City of Gaithersburg
31 South Summit Avenue, Gaithersburg, Maryland 20877

REQUEST FOR PROPOSALS

Replacement Time and Attendance, Human Resources and Payroll System

RFP2026-018

Solicitation Issued: January 7, 2026

Proposals Due: February 25, 2025 **Time:** 5:00 PM

Proposals Submitted To: 2026-018@gaithersburgmd.gov

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1. Definitions

Proposal: the offer submitted to the City by an Offeror in response to this Solicitation.
Offeror: any Person submitting a Proposal in response to this Solicitation.
City: the City of Gaithersburg, Maryland, a municipal corporation of the State of Maryland.
City Manager: the City Manager of the City or his or her designee.
Contract: the binding agreement awarded pursuant to this Solicitation, if any.
Contractor: the Offeror awarded the Contract.
Lowest Responsive Proposal: the Proposal accepted by the City, which offers the lowest total price, including alternates if awarded, and that fully conforms in all material respects to the requirements of this Solicitation, all form and substance included.
Mayor and Council: the Mayor and City Council of the City.
Person: any individual, or association or business recognized by law.
Procurement Webpage: http://www.gaithersburgmd.gov/government/procurement.
Responsible Offeror: Offeror who meets all of the minimum qualifications specified in this Solicitation and who is fully capable to and able to evidence its ability to provide the Services under the Contract.
Services: the goods and/or services described in this Solicitation and to be provided to the City by the Contractor under the Contract.
Solicitation Documents: this Solicitation and any and all documents issued and/or used by the City to solicit Proposals, including but not limited to: addendums, amendments, forms and specifications.
Solicitation Schedule: the events and dates and times thereof specified in Section 3.1 of this Solicitation.
Solicitation: Request for Proposals
Submission Deadline: the date and time, specified in Section 3.1 of this Solicitation, by which all Proposals shall be submitted to and received by the City.

2. INTRODUCTION AND SCOPE OF WORK

2.1. Introduction

A. The purpose of the request for proposals is to solicit sealed proposals from qualified firms to establish a contract through competitive negotiation to provide, configure, and implement a comprehensive, efficient, modern and robust Time and Attendance System (T&A System) for timekeeping to replace the City's existing UKG Workforce Central System ("Existing T&A System").

B. Offerors may optionally propose replacing the City's ADP Workforce Now Human Resources and Payroll System ("Existing HR/Payroll System") with a new Human Resources/Payroll System (HR/Payroll System). ***Offerors who elect to propose this optional scope must propose replacing the entirety of the Existing HR/Payroll System (i.e., proposals to replace only the Payroll or Human Resources system will not be considered)***, and the result must be a single unified, seamless system meeting all human resources, payroll, and time and attendance requirements.

C. The City's NEOGOV system will be maintained as-is – replacement will not be considered.

D. The T&A System must be fully implemented no later than **February 1, 2027**.

2.2. Time and Attendance

A. Background

i. Gaithersburg is among the largest cities in the State of Maryland, with a population in excess of 69,000, occupying more than 10 square miles within Montgomery County. The City provides many services including police services, licensing and permitting, building inspections, recreation and cultural activities, street maintenance, recycling collection, stormwater management, housing and community development, and snow removal. Read more about our mission and vision at https://www.gaithersburgmd.gov/about-us/mission-vision-values-strategic-plan.

ii. The City has 11 departments with approximately 443 full-time equivalent employees. The Parks, Recreation, & Culture and Public Works departments employ seasonal employees. Approximately 800 staff receive paychecks at the height of summer.

Department	Positions (FTE)
Office of the City Manager	10
Communication and Public Engagement Department	9
Community, Neighborhood, & Housing Services	28
Finance & Administration	12
Human Resources	7
Information Technology	17
Office of the City Attorney	5
Parks, Recreation & Culture	131
Planning & Code Administration	32
Police Department	89
Public Works	103

iii. The following systems are utilized by the Human Resources and Finance & Administration departments to manage the City's workforce:

System	Owner	Utilized For
ADP Workforce Now	F&A	Payroll
	HR	Benefit Management
	HR	Personnel Management
NEOGOV	HR	Applicant Tracking
	HR	Learning Management
	HR	Onboarding
	HR	Performance Management

UKG Workforce Central	F&A/HR	Leave Accruals
	F&A/HR	Leave Management
	F&A/HR	Timesheets

iv. The Existing T&A System and Existing HR/Payroll system is integrated as follows:
   a) (Daily) Existing HR/Payroll system exports employee data to an SFTP site
   b) (Daily) The City automatically downloads the employee data file from the ADP SFTP site
   c) (Daily) The Existing T&A System automatically imports the employee data file
   d) (Biweekly) City staff manually exports payroll import file from the Existing T&A System
   e) Specifications for these file formats are listed in **Exhibit A.**

v. The Existing T&A System has been in use by the City since 2011. It is an on-premise system running on Windows Server in the City's vSphere virtual environment that utilizes Microsoft SQL Server. The Existing HR/Payroll System is cloud-based with no components on-premise.

vi. The Existing T&A System has three interfaces:
   a) A website interface for administrators and staff
   b) A mobile application
   c) InTouch 9100 timeclocks configured to use power over ethernet with battery backups in the clocks. These clocks are accessed by staff using employee identification cards. Those cards are HID dual-class prox/iClass with the Corporate 1000 format.
   d) There are twenty timeclocks deployed at the following City facilities:

Facility	**Quantity**
14 Fulks Corner Ave	1
16 S Summit Ave	2
Activity Center	1
Aquatic Center	1
Arts Barn	1
Benjamin Gaither Center	1
Casey Community Center	1
City Hall	1
Gaithersburg Community Museum	1
Kentlands Mansion	1
Miniature Golf	1
Olde Towne Youth Center	1
Public Works	3
Robertson Park Youth Center	1
Skate Park	1
Water Park	1
Wells/Robertson House	1

vii. City employees can hold up to one full-time position and can optionally hold one or more part-time positions. Each position might have a different title, rate, and/or chargeback code.

viii. Human Resources configures new hires in the Existing HR/Payroll System. The Existing HR/Payroll System only tracks an employee's primary position. This information is transferred into the Existing T&A System daily.

ix. For employees with more than one position, Human Resources adds their additional position(s) into the Existing T&A System by using an adjustment rule. Employees utilize these adjustment rules on the web timesheet and/or at the timeclock to specify which position they are working.

x. Typically, employees have one account to log in to the Existing T&A System. Full-time employees with part-time jobs receive an additional account to maintain separation between their positions.

xi. Schedules for part-time staff are not maintained in the Existing T&A System. Full-time employees have a simple, repeating schedule entered into the Existing T&A System by Human Resources staff.

xii. The City's pay period runs from Sunday 12:00:00am to Saturday 11:59:59pm on a biweekly basis.

xiii. Time worked is based on in/out punches or lump-sum hours worked depending on the employee.

xiv. In/out punches are rounded to the nearest 15 minutes.

xv. The City has staff that work overnight shifts that cross multiple days, and extra-long shifts during emergency events like snow emergencies.

xvi. The City employs some seasonal part-time employees that do not qualify for overtime. Volunteer time worked is not currently tracked.

xvii. The Existing T&A System is the City's system of record for leave accruals. The City has 19 accrual types. Some accrual types have annual resets, restrictions, or payouts based on the City's fiscal year which runs from July 1 to June 30 annually. Additional information regarding accruals is in **Exhibit B.**

xviii. Some groups in the Public Works department utilize the Exiting T&A System's leave request functionality. The remainder of the City makes leave requests through other means.

xix. Finance & Administration staff run audits throughout the pay period to proactively identify potential payroll issues.

xx. Employees are required to approve their time sheets. They can approve at any point during the pay period.

xxi. Supervisors are required to review completed time sheets after the pay period and sign off on them no later than Monday at 11:00am. Supervisors cannot sign off on time sheets during the pay period. Signoffs by a supervisor place employee timesheet in read-only mode. Supervisors have no ability to remove signoffs once they are made. If a supervisor or employee needs to correct a signed off timesheet, they contact a payroll administrator.

xxii. Supervisors can delegate their signoff authority to other management staff during absences.

xxiii. Employees that hold multiple positions can have multiple supervisors. Multiple supervisors can approve these timesheets and then the last or primary supervisor signs off on the timesheet.

xxiv. Eligible staff who have earned overtime have the option to be paid out for the overtime or to bank overtime into comp time. At the end of the pay period, supervisors confer with the employee. If the employee wishes to bank their time, the supervisor manually moves the overtime into the. unpaid comp earned 1.5 status. Payroll staff add the comp earned 1.5 hours and manually adjust comp leave balances accordingly (1 hour = 1.5 hours of comp leave).

xxv. At the end of the pay period, Payroll staff utilize searches and reports to review timesheets for issues and ensure that proper hours are recorded for overtime rules and city policies. Common issues include timesheets that are not approved by employees, timesheets that are not approved by managers, missing and incorrect transfer codes for part-time employees, and timesheets with missing punches.

xxvi. When all timesheets are error-free, a payroll export file is generated for import into the Existing HR/Payroll System. File specifications are in **Exhibit A**.

xxvii. The City allows select staff to sell up to 80 hours of annual leave via digital form on the City's intranet. Payroll staff manually process these requests and adjust accrual balances.

xxviii. Reporting in the Existing T&A System is accomplished through a combination of configurable searches ("genies"), stock reports, and custom reports built by Information Technology staff in SQL Server Reporting Services.

