_\_\_\_\_

By (Written Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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**ATTACHMENT D**

**E-VERIFY AFFIDAVIT**

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT**

**DBA**

**ST. LOUIS PUBLIC LIBRARY**

**RFP 20-01151 PAYROLL AND HUMAN RESOURCES INFORMATION SYSTEM**

Pursuant to Section 285.530 of the Missouri Revised Statutes, as amended, the Proposer entering into a contract with the St. Louis Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Proposer is not required to verify the work eligibility status of all its newly hired employees through the E-verify program if E-verify no longer exist.

The undersigned, on behalf of the Proposer, being first duly sworn, deposes and states that the Proposer does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the St. Louis Public Library, the undersigned Proposer will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

Proposer: \_\_\_\_\_

By (Written Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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**DIVERSITY STATEMENT OF  
THE BOARD OF DIRECTORS OF  
THE ST. LOUIS PUBLIC LIBRARY**

WHEREAS, the St. Louis Public Library (the "Library") is a municipal library district authorized pursuant to Chapter 182 of the Missouri Revised Statutes to, among other things, purchase, hold or lease grounds, and to occupy, lease or erect appropriate buildings for the use of the Library, and to exercise all powers and rights of political subdivisions or similar corporations; and

WHEREAS, the Board of Directors (the "Board") of the Library is vested with the power to make and adopt bylaws, rules and regulations for its own guidance and for the governance of the Library as may be expedient and not inconsistent with State law; and

WHEREAS, the Library provides free public library services for the City of St. Louis (the "City"), an urban area with vast ethnic, religious, socioeconomic and cultural backgrounds; and

WHEREAS, efforts to encourage by direct contact or general solicitation persons from diverse backgrounds to contract with or become employees of the Library; to educate through seminars and workshops persons from diverse backgrounds of the opportunity to contract with or become employees of the Library; to assist persons from diverse backgrounds to contract with or become employees of the Library; to adjust or modify, when appropriate, financing, bonding or insurance requirements for persons from diverse backgrounds to contract with or become employees of the Library; and to encourage partnering by persons from diverse backgrounds to contract with the Library will serve to further the governmental and public interest of the Library by providing outreach to the residents of the City; and

WHEREAS, a practice of the Library of contracting with and employing persons reflecting the ethnic, religious, socioeconomic and cultural backgrounds of the citizens of the City will serve to further the governmental interest of the Library; and

WHEREAS, a practice of the Library of contracting with and employing persons of varied ethnic, religious, socioeconomic and cultural backgrounds will also further the governmental purposes of the Library by serving as a model to other public and private entities, by building the public trust, by creating role models, and by facilitating the interaction of persons of different backgrounds; and

WHEREAS, the Board of Directors of the St. Louis Public Library (the "Board") determined that it is feasible, necessary and in the public interest for the Board to adopt a diversity statement to provide guidance to the Library and adopted this Diversity Statement on March 31, 1997; and

WHEREAS, the Board wishes to amend this Diversity Statement to provide for an annual review.

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NOW THEREFORE, the Board of Directors of the St. Louis Public Library, does hereby resolve, determine and order as follows:

Section 1. Findings. The Board of Directors of the St. Louis Public Library hereby finds and determines those matters set forth in the preambles hereof as fully and completely as if set out in full in this Section 1.

Section 2. Diversity Statement. The Board of Directors of the Library hereby directs the officers and agents of the Library for the authorized Library purposes set forth in the preambles hereof and subject to the conditions hereinafter provided to develop and implement policies which encourage persons with diverse ethnic, religious, socioeconomic and cultural backgrounds in the City to contract with or become employed by the Library.

Section 3. Administration. The officers and agents of the Library are authorized and directed to (i) encourage by direct contact or general solicitation persons from diverse backgrounds to contract with or become employees of the Library; (ii) educate through seminars and workshops persons from diverse backgrounds of the opportunity to contract with or become employees of the Library; (iii) assist persons from diverse backgrounds to contract with or become employees of the Library; (iv) adjust or modify, when appropriate, financing, bonding or insurance requirements for persons from diverse backgrounds to contract with or become employees of the Library; (v) encourage partnering by persons from diverse backgrounds to contract with the Library; (vi) utilize alternative programs to facilitate participation; (vii) provide flexible provisions to account for special circumstances; (viii) maximize opportunities for persons to demonstrate any social, socioeconomic or other factors that would promote the Library's best interests; and (ix) adopt measures to minimize the impact of this policy on the rights of third parties.

Section 4. Actions of Officers Authorized. The officers of the Board, including the President, Vice President and Secretary of the Board and the Executive Director, shall be, and they hereby are, authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and to make ministerial alterations, changes or additions in any agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 5. Annual Review. The officers of the Board are authorized and directed to report upon the administration of the Diversity Statement at the Board's regular meeting in September of each year.

Section 6. Severability. If any section or other part of this Resolution, whether large or small, shall for any reasons be held invalid, the invalidity thereof shall not affect the validity of the other provisions of this Resolution.

Initial & Date _____
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Section 7. Governing Law. This Resolution shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 8. Effective Date. This Resolution shall become effective immediately upon its passage.

ADOPTED by the Board of Directors of the St. Louis Public Library this 5<sup>th</sup> day of April, 2004.

BOARD OF DIRECTORS OF THE ST. LOUIS PUBLIC  
LIBRARY

  
\_\_\_\_\_  
Its President

[SEAL]

ATTEST:

  
\_\_\_\_\_  
Its Secretary

Initial  
&  
Date \_\_\_\_\_

**ATTACHMENT F**

**ACKNOWLEDGEMENT FORM**  
**ST. LOUIS PUBLIC LIBRARY**  
**REQUEST FOR PROPOSAL**

**TO:** Attn: Purchasing Manager  
St. Louis Public Library, Administrative Offices  
1415 Olive Street  
St. Louis, MO 63103

**PROJECT:**

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA**  
**ST. LOUIS PUBLIC LIBRARY, RFP 20-01151 PAYROLL AND HUMAN RESOURCES**  
**INFORMATION SYSTEM**

Proposer: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Proposer Agent  
(if applicable): \_\_\_\_\_

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

**PROPOSER ACKNOWLEDGEMENT:**

The undersigned acknowledges that I have received and thoroughly reviewed the Request for Proposals (RFP) dated December 26, 2019 and intend to participate in the RFP. Pursuant to notices given, the undersigned with complete understanding of the requirements and conditions shall provide all labor and materials in accordance with the requirements of the RFP.

Proposer: \_\_\_\_\_

By (Written Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Initial & Date _____
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**ATTACHMENT G****REQUEST FOR PROPOSAL(S) SCHEDULE**

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA**  
**ST. LOUIS PUBLIC LIBRARY, RFP 20-01151 PAYROLL AND HUMAN RESOURCES**  
**INFORMATION SYSTEM**

RFP Issued	12/26/19
Public Notification of RFP	12/26/19
Questions from Proposers due to Library	01/08/20 4:00 p.m.
RFP Due	01/15/20 4:00 p.m.
Service should begin on or about	03/01/20

Initial & Date _____
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