B. <u>Scope of Work</u>

i. The successful Offeror will be responsible for all services necessary to ensure the successful implementation of the T&A System. This includes but is not limited to

a) managing the project,
b) installation and configuration activities,
c) performing necessary data conversion, and providing hardware (if applicable).
d) In addition, the Offeror will be responsible for conducting training and offering go-live support to ensure a smooth transition and operational success.

ii. The T&A System will provide all capabilities and services that the Existing T&A System does, and meet all additional requirements listed herein.

iii. Data migration must include the most recent ten (10) years of historical data from the Existing T&A System to the new T&A System. This minimally includes:

a) Employees
b) Employee positions
c) Accrual balances
d) Timesheet data

iv. Replacement physical timeclocks must be provided. Replacement timeclocks will ideally be powered via power over ethernet and have local battery backups. Replacement timeclocks must work with the City's existing employee ID cards and minimally provide all functionality the existing InTouch 9100 timeclocks provide.

v. The new system will need to be compliant with all payroll implications arising from the One Big Beautiful Bill Act, which includes, but is not limited to, accurate overtime calculation and any requirements related to the tracking, reporting, or tax treatment of overtime compensation. The system must be compliant with all current and future federal, state, and local regulations affecting payroll.

2.3. <u>Advance Scheduling (Optional)</u>

The City is interested in a scheduling solution that supports a wide range of operational needs across departments, including Public Works, Police, Parks and Recreation, and other departments as needed. The solution must:

A. Support multiple positions per employee.

B. Allow all supervisors to view and manage schedules collaboratively while preventing conflicts including for staff with multiple positions.

C. Provide real-time visibility to avoid double-booking or overlapping shifts for employees with multiple roles.

D. Allow scheduling of various shift types.

E. Include functionality to manage court appearances, training blocks, and other non-patrol duties for Police personnel.

F. Support mobile devices for scheduling.

G. Support tracking and scheduling of leave types.

H. Allows employees and supervisors to swap shifts, supervisors to approve or deny changes, and supervisor overrides.

2.4. Human Resources / Payroll (Optional)

Offerors may optionally propose replacing the City's Existing HR/Payroll System with a new Payroll/HR System, providing a single unified, seamless system meeting all human resources, payroll, and time and attendance requirements.

A. Background – Human Resources

i. The City has been using its Existing HR/Payroll system for over 25 years, and NEOGOV for over 15 years. ***Per section 2.1.C, NEOGOV replacement will not be considered.***

ii. The NEOGOV system is used for processes that include applicant tracking, onboarding, and performance management. The Existing HR/Payroll System is used for processes that include employee management, retirement management, and benefits enrollment and management.

iii. The Existing HR/Payroll System acts as the system of record for all essential employee information, including:

a) Personal information (such as name, address, contact details)
b) Tax information (W-4 forms, filing status, etc.)
c) Employment history including positions, job grades, salary history, etc.
d) Benefit elections and details
e) Deduction records (insurance premiums, retirement contributions, etc.)
f) Wage garnishment details
g) Direct deposit accounts and banking info

iv. The Existing HR/Payroll System has an employee self-service portal. Self-service capabilities include:

a) Reviewing pay statements
b) Reviewing and updating personal information
c) Updating W-4 and state tax withholdings
d) Updating direct deposit account(s) and distributions
e) Benefits elections during open enrollment or a qualifying life event

v. The employee lifecycle begins in the NEOGOV applicant tracking module, which is used to post jobs, manage candidate applications, and move candidates through the selection and offer process. The employee onboarding process begins once a candidate is selected and an offer is accepted.

vi. Newly hired employees receive onboarding documents and tasks through NEOGOV. Human Resources staff manually enter the employees' data into the Existing HR/Payroll System.

vii. Some employee information is also stored into CityNet, a custom Microsoft Access/SQL Server system, which serves as a central hub for managing employee identification card information and City-issued cell phone information.

a) Some of the data in the CityNet system comes from a nightly download of employee information from the Existing HR/Payroll System. The rest is hand-entered by Human Resources staff during onboarding.
b) Employee data in the CityNet system flows into a system called JollyTech, which uses the data to generate and print employee ID badges.
c) Employee data in the CityNet system is replicated into the City's Microsoft Active Directory system to reduce redundancy.

viii. Human Resources grants the newly hired employees access to the Existing HR/Payroll System employee self-service portal where they are required to complete their benefits elections.

ix. Newly hired employees are required to use direct deposit for their paychecks. Direct deposit information and a voided check are provided by the employee to Human Resources staff who enter this information into the existing HR/Payroll system.

x. Newly hired employee information flows out of the Existing HR/Payroll System nightly and is imported into the Existing T&A System. Information about the file format used can be found in **Exhibit A.**

xi. The Existing HR/Payroll System does not track all part-time employee job codes and pay rates for employees with multiple positions. Human Resources staff manually enter additional part-time position information into the Existing T&A System for these positions manually.

xii. Once onboarded, employee change requests are submitted by supervisors to Human Resources via a custom Employee Change Request Form on the City's employee intranet. Examples of change requests include end of probation, salary adjustments, and promotions.

xiii. The City utilizes MissionSquare to manage the employee retirement plans. The Existing HR/Payroll System is integrated with MissionSquare. After onboarding, employees utilize the online MissionSquare portal to request changes to their retirement contributions. **Exhibit A** contains file specifications used for this integration.

xiv. Employees can update their W4 and state tax withholdings using the Existing HR/Payroll system. Change requests are submitted to Payroll staff who approve or deny the changes. Manual forms can also be submitted to Payroll staff, who then update the Exiting HR/Payroll System.

xv. The Existing HR/Payroll System is used to require employee acknowledgment of new and/or updated policies.

xvi. The Existing HR/Payroll System provides stock and ad-hoc reports. Examples of critical reports include:

a) Payroll summary reports
b) Benefits cost reports
c) Job code history tracking reports
d) Salary exception reports
e) Retiree reports
f) Payroll reports
g) Deducted benefit reports
h) Job code history reports
i) Benefit cost and reconciliation reports
j) Benefit eligibility loss reports
k) Salary exception reports

xvii. Organizational charts are created in Microsoft Visio. Charts are sometimes created from scratch, and sometimes from employee exports from the Existing HR/Payroll System.

B. <u>Background – Payroll</u>

i. The City has been using its Existing HR/Payroll System for over 25 years.

ii. The Existing HR/Payroll System is responsible for processing payroll and payroll payments. This includes generating pay stubs, withholding and remitting employee taxes, applying benefit deductions, and processing wage garnishments.

iii. The Existing HR/Payroll System receives automatic tax table updates to ensure compliance with federal, state, and local tax regulations. The City pays taxes in multiple states.

iv. The Existing HR/Payroll System is configured with remittance information for all applicable federal, state, and local tax authorities.

v. The Existing HR/Payroll System processes payment of employee benefits, including insurance premiums and eligible reimbursements like tuition assistance, fitness reimbursements, and uniform allowances.

vi. The Existing HR/Payroll System processes third-party payments for wage garnishments. Garnishment calculations are performed based on federal and state regulations to ensure the employee's take-home pay does not fall below the legally required minimum. Other and non-legal withholdings (i.e. police fraternity dues) are manually paid outside of our existing HR/Payroll System.

vii. A payroll cycle begins once the Existing T&A System data has been approved, exported, and imported into the Existing HR/Payroll System. Import file specifications are in **Exhibit A**.

viii. Payroll consists of three batches - Mayor and City Council, part-time employees, and full-time employees.

ix. The Existing HR/Payroll System calculates employee gross pay, tax withholdings, and deductions based on hours worked and applicable federal, state, and local tax laws. The Existing HR/Payroll System calculates allowable garnishment amounts based on federal and state regulations to ensure the employee's take-home pay does not fall below the legally required minimum.

x. Payroll staff run reports in the Existing HR/Payroll System and the Existing T&A System to reconcile and validate pay and benefits data. Payroll staff also review all tax deductions and withholdings for accuracy. Any errors identified are corrected at this stage.

xi. Once the payroll has been reviewed and approved, the Existing HR/Payroll System provider withholds the taxes and garnishments. It withdraws the total amount from a City bank account and deposits it into a centralized tax account owned by the Existing HR/Payroll System provider. The provider remits payments electronically to the correct tax agencies and third parties.

xii. The Existing HR/Payroll System provider files all required payroll tax forms and applicable federal and state filings.

xiii. Payroll staff run a report from the Existing HR/Payroll System to calculate both the employee and City contributions to retirement accounts managed by MissionSquare. Employee contributions are deducted directly from the payroll, while the City's portion is calculated based on eligibility and contribution rules. The total amount, combining both employee and employer contributions, is processed as a wire transfer to MissionSquare. The Existing HR/Payroll System is integrated with MissionSquare to detail contributions. **Exhibit A** contains import/export file specifications.

xiv. The existing HR/Payroll System provider then pays employees via direct deposit or physical paycheck if the direct deposit information is not yet setup.

xv. The existing HR/Payroll System generates a payroll export file for the City's Tyler Technologies Enterprise ERP general ledger system. **Exhibit A** contains import/export file specifications.

xvi. Errors are occasionally identified after payroll is processed. If an error is identified after processing either an adjustment payroll is processed or a correction is made the next pay period.

xvii. If a payroll error is not identified until after the direct deposit is processed, Payroll staff make retroactive adjustments. In special circumstances, such as correcting payroll errors, or processing payments for retirees, the Existing HR/Payroll System generates manual checks.

xviii. The Existing HR/Payroll System issues W2s to employees. The Existing HR/Payroll System allows payroll staff to review W2s before they are issued. Once approved by payroll staff, the Existing HR/Payroll System provider mails the W2s to employees. Employees can also view them in the employee self-service portal.

xix. The City allows eligible full-time employees to sell annual leave. Employees fill out sale of leave request form on the City's employee intranet Payroll staff then review requests for eligibility. If approved, Payroll manually enters the payout in the Existing HR/Payroll system and separately adjusts the employee's leave balance in the Existing T&A System.

xx. The City allows employees to donate annual leave for use by eligible sick employees. Employees donating leave fill out a form send out by Human Resources staff. Payroll staff calculates the donated time based on the donor's pay rate and manually processes the transfer.

xxi. HR runs benefits reconciliation reports in our Existing HR/Payroll System to reconcile invoices from benefit providers.

xxii. The Existing HR/Payroll system provides the ability to easily create custom reports. This functionality is used regularly by Payroll staff.

C. Optional Scope of Work

i. If offered and accepted, the successful Offeror will be responsible for all services necessary to ensure the successful implementation of the optional HR/Payroll System. This includes but is not limited to:

a) Managing the project;
b) Handling installation and configuration;
c) Performing necessary data conversion, and providing hardware (if applicable); and
d) In addition, the Offeror will be responsible for conducting training and offering go-live support to ensure a smooth transition and operational success.

ii. The HR/Payroll System will provide all capabilities and services that the Existing HR/Payroll System does and meet all additional requirements listed herein.

iii. All data will be migrated from the Existing HR/Payroll System to the new HR/Payroll System. This minimally includes:

a) All current and former employee data, including but not limited to benefit enrollment, tax withholding information, and garnishment information; and
b) All historical HR/Payroll data.

iv. Option: Employee ID Card Printing

a) Offerors may optionally propose costs associated with using the HR/Payroll System to print City employee ID cards.

v. Option: Organization Charts

a) Offerors may optionally propose costs associated with using the HR/Payroll System to easily and efficiently create and print organization charts.

2.5. Technical Infrastructure

Key elements of the City's technical infrastructure include:

A. A 1 gigabit synchronous connection to the internet. Major facilities are connected by synchronous 10 gigabit connections, and most remaining City facilities are connected by at least synchronous 1 gigabit connections over fiber.

B. User authentication with Entra ID (formerly Azure AD SSO) as the preferred provider, Active Directory, and LDAP.

C. The City has a mix of Linux and Windows servers in the on-premise environment but generally utilizes Windows.

D. VMware ESXi version 8.0.3 is utilized for on-site virtualized servers (where applicable).

E. The City has a mix of SQL Server 2016 and SQL Server 2019, along with SQL Server Reporting Services 2019 in the on-premise environment.

F. The City's desktops and laptops (excluding Police Officer Toughbook 55s) run Windows 11 Enterprise 24H2 64-bit, 64-bit Microsoft Office, have 1 gigabit LAN connections, and a minimum of 8 gigabytes of RAM.

G. Computers in City facilities have 1 gigabit LAN connections. Computers in the field generally connect back to the City's internal network over Verizon cellular connections and NetMotion VPN.

H. Approximately 460 staff have been issued Microsoft G3 licenses.

I. Teleworking staff connect to the City using City-issued laptops and Absolute Secure Access VPN or SplashTop.

J. The default browser is Microsoft Edge, although all computers also have Chrome installed.

K. The City's GIS environment includes ESRI's ArcGIS Enterprise 10.9.1 - 11.3. Core elements of the GIS architecture include an internal ArcGIS Enterprise environment with ArcGIS Portal, multiple stand-alone ArcGIS GIS servers, and an ArcGIS Enterprise database running on top of Microsoft SQL Server 2019. The City utilizes ArcGIS Online (AGOL) for publishing web mapping applications and its associated applications such as ArcGIS Dashboards, StoryMaps, Field Maps, Survey123 and such. ArcGIS Pro 3.4 is deployed Citywide for desktop use.

2.6. Minimum Qualifications of Offerors

A. Offerors must have a minimum of 150 customers actively utilizing the T&A System and have been providing software and services for at least three (3) years. A list of clients must be provided as stipulated per section 4.1, C.

B. Offerors electing to propose a HR & Payroll System must have a minimum of 150 customers actively utilizing the HR/Payroll System. A list of clients must be provided as stipulated per section 4.1, C.

C. Offeror must be registered and in good standing to provide services in the state of Maryland.

2.7. Contract Period and Renewals

A. The resultant contract period shall be five years.

B. By mutual agreement of parties, the resultant contract will be automatically renewed at existing prices, terms and conditions. Any change shall be executed via contract amendment.

3. SOLICITATION SCHEDULE AND INFORMATION

3.1. SOLICITATION SCHEDULE

Below is the schedule of events for this Solicitation. The City reserves the right to modify the Solicitation Schedule at any time as best may serve the interests of the City; any and all modifications shall be made by addendum or amendment and posted on the Procurement Webpage. Unless otherwise specified, all references herein to times of day shall be Eastern Time (daylight or standard, as applicable).

EVENT	DATE	TIME
A. Solicitation Issued:	**January 7, 2026**	**N/A**
B. Pre-Submission Meeting:	**January 21, 2026**	**at 11:00 AM**
C. Offeror Questions Due in Writing:	**January 28, 2026**	**by 5:00 PM**
D. Q&A Addendum Issued:	**February 10, 2026**	**by 5:00 PM**
E. Submission Deadline:	**February 25, 2026**	**by 5:00 PM**

3.2. PRE-SUBMISSION MEETING

An optional, virtual Pre-Submission Meeting at the time specified in the Solicitation Schedule. Attendance of the Pre-Submission Meeting is not mandatory but is strongly encouraged. Offerors are expected to bring a copy of all the Solicitation Documents to the Pre-Submission Meeting.

Microsoft Teams
[Join the meeting now]()
Meeting ID: 268 116 322 896 10
Passcode: 4wX7cf64

3.3. SUBMISSION OF OFFEROR QUESTIONS

All questions regarding this Solicitation: (i) shall be submitted in writing by email to the Procurement Division, at procurement@gaithersburgmd.gov; and (ii) shall be received by the date and time specified in the Solicitation Schedule. The solicitation number and title must be included in the subject line of the email. Any and all questions received not in compliance with this paragraph will not be answered unless the City, at its sole discretion, deems that a response to a question is necessary to clarify anything in the Solicitation Documents. The City's responses to questions received will be issued via Addendum to this solicitation on the date specified in the Solicitation Schedule.

4. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

4.1. PROPOSAL PREPARATION

In order to provide each Offeror with an equal opportunity for consideration, adherence to a standardized Proposal format is required; any Proposal submitted outside of the required format shall be cause for the Proposal to be rejected as non-responsive. All Proposals shall include material organized into sections as follows:

A. Business Profile

A cover letter prepared on official business stationary signed by an individual authorized to bind the Offeror to its Proposal, and shall include the contact information of an individual to whom the City should direct correspondence. This business profile shall include as a minimum summary of the business, history, vision, philosophy, etc.

B. Understanding of the Requirement and Technical Approach

i. Discussion of the requirements as they are analyzed by the Offeror and proposed scope of work directly correlated to this solicitation.
ii. Preliminary Work Plan that describes the phases into which the proposed project can be logically divided and performed and a timeline for executing the plan. Offeror should also indicate its intent to use subcontractors for completion of any portion of this project. ***Refer to Subcontractor form in Attachment A.***
iii. Discussion of the Offeror's awareness of the potential difficulties in the completion of this undertaking and resolution strategies, as well as any alternative approaches.
iv. Complete the System Characteristics Forms **(required Attachment B and optional Attachment C).**
v. Complete the Service Level Form **(Attachment D).**

C. Organizational and Staff Experience

i. Offerors must describe their qualifications and experience in performing the work prescribed in this solicitation, and **include resumes of all staff proposed for this project.**
ii. Provide details for three (3) projects similar in size and complexity implementing the proposed System that have successfully gone live in the past three (3) years.
iii. Provide the total number of customers using the Proposed System in production at time of proposal submission, and the number of customers gained/lost for the Proposed System for each of the last three (3) years.

D. References – Offerors must provide at least three (3) customer references for similar or related tasks performed for organizations of similar size and complexity. References should ideally be government agencies of similar size. A reference sheet is provided in **Attachment A.**

E. Financial Wellness

The Offeror shall include evidence of financial solvency, e.g., audited financial statements, attestation letter from a financial institution, etc.

F. <u>Pricing</u>

This Section of the Proposal shall include a detailed cost breakdown. One-time costs and reoccurring costs should be detailed separately for both base scope and optional scope items. Any user or concurrent-based licensing shall be broken out by quantity and unit cost, and any module-based pricing shall be detailed. ***Please complete Proposal Price Sheet in Attachment E.***

G. <u>Required Forms</u>

I. This section of the Proposal shall include the following completed forms, blank copies of which are included in Attachment A hereto:

a. Addendum and Amendment Acknowledgement
b. Affidavit of Qualification to Bid/Propose
c. Bid/Proposal Submission Certification
d. References
e. List of Subcontractors
f. Conflict of Interest Certification
g. Litigation and Lien Information
h. W-9
i. Vendor Registration form

II. All documents and forms shall be completed in their entirety and be signed by an authorized or duly authorized representative of the Offeror.

4.2. <u>PROPOSAL SUBMISSION</u>

The Offeror shall submit its Proposal in accordance with and subject to the following instructions and conditions:

A. The Offeror shall submit its Proposal to the Procurement Division by email to 2026-018@gaithersburgmd.gov. The Proposal shall be in a portable file document (PDF) consisting of:

i. Technical proposal
ii. Cost Proposal (Attachment E)
iii. Required Forms (Attachment A)
iv. System Characteristics Form (Attachment B)
v. Optional System Characteristics Form (Attachment C)
vi. Service Level Form (Attachment D)

B. Proposals not received by the Submission Deadline shall be deemed non-responsive.

C. The City shall assume no responsibility for delays or errors in the delivery of any Proposal.

D. The Offeror is strictly prohibited from submitting its Proposal by facsimile or by postal mail. The Offeror may not submit its Proposal to any email address other than the one provided at Section 4.2.A above. Offeror shall **NOT** submit any downloadable file links to Proposal except where listed in the Attachment B, System Characteristic Form. Any and all Proposals submitted not in compliance with this Section shall be rejected as non-responsive and be removed from consideration.

E. Offerors will receive confirmation of receipt email with date and time stamp after proper submission of proposal. If no email is received, please contact Procurement immediately at Procurement@gaithersburgmd.gov. **Do Not submit Proposals to this email address.**

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5. Evaluation Criteria and Selection Process

5.1. AWARD

Award of the Contract, if any, shall be to the Offeror whose Proposal is deemed by the City to provide the best value, price and technical factors considered.

5.2. SELECTION COMMITTEE

The City shall assign a committee comprised of personnel it considers to be stakeholders in the project to: review, evaluate and score all Proposals; conduct interviews, if required; and select and recommend the most qualified Offeror for the Contract award ("Selection Committee").

5.3. EVALUATION CRITERIA

The Selection Committee will evaluate each Proposal on the following criteria:

a. Demonstrated understanding of the requirement – 20 pts.
b. Qualifications, Experience and Capabilities – 15 pts.
c. References – 5 pts.
d. Pricing – 20 pts.
e. Interview & Demonstration – 40 pts.

5.4. SELECTION PROCESS

Below is the anticipated selection process for this Solicitation; however, the City reserves the right, in its sole discretion, to modify this process as best may serve the interests of the City.

A. Review for Responsiveness

Procurement shall perform an initial review of each Proposal to determine its responsiveness to the requirements set forth in this Solicitation. Following the initial review, the Committee Chair shall distribute all responsive Proposals to the Selection Committee to be evaluated and scored. Proposals determined to be nonresponsive shall not be distributed to the Selection Committee, subject to approval by the Project Manager and Procurement Manager.

B. Evaluation and Scoring

The Selection Committee shall evaluate and score each responsive Proposal to determine the responsibility of the respective Offeror to perform the Services and to establish a list of the highest ranking Offerors or identify the best value Proposal.

C. Interviews

Following the evaluation and scoring of all responsive Proposals, the Selection Committee will require an interview and system demonstration with the highest ranking Offerors, each of whom may be required to make a presentation. Following interviews, if any, the Selection Committee will score each Offeror interviewed on their interview and make a recommendation of tentative award to the City Manager or Designee. Formal award may be contingent on the approval by the City's Mayor and City Council. The City reserves the right to require any Offeror to make a presentation in order to substantiate the qualifications and/or abilities of the Offeror to perform under the Contract.

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6. NOTICE TO OFFERORS

6.1. DISCLAIMER

This is a Solicitation only, it is not a contract. The City shall assume no obligation to pay or reimburse any Person for any costs, fees or expenses incurred in preparation of a response to this Solicitation, or for any meetings and/or travel costs related to such response. All Proposals submitted to and accepted by the City shall become the exclusive property of the City and shall not be returned. The City reserves the right to reject any or all Proposals in full or in part and/or to waive any technicalities and/or informalities as best may serve the interests of the City. The City is under no obligation to any Offeror until a contract is executed for the Services described herein.

6.2. ACCEPTANCE

The submission of a Proposal shall constitute acknowledgement and acceptance by the Offeror of the requirements, specifications and terms and conditions specified herein.

6.3. AUTHORITY TO DISTRIBUTE SOLICITATION DOCUMENTS

The City is the sole entity with the authority to issue and/or distribute any Solicitation Documents and/or information related thereto. Any and all Solicitation Documents obtained from any source other than the City may be incomplete or incorrect. The City assumes no responsibility for any error, omission or misinterpretation resulting from the reliance or use of any Solicitation Documents not both issued and distributed by the City. Any and all Solicitation Documents shall be posted on the Procurement Webpage.

6.4. RESTRICTED DISCUSSIONS

Offerors are prohibited from discussing this Solicitation or any part thereof with any employee, agent, or representative of the City except as expressly authorized herein. The City may, in its sole discretion, reject the Proposal submitted by any Offeror who is in violation of this provision. Any and all verbal statements and/or answers to questions relative to this Solicitation shall not be considered binding, valid or enforceable.

6.5. STATE OF MARYLAND BID AND CONTRACT REQUIREMENTS

A. Offerors must be qualified to bid in the State of Maryland in accordance with §16-202 and §16-203 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B. To enter into any contract with the City, Offerors must be in compliance with the State of Maryland Code of Regulations Title 21, State Procurement Regulations.

6.6. ADA REQUIREMENTS

Individuals with a disability, who would like to receive the information in this Solicitation in another form, may contact the City's Procurement Division by phone at 301-258-6320 or by email to procurement@gaithersburgmd.gov.

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7. SOLICITATION AND CONTRACT TERMS AND CONDITIONS

The following terms and conditions shall apply to and survive this Solicitation and be incorporated into the Contract:

7.1. HEADINGS

Any and all of the headings contained in any of the Solicitation Documents are for reference purposes only and shall not in any way affect the meaning or interpretation of any of the same.

7.2. ACCEPTANCE AND REJECTION OF PROPOSALS

The City reserves the right: (i) to accept or reject any or all Proposals in whole or in part; (ii) to waive any technicalities or informalities in Proposals; and (iii) to cancel or postpone this Solicitation at any time if determined to serve the best interests of the City. The City may reject the Proposal of any Offeror in arrears or in default to the City on any contract, debt, or other obligation.

7.3. ACCURATE INFORMATION

The Offeror certifies that all information provided or to be provided to the City is true and correct and may be relied upon by the City in awarding the Contract. Any false and/or misleading information is cause for the City to reject the Offeror's Proposal or to terminate the Contract if awarded to the Offeror. Such rejection or termination shall relieve the City of any direct or consequential damages or costs incurred by the Offeror.

7.4. ADDENDA AND AMENDMENTS

In the event any addenda or amendments are issued to this Solicitation, all the terms and conditions of this Solicitation shall govern and apply unless specifically stated or modified in any such addenda or amendments. Any and all written communication not posted on the Procurement Webpage relative to this Solicitation shall not be considered binding, valid or enforceable. It is the responsibility of the Offeror to inquire about and obtain any and all addenda and/or amendments issued, all of which shall be published on the Procurement Webpage.

7.5. ALTERNATE PROPOSALS

The Offeror is expected to clearly respond to the requirements set forth in this Solicitation. Any and all alternate Proposals for the Services shall be rejected as non-responsive and shall be removed from consideration.

7.6. BINDING PROPOSAL

All Proposals shall remain binding for 180 calendar days following the Submission Deadline; Proposals may not be withdrawn at any time within this period. In the event an award is not made during such period, all Proposals shall be automatically extended and remain binding for an additional 180 calendar day period. Proposals shall automatically be renewed until such time as either an award is made or proper notice is given to the City by an Offeror of its intent to withdraw its Proposal. Proposals may only be withdrawn by written notice to the City at least fifteen (15) calendar days prior to the expiration of the then current 180 calendar day period.

7.7. CONFIDENTIALITY

A. The City agrees, to the extent permitted by law and in accordance with the terms set forth in this Solicitation, to hold all confidential information and material belonging to the Offeror in strictest confidence. The Offeror shall specify in writing to the City the information and/or material the Offeror deems to be a trade secret or other confidential information and/or material. Written notification shall also contain the reason such information and/or material is considered to be a trade secret and/or confidential.

B. The Offeror agrees that all knowledge and information it may receive from the City or from its officials, employees or other sources, or by virtue of the performance of Services under and pursuant to the Contract, if awarded the Contract, which are included or referenced in Title 4 of the General Provisions Article of the Annotated Code of Maryland, shall not be directly or indirectly disclosed to any person whatsoever unless authorized to do so by the City Manager. This confidentiality provision shall also apply to any information, activity, or record designated by the City as being "confidential" or "privileged".

7.8. CONTRACT AWARD

A. It is the intent of the City to award the Contract to one (1) Offeror. The City reserves the right to award the Contract to multiple Offerors and/or to award the Contract in whole or in part. Award shall be to the Responsible Offeror that submits the Lowest Responsive Proposal. If for any reason, through no fault of the City, the Contract is not executed within thirty (30) days of formal award, the City may withdraw the award and award to the Responsible Offeror that submitted the next Lowest Responsive Proposal, or solicit new Proposals.

B. In the event the City receives only one (1) Proposal in response to this Solicitation, the City reserves the right, in its sole discretion, to proceed as a negotiated procurement with the Offeror that submitted the Proposal.

7.9. ERRORS IN PROPOSALS

Obvious error(s) in calculations in any Proposal may not be corrected without the prior written consent of the City and may be cause for the Proposal to be deemed non-responsive. If an error is made in an extended price, the unit price will govern.

7.10. INTEREST IN MORE THAN ONE PROPOSAL AND COLLUSION

Multiple Proposals submitted in response to this Solicitation by any Offeror under the same or different names shall be rejected as non-responsive. Reasonable grounds for believing that any Offeror has interest in more than one (1) Proposal for this Solicitation, both as the Offeror and as a subcontractor for another Offeror, shall result in the rejection of all Proposals in which the Offeror has interest and disqualify the Offeror from responding to any reissuance of this Solicitation. However, a Person acting only as a subcontractor may be included as a subcontractor for multiple Offerors. The City may reject all Proposals if reasonable cause exists for believing that collusion exists among Offerors.

7.11. LATE PROPOSALS

It is the responsibility of the Offeror to ensure the delivery of its Proposal by the Submission Deadline and to the location specified in Section 4.2 of this Solicitation. Any and all Proposals delivered or submitted late or to any location other than the designated location shall be rejected as non-responsive. The submission of any Proposal by way of facsimile or postal mail is strictly prohibited; any and all Proposals submitted as such shall be rejected as non-responsive. The City assumes no responsibility for any delays and/or errors in the delivery of a Proposal; postmarking by the Submission Deadline shall not substitute for actual receipt. Any and all Proposals submitted not in compliance with any of the provisions of this paragraph shall be rejected as non-responsive.

7.12. MODIFICATIONS TO PROPOSALS

The Offeror may only modify its Proposal prior to the Submission Deadline and in accordance with and subject to the following:

A. The City shall consider a modified Proposal as an entirely new Proposal and shall replace the original Proposal, which shall be deemed to be withdrawn and null and void.
B. The modified Proposal shall be subject to all the requirements, specifications and terms and conditions set forth herein.
C. Notwithstanding the provisions with respect to the submission of a Proposal herein, the modified Proposal shall clearly be labeled “Modified Proposal”.

7.13. RETURN OF BID BONDS

In the event a bid bond is required under this Solicitation, all such bonds shall be retained by the City until the Contract is executed or until such time that a Offeror requests its Proposal to be withdrawn in accordance with Section 5.6 (Binding Proposal) of this Solicitation. The City shall immediately return the bid bond of any Offeror whose Proposal is deemed by the City to be non-responsive, or shall immediately return all bid bonds in the event the Solicitation process is canceled by the City.

7.14. OPTIONAL GOODS AND/OR SERVICES

The City reserves the right to request and evaluate optional goods and/or services which may be in the best interests of the City, and to negotiate the price of such goods and/or services with the successful Offeror or with another Offeror, whichever is determined to be the most advantageous to the City. While pricing for optional goods and/or services may be requested in this Solicitation, the City is under no obligation to consider such optional goods and/or services when selecting the successful Offeror unless otherwise stated.

7.15. SOLICITATION DOCUMENTS

The Offeror is expected to carefully and thoroughly examine all of the Solicitation Documents for accuracy and completeness, and to become familiar with the same. If doubt exists as to the meaning and/or intent in or of any of the Solicitation Documents, the Offeror shall make an inquiry as to such meaning and/or intent. The failure of the Offeror to examine and become familiar with any and all of the Solicitation Documents shall in no way relieve the Offeror of its obligations under the Contract, if awarded to the Offeror. The submission of a Proposal shall be taken as prima facie evidence of compliance with this provision and that the Offeror fully understands everything in the Solicitation Documents.

7.16. SOLICITATION PROTEST

Any protest of this Solicitation shall be in writing to the City Attorney. The provisions of COMAR Title 21.01.03.01A(7), State Procurement Regulations, do not apply to municipalities and are not applicable to this Solicitation. Protests of alleged improprieties in this Solicitation shall be filed prior to the Submission Deadline. Any written protest shall, at a minimum, include: (i) the name, address, telephone number, and if available, email address of the Person making the protest; (ii) the Solicitation number and a detailed statement of the legal and factual grounds for the protest, including a description of resulting harm to the Person making the protest; and (iii) any and all copies of supporting exhibits, evidence and/or documents to substantiate the claim.

7.17. USE OF BROKER

The Offeror warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees, or bona fide established commercial or selling agencies maintained by the Offeror for the purpose of securing business. For violation of this provision, the City shall have the right, in its sole discretion: (i) to terminate or suspend the Contract without liability to the City, its officials or employees; or (ii) to deduct from the Contract price or consideration, the full amount of such commission, percentage, brokerage, or contingent fee.

7.18. ASSIGNMENT OF THE CONTRACT

The City's rights under the Contract are personal to the Contractor. It is mutually understood and agreed that the Contractor shall not assign, convey, sublet, transfer or otherwise dispose of its Contract or its right, title or interest therein, or its power to execute the Contract, to any other person without the express written consent of the City; however, in no case shall such consent relieve the Contractor from its obligations under the Contract, or change the terms and conditions of the Contract.

7.19. CHANGES IN GOODS AND/OR SERVICES

The City, without invalidating the Contract, may order changes in the goods and/or Services within the general scope of the Contract, consisting of additions, deletions and/or other revisions, and the Contract sum and term shall be adjusted accordingly. Any cost or credit to the City from a change in Services shall be determined by mutual written agreement between the City and the Contractor. The Contractor shall provide all of the goods and services that may be required to complete the Contract at the price agreed upon. Any alterations of variables to the terms of the Contract shall not be valid or binding upon the City unless made in writing and signed by the City and the Contractor.

7.20. CONTRACT DISPUTES

Any and all disputes arising under the Contract, except under the provisions for termination, which are not disposed of by agreement between the City and the Contractor, shall be decided under procedures A-D listed below. Pending final resolution of a dispute, the Contractor shall proceed diligently with Contract performance. A claim must be in writing for a sum certain and any money requested must be fully supported by all cost and pricing information.

A. All disputes, claims, questions of fact or interpretations of the documents of the Contract not disposed of by agreement or express provision of the Contract arising between the City and the Contractor after performance of the Contract has commenced but before final payment and termination of the Contract, are decided by the City Manager.
B. The City Manager must give the Contractor not less than three (3) working days to submit documentation and written reasons supporting the Contractor's position in the dispute. The City Manager may consider any other information or written submissions from City employees or agents and may conduct an informal, non-record hearing for receipt of testimony, evidence and/or argument. The City Attorney may participate in the hearings to protect the City's interest.
C. The City Manager must render a decision, in writing, stating reasons for such decision and provide copies to the Contractor and the City Attorney. If the decision is mailed to the Contractor, it must be mailed "certified" and dated the date of mailing; otherwise, it must be dated the date of delivery to the Contractor.
D. The City Manager's decision may be submitted to Binding Arbitration by either Party under the auspices of an arbitrator appointed by the American Arbitration Association.

7.21. DISSEMINATION OF DATA

The Contractor shall not release any information related to the Services under the Contract or publish any reports or documents related to the same without the prior written approval of the City. The Contractor shall include a similar provision in all subcontracts.

7.22. EMPLOYMENT AS INDEPENDENT CONTRACTOR

The City and the Contractor recognize and agree: (i) that the Contractor shall act as an independent Contractor to the City; (ii) that the Contract does not create any actual or apparent agency, partnership, franchise, or relationship of employer and employee between the parties; (iii) that neither party shall be entitled to participate in any of the other party's benefits, including without limitation, any health or retirement plans; (iv) that the Contractor shall not be entitled to any remuneration, benefits, or expenses other than as specifically provided for in the Contract; and (v) that the City shall not be liable for any insurance, taxes, or withholding for or on behalf of the Contractor; all such insurance, taxes or withholding, and costs for same, shall be the sole responsibility of the Contractor.

7.23. ETHICS LAWS AND REQUIREMENTS

The Contractor shall comply with the financial disclosure and conflict of interest and lobbying provisions of the City's ethics laws, which may be found on the City's website.

7.24. FORCE MAJEURE

The City and the Contractor acknowledge and agree that either party hereto will be relieved of its obligations hereunder in the event and to the extent that the performance of its obligations under the Contract is delayed or prevented by any cause beyond its control, including, without limitation, acts of God, public enemies, war, insurrection, acts or orders of governmental authorities, fire, flood, explosion, or riots ("Force Majeure"). Failure to receive necessary materials and supplies will not excuse performance hereunder unless such failure is itself due to an event of Force Majeure. A party obtaining relief under this provision shall make every reasonable effort to minimize the effects thereof and will promptly resume performance as soon as possible.

7.25. GOVERNING LAW

The Contract shall be construed in accordance with the laws and regulations of the United States, State of Maryland, and the City. For purposes of litigation involving the Contract, exclusive venue and jurisdiction shall be in the Circuit Court of Maryland for Montgomery County, District Court of Maryland for Montgomery County or the United States District Court of Maryland.

7.26. IMMIGRATION REFORM AND CONTROL ACT

The Contractor shall warrant that it does not and shall not hire, recruit or refer for a fee for employment under the Contract, an alien, knowing the alien is an unauthorized alien, and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 ("Act"), including but not limited to any verification and record keeping requirements. The Contractor shall further assure the City that, in accordance with the Act, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

7.27. INCONSISTENT PROVISIONS

Notwithstanding any provisions to the contrary in the terms and conditions of any contract supplied by the Contractor, the conditions of this Solicitation and the Contract supersede those terms and conditions in the event of inconsistency. In the event of any inconsistency between any of the provisions of this Solicitation and any of the provisions of the Contract, the provisions of the Contract shall take precedence over and supersede those provisions in the event of any inconsistency.

7.28. INDEMNIFICATION

A. The Contractor shall agree to indemnify, hold harmless and defend the City from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses ("Claim") suffered or incurred by the City or any third party resulting from any negligent acts by or errors or omissions of the Contractor, its employees, agents or subcontractors in connection with the performance of the Contract, except that if the City reasonably determines that any indemnified Claim might adversely affect the City, the City may take control of the defense at the City's expense. The Contractor may not consent to the entry of any judgment or enter into any settlement of any Claim without the City's prior written consent, which may not be unreasonably withheld.

B. In the event of litigation between the City and the Contractor arising under, related to, or in connection with the Contract, the prevailing party shall be entitled to recover reasonable attorneys' fees from the non-prevailing party at the arbitration, trial and/or appellate levels.

7.29. LAWS AND REGULATIONS

The Contractor shall comply with any and all applicable federal, state and local laws, codes and regulations with respect to the Services under the Contract.

7.30. NO LIENS

The Contractor shall have no title or interest in any of the goods delivered to the City under the Contract. In no event shall the Contractor encumber any such goods delivered to the City with any lien of any kind or offer such goods as collateral in any transaction whatsoever. The Contractor shall, upon completion of the Services, provide the City with a Release of Liens from any subcontractor or other supplier.

7.31. NO WAIVER

Except as otherwise specifically provided in the Contract, a waiver by either party to the Contract of any breach of any provision of the Contract, or either party's decision not to invoke or enforce any right under the Contract, shall not be deemed a waiver of any right or subsequent breach, and all provisions of the Contract shall remain in force.

7.32. NONEXCLUSIVE

Nothing in the Contract shall be deemed to act as a bar to the City's solicitation or purchasing of equipment, goods or services from any other company or entity.

7.33. NON-DISCRIMINATION REQUIREMENTS

A. The Contractor acknowledges and agrees that during the term of the Contract it shall:

   I. Not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, sexual orientation, national origin, affection preference, gender identity, genetic testing, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era.

   II. Take affirmative action to ensure that applicants and employees are treated without regard to their race, color, creed, religion, ancestry, sex, sexual orientation, national origin, affection preference, gender identity, genetic testing, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. Such action shall include but not be limited to the following: employment, upgrade, demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

   III. In all solicitations for employees, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, ancestry, sex, sexual orientation, national origin, affection preference, gender identity, genetic testing, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. The Contractor agrees to use clauses similar to those above in all contracts and subcontracts. In the event the Contractor fails to comply with the nondiscrimination clauses of the Contract, or fails to include such provisions in all contracts and subcontracts, as hereinabove provided, the Contract may at the sole discretion of the City be declared void AB INITIO, canceled, terminated or suspended in whole or in part with waiver of any recourse by the Contractor against the City or its officials or employees, and the Contractor may be declared ineligible for further contracts with the City.

B. Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements may communicate such information to City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the Contractor shall permit access to their books, records and accounts. In the event the City Manager concludes, on the basis of such investigation, that the Contractor has failed to comply with these nondiscrimination clauses, the City Manager may invoke the remedies hereinabove set out.

7.34. OWNERSHIP OF MATERIALS

Unless otherwise agreed in writing by the City and the Contractor, any work, specifications, information, data, drawings, software and other items produced under the Contract, other than any Contractor Tool, is to be deemed a work-for-hire to the extent permitted by law, and, to the extent not so permitted, shall be assigned to, and shall become, the exclusive property of the City.

7.35. PATENTS

A. Whenever any article, material, appliance, process composition, means or things called for by the specifications ("Materials") under this Solicitation is covered by Letters of Patent, the Contractor shall secure, prior to using or employing such Materials, the assent in writing of the owner or licensee of such Letters of Patent and file the same with the City.

B. The Contractor shall defend, at its own expense, and pay the cost and damages awarded in any action brought against the City based on an allegation that the Materials provided by the Contractor infringe on any patent, copyright, license or trade secret. In the event that an injunction shall be obtained against the City's use of the Materials by reason of infringement of any patent, copyright, license or trade secret, the Contractor shall, at its own expense, procure for the City the right to continue using the Materials or replace or modify the same so that it becomes non-infringing.

7.36. INVOICES, PAYMENT TERMS AND TAXES

The City shall only pay original proper invoices issued in accordance with the following:

A. Original invoices shall include at a minimum, the Contractor's name, address, telephone and fax numbers, and if applicable, email address and corresponding purchase order number. Invoices shall be submitted to: Information Technology, 31 South Summit Avenue, Gaithersburg, Maryland 20877, it@gaithersburgmd.gov .

B. The City's standard terms of payment are net thirty (30) days; however, this does not preclude the Contractor from providing a prompt payment discount for the payment of invoices in less than thirty (30) days. Payments considered past-due may be subject to incurred interest not to exceed one percent (1%) per month.

C. The City is exempt from sales and use taxes. The Contractor shall exclude such taxes from all forms of requests for payments issued to the City; the City shall not be liable for or pay or reimburse the Contractor for any such taxes.

7.37. RECORDS

The Contractor shall retain any and all records and documents relating to the Services under the Contract for a minimum of five (5) years following payment of the Contractor's final undisputed proper invoice for the complete rendered Services. The Contractor shall make available to the City, State of Maryland and any and all appropriate Federal agencies, all records and documents with respect to any and all matters under the Contract at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make copies, excerpts and/or transcripts of any and all relevant data. The Contractor shall include similar provisions in all subcontracts.

7.38. SUBCONTRACTORS

The Contractor acknowledges and agrees: that if it shall be necessary to hire or subcontract with competent personnel to fulfill its obligations under the Contract, it shall do so at its own expense; and to ensure that any and all work assigned to any subcontractor shall be performed in compliance with all of the terms and conditions of the Contract. Nothing contained in the Contract shall create any contractual relation between any subcontractor and the City.

7.39. SURVIVAL

The representations, warranties and indemnities contained herein shall survive the termination of the Contract.

7.40. TERMINATION

A. Termination for Cause

I. If through any cause, the Contractor fails to fulfill in a timely and proper manner its obligations under the Contract, or if the Contractor violates any of the provisions of the Contract, the City may upon written notice to the Contractor, terminate the right of the Contractor to proceed under the Contract or with such part or parts of the Contract to which there has been default, and may hold the Contractor liable for any damages caused the City by reason of such default and termination, if the default is not corrected within 15 days' notice to cure. In addition, the Contract may be terminated for the bankruptcy, dissolution, assignment for the benefit of creditors, or other similar action of the Contractor.

II. In the event of termination, any completed Services performed by the Contractor under the Contract shall, at the option of the City, become its property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not thereby be relieved of liability to the City for damages sustained by the City by reason of any breach of the Contract by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due the City from the Contractor is determined. The Contractor shall not be responsible for damages under this article solely for reasons of delay if the delay is due to causes beyond its control and without its fault or negligence, but this shall not prevent the City from terminating the Contract for such delay.

B. **Termination for Convenience**

I. The City may, upon written notice and without cause, terminate the Contract in whole or in part at any time for its convenience. In such instance, payment shall be made to the Contractor for the reasonable costs of the work performed through the date of termination. Termination costs do not include lost profits, consequential damages, delay damages, unabsorbed or under-absorbed overhead of the Contractor or its subcontractors or suppliers. Failure of the Contractor to include a termination for convenience clause into its subcontracts and material purchase orders shall not result in any liability to the City for lost profits in conjunction with a termination for convenience.

II. The Contractor expressly waives any damages, delay damages, or indirect costs which may arise from the City's election to terminate the Contract in whole or in part for its convenience.

C. **Termination for Non-Appropriation of Funds**

The City shall not be obligated to the Contract for any future fiscal year until funds are appropriated for each such future fiscal year. In the event funding appropriation is not approved, the City may, upon written notice, terminate the Contract in whole or in part and without penalty or expense to the City. The effect of such action shall terminate the Contract on the last day of the fiscal year for which appropriations were made.

8. SPECIAL TERMS AND CONDITIONS

8.1. INSURANCE

A. The Contractor shall at all times during the term of the Contract carry and maintain in full force and effect, at its expense, policies of insurance with minimum limits as follows:

I. Comprehensive commercial general liability insurance in an amount not less than One Million Dollars ($1,000,000); and

II. Workers' compensation insurance for all non-City employees and workers employed by the Contractor, in an unlimited amount for worker's compensation insurance as required by Maryland law; and for employer's liability insurance, in an amount not less than One Million Dollars ($1,000,000); and

III. Automobile fleet coverage One Million Dollars ($1,000,000) for each occurrence/aggregate; property damage of Five Hundred Thousand ($500,000) for each occurrence/aggregate; and

IV. Professional Liability Insurance (errors and omissions) in an amount of no less than One Million Dollars ($1,000,000).

B. The City shall be named as an additional insured under the comprehensive commercial general liability policy, and shall receive at least thirty (30) days written notice of any cancellation of that policy, such that any cancellation shall not be effective with respect to the City for thirty (30) days after such written notice is given.

C. Prior to the execution of the Contract, the Contractor shall provide the City with a certificate of insurance, which shall: (i) evidence the above policies; (ii) name the City as additional insured with respect to the comprehensive commercial general liability insurance policy only; and (iii) contain a provision that requires the Contractor's insurers to provide the City with a written notice of any cancellation of the insurance and that such cancellation shall not be effective with respect to the City for thirty (30) days after such written notice is given.

D. The Contractor shall also immediately notify the City in writing with a copy of any written notice from the Contractor's insurers of any cancellation or adverse material change in that policy. The Contractor acknowledges and agrees that its failure to provide the City with such notice, a certificate of insurance and/or the failure by the City to demand the delivery of said notice or insurance certificate shall not operate or be deemed to operate as a waiver of the notice, insurance and associated endorsements required under this provision, and the Contractor shall indemnify, defend and hold the City harmless from any liability arising as a result of any such failure(s).

8.2. <u>PAYMENTS</u>

Payments under the Contract shall be paid following the completion of milestones by the Contractor, to be later established and agreed upon between the City and the Contractor, and following the City's acceptance and receipt of an undisputed proper invoice(s) for the same. The City shall only pay invoices issued in accordance with Section 7.36 of this Solicitation.

9. ATTACHMENTS AND EXHIBITS

Attachment A: Required Forms
Attachment B: Time Keeping and Attendance System Characteristics Form
Attachment C: HR & Payroll Optional System Characteristics Form
Attachment D: Service Level Form
Attachment E: Proposal Price Sheet
Exhibit A: File Specifications
Exhibit B: Leave Accruals

ATTACHMENT A

City of Gaithersburg

Addendum and Amendment Acknowledgment

=

Solicitation No. ____________________

Please complete this form in its entirety and include it with your Bid/Proposal.

Name of Entity: ______________________________

Street Address: ______________________________

____

City, State & Zip Code: ____________________, __________ __________

ADDENDUM/AMENDMENT ACKNOWLEDGMENT

1. ☐ Addendum / ☐ Amendment No: __________ Date of Issuance: ____________________

2. ☐ Addendum / ☐ Amendment No: __________ Date of Issuance: ____________________

3. ☐ Addendum / ☐ Amendment No: __________ Date of Issuance: ____________________

4. ☐ Addendum / ☐ Amendment No: __________ Date of Issuance: ____________________

5. ☐ Addendum / ☐ Amendment No: __________ Date of Issuance: ____________________

I hereby acknowledge receipt of the addendum(s) and/or amendment(s) listed herein and attests that all requirements stated therein have been incorporated into my Bid Proposal.

______________________________ ______________________________ ____________

Signature Title Date

____

Printed Name

City of Gaithersburg

Affidavit of Qualification to Bid/Propose

=

Solicitation No. ______________________

Please complete this form in its entirety and include it with your Bid/Proposal. For the purpose of completing this form, "entity" means an individual, sole proprietor, partnership, corporation, limited liability corporation (LLC), company, or association.

*Does not apply to individuals or sole proprietors – indicate with "N/A"

I HEREBY AFFIRM THAT:

1. I am the ____ and the duly authorized
Title
representative of the entity ____ and that I possess the
Name of Entity
legal authority to make this affidavit on behalf of myself and the entity for which I am acting.

*2. The entity ____ is either a Maryland corporation or is a foreign corporation properly registered with the Maryland State Department of Assessments and Taxation, in compliance with the State of Maryland Code of Regulations, Title 21, State Procurement Regulations.

3. Except as described in Paragraph five (5) below, neither I nor the above entity, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State of Maryland or any municipality, county, bi-county, or multi-county agency, or subdivision of the State of Maryland have been convicted of, or have pleaded nolo contendere to a charge of, or have, during the course of an official investigation or other proceeding, admitted in writing or under oath, acts of omissions which constitute bribery, attempted bribery, or conspiracy to bribe, whether or not in furtherance of obtaining a contract with a public body, under the provisions Md. Code Ann., State Finance and Procurement Article, §16-202 (1995 Repl. Vol.) and Article 27 of the Annotated Code of Maryland or under the laws of any local, state or the federal government (conduct prior to July 2, 1977 is not required to be reported).

4. List any conviction, plea, or admission described in paragraph three (3) above, with the date, court, official, or administrative body; the individuals involved and their position with the entity; and the sentence or disposition, if any. Otherwise, state "none" as appropriate.

____

____

5. Neither I nor the above entity, nor to the best of my knowledge an officer, partner, controlling stockholder or principal of the Bidder, or any other person substantially involved in the Bidder's contracting activities has: (1) been convicted under the laws of the State of Maryland, another state or the United States of: (i) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, except as provided in Section 16-202 of the State Finance and Procurement Article of the Annotated Code of Maryland; or (ii) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (2) been convicted of a criminal violation of an antitrust statute of the State of Maryland, another state or the United States; (3) been convicted of a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids for public or private contracts; (4) been convicted of a violation of Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland; (5) been convicted of a conspiracy to private contract; (4) been convicted of a violation of

Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland; (5) been convicted of a conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described herein; (6) been found civilly liable under an antitrust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of bids for public or private contracts.

6. Bidder hereby declares that this Bid/Proposal is made without any connection or collusion with any person, entity or corporation making a Bid/Proposal for the same work; that pursuant to this affidavit; that the attached specifications and any drawings referred to herein have been carefully examined and are understood; that careful examination has been made as is necessary to become informed as to the character and extent of the work required; and, that if this Bid Proposal is accepted, this Bidder will contract to do, for the price stated in the Bid Proposal, all of the work described in the specifications, drawings and contract conditions.

7. I acknowledge that this affidavit is to be furnished to the City Manager or designee for the City of Gaithersburg, Maryland. I further acknowledge that, if the representations set forth in this affidavit are not true and correct, the City of Gaithersburg may terminate any contract awarded and take any other appropriate action.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

______________________________________ ______________________________________
Signature Witness

____
Date

NOTARY ATTESTATION

State of: ____________________

County of: ____________________

I hereby certify that on this _________ day of ______________________, 20______, before me the subscriber, a Notary Public in and for the State of __________________________ and County aforesaid, personally appeared ______________________________, known to me to be the person whose name is subscribed to this instrument and acknowledged that same was executed for the purposes contained therein.

Witness my hand and Notarial seal: ______________________________________

My Commission expires: ______________________________________

Notary Public: ______________________________________
Printed Name

City of Gaithersburg

Bid/Proposal Submission Certification

Solicitation No. ______________________

Please complete this form in its entirety and include it with your Bid/Proposal. For the purpose of completing this form, "entity" means an individual, sole proprietor, partnership, corporation, limited liability corporation (LLC), company, or association.

Name of Entity: ____

Contact Person: ____

Street Address: ____

____

City, State & Zip Code: ______________________________, ______________ ________________

Telephone Numbers: (P) ____________________________ (F) ____________________________

BID PROPOSAL SUBMISSION CERTIFICATION

The response this Solicitation includes this Bid/Proposal Submission Certification Form and the Affidavit of Qualification to Bid Form, Conflict of Interest Certification Form, and Litigation and Lien Information Form. I, the undersigned, hereby attest to the truth and completeness of the information and responses provided and certify that my entity has met the minimum selection criteria as outlined in the Solicitation document.

____ ____

Signature Witness

____

Date

NOTARY ATTESTATION

State of: ________________________

County of: ________________________

I hereby certify that on this ___________ day of __________________________, 20_______, before me the subscriber, a Notary Public in and for the State of _______________________________ and County aforesaid, personally appeared ____, known to me to be the person whose name is subscribed to this instrument and acknowledged that same was executed for the purposes contained therein.

Witness my hand and Notarial seal: ____

My Commission expires: ____

Notary Public: ____

Printed Name

City of Gaithersburg

Bidder References Form

Solicitation No. ______________________

Please complete this form in its entirety and include it with your Bid/Proposal. The City reserves the right to reject Bid/Proposals from any Bidder/Offeror that does not meet the minimum qualifications. The Bidder shall be competent and experienced with an established reputation within the community performing the type of work required under the Solicitation and subsequent contract.

Name of Bidder: ____

Street Address: ____

____

City, State & Zip Code: ________________________________, ____________ ______________

Provide contact information for three customers for which the Bidder/Offeror completed projects within the last five (5) years that were similar in size and scope to the Services under the Solicitation.

1. REFERENCE			
Name (Business):			
Address:			
Name of Contact:			
Contact's Phone Number:		**Contract Sum:**	
Type of Construction:			
Location of Construction:			
Construction Period (in days):			
Construction Completion Date:			
Scope/Description of Work:			

2. REFERENCE		
Name (Business):		
Address:		
Name of Contact:		
Contact's Phone Number:		**Contract Sum:**
Type of Construction:		
Location of Construction:		
Construction Period (in days):		
Construction Completion Date:		
Scope/Description of Work:		

3. REFERENCE		
Name (Business):		
Address:		
Name of Contact:		
Contact's Phone Number:		**Contract Sum:**
Type of Construction:		
Location of Construction:		
Construction Period (in days):		
Construction Completion Date:		
Scope/Description of Work:		

City of Gaithersburg

Subcontractors

Solicitation No. ____________________

Please complete this form in its entirety for <u>each subcontractor</u> and include it with your Bid/Proposal. The City reserves the right to reject any subcontractor that does not meet the minimum qualifications. The subcontractor shall be competent and experienced with an established reputation within the community in the performance of the type of work required under the Solicitation and subsequent contract.

Offeror: ____

Street Address: ____

____

City, State & Zip Code: ______________________________, ____________ ______________

Provide contact information for three potential subcontractors the offeror may employ to fulfill the requirements of the referenced solicitation.

1. SUBCONTRACTOR			
Name (Business):			
Address:			
Name of Contact:		**Phone Number:**	
Description of Work:			

2. SUBCONTRACTOR			
Name (Business):			
Address:			
Name of Contact:		**Phone Number:**	
Description of Work:			

3. SUBCONTRACTOR			
Name (Business):			
Address:			
Name of Contact:		**Phone Number:**	
Description of Work:			

City of Gaithersburg

Conflict of Interest Certification

Solicitation No. ______________________

Please complete this form in its entirety and include it with your Bid/ Proposal. For the purpose of completing this form, "entity" means an individual, sole proprietor, partnership, corporation, limited liability corporation (LLC), company, or association.

*Does not apply to individuals or sole proprietors – indicate with "N/A"

Name of Entity: ______________________________

* Federal ID No: ______________________________

Contact Person: ______________________________

Street Address: ______________________________

____

City, State & Zip Code: ____________________, __________ __________

Telephone Numbers: (P) __________________ (F) __________________

(P) __________________ (C) __________________

Email Address: ______________________________

Email Address: ______________________________

CONFLICT OF INTEREST CERTIFICATION

I HEREBY CERTIFY, on behalf of ______________________________ *Name of Entity* that no employee, agent or elected official of the City of Gaithersburg, or member of a commission, board or corporation controlled or appointed by the Mayor and Council of the City of Gaithersburg has received or has been promised directly or indirectly, any financial benefit by way of fee, commission, finder's fee, or in any other manner, remuneration directly or indirectly related to this contract. Upon request by the City Manager or designee, or other authorized agent, as a prerequisite to payment pursuant to the terms of a contract awarded pursuant to this Bid/Proposal submission, will furnish to the City, under oath, answers to any interrogatories and comply with any request to review documents related to a possible conflict of interest as herein embodied.

I HEREBY CERTIFY, on behalf of ______________________________ *Name of Entity* that no employee or agent of ______________________________ *Name of Entity* is a member, employee, or elected official of the City of Gaithersburg of any agency, commission, or board of the City of Gaithersburg or is the spouse or any other relative of any of the foregoing. If unable to so certify, the details of any such relationship with the City of Gaithersburg are as follows:

____

____

____

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

____________________________ ____________________________

Signature Witness

____

Date

NOTARY ATTESTATION

State of: ________________

County of: ________________

I hereby certify that on this ________ day of __________________, 20_____, before me the subscriber, a Notary Public in and for the State of ____________________ and County aforesaid, personally appeared ____________________________, known to me to be the person whose name is subscribed to this instrument and acknowledged that same was executed for the purposes contained therein.

Witness my hand and Notarial seal: ____________________________

My Commission expires: ____________________________

Notary Public: ____________________________

Printed Name

City of Gaithersburg

Litigation and Lien Information

Solicitation No. _______________

Please complete this form in its entirety and include it with your Bid/Proposal. For the purpose of completing this form, "entity" means an individual, sole proprietor, partnership, corporation, limited liability corporation (LLC), company, or association.

Name of Entity: _______________

Street Address: _______________

____

City, State & Zip Code: _______________, _______________ _______________

Telephone Numbers: (P) _______________ (F) _______________

LITIGATION INFORMATION

Is your entity currently involved in any litigation or had a litigation claim(s) within the previous twenty-four (24) month period?

☐ Yes / ☐ No

If yes, please provide a detailed list including case number, jurisdiction, status and brief summary of such litigation.

Case Number	Jurisdiction	Status	Summary

LIENS

Does your entity have any outstanding mechanics liens?

☐ Yes / ☐ No

If yes, please explain: _______________

____

Does your entity have any outstanding tax liens?

☐ Yes / ☐ No:

If yes, please explain: _______________

____

_______________ _______________ _______________

Signature Title Date

____

Printed Name

Gaithersburg

VENDOR REGISTRATION FORM

Date: ____________________

Vendor Information:

Employer Identification Number **or** Social Security Number: ____________________

Company **or** Individual Name: ____________________
Address: ____________________
City ____________________ State __________ Zip Code __________

Remit to Address: (If the same as Company **or** Individual Name address write SAME)
Company **or** Individual Name: ____________________
Address: ____________________
City ____________________ State __________ Zip Code __________

Contact Information:

Name: ____________________ Title: ____________________
Phone: ____________________ Fax: ____________________
Email: ____________________

Classification

- ☐ Individual
- ☐ Large Business
- ☐ Small Business
- ☐ Small Disadvantaged Business
- ☐ Minority Owned Business
- ☐ 8(A) Certified
- ☐ Woman Owned Business
- ☐ Other:
- ☐ HubZone
- ☐ Veteran Owned Business
- ☐ Service Disabled Veteran Owned Business
- ☐ Native American Owned Business
- ☐ AK Native American Owned Business
- ☐ Historically Black College & University
- ☐ Non Profit

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▸ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type.
See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▸ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▸

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ________

Exemption from FATCA reporting code (if any) ________

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** ▸ **Date** ▸

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

ATTACHMENT B (download form from the procurement webpage)

ATTACHMENT C (download form from the procurement webpage)

ATTACHMENT D

Attachment D – SERVICE LEVEL AGREEMENT (SLA) FORM

Item	**Commitment** (examples in italics – Contractor to replace)
Percentage uptime guarantee	*Example: 99.9%*
Intervals measured	*Example: Every 15 minutes during guaranteed periods*
Time periods used for measuring uptime	*Example: Monthly, starting each first of month at 12:01am Eastern Standard Time*
Committed periods during which uptime is guaranteed	*Example: Seven days/week, 2:00am-12:00 midnight; Saturday*
Exception periods, during which uptime is not guaranteed, in addition to agreed maintenance window	*Example:* *1. Planned Maintenance* *2. *Acts of God* *3. Suspension of Service due to legal reasons* *4. Internet access outside control of provider*
Maximum response time (for query & update functions), goal percentage	*Example: 98 percent within 4 seconds*
Maximum support response time	*Example:* **Tier 1 Support issues: 2 hours* **Tier 2 issues: 4-6 hours* **Tier 3 issues: 12+ hours*
Maximum resolution time	*Example:* **Tier 1 Support issues: 2 hours* **Tier 2 issues: 4-6 hours* **Tier 3 issues: 12+ hours*
Penalty or service credit calculation for recovery point objective failure interruption	*Example: 5% off a future month service for each consecutive block of 12 hours of failure to meet recovery point objective*
Penalty or service credit calculation for service interruption	*Example: 5% off a future month service for each block of 3 consecutive (at 15-minute intervals) failures to respond within 10 seconds*
Notification Method for Upgrades	*Example: Email four weeks in advance to all system users*
Disaster Recovery Time Objective	*Example: 24 hours*
User Authentication / Single Sign-On Support	*Example: Entra ID*
Support Channels and Hours	*Example:* *1. Telephone Mon-Fri 8am-5pm EST* *2. Online Chat Mon-Fri 7am-6pm EST*
Method of Direct Data Access	*Example:* *Direct access to RDBMS* *Web Services*

ATTACHMENT E

Gaithersburg

Solicitation No. RFP 2026-018

City of Gaithersburg

ATTACHMENT E

Proposal Price Sheet

Assumptions for Pricing Calculations:
Number of Time Clocks: 23
Average Number of Pays Per Pay Period: 600
Average Employee Count (includes those on leave): 795
Company Count/FEIN: 1
ID Card Printer: 1

Company Name

		For the Column Below Fill highlighted boxes for the price per unit		Reoccuring Costs (Contract Year)					
Cost Type	**Item**	**Per Unit Price**	**One-Time Fees**	**1**	**2**	**3**	**4**	**5**	**Total**
2.2 Time and Attendance Base Scope									
One Time	Implementation & Configuration		$	$	$	$		$	$ 0.00 -
One Time	Project Management		$	$	$	$	$	$	$ 0.00 -
One Time	Training (include number of hours)		$	$	$	$	$	$	$ 0.00 -
One Time	Data Migration (include assumptions)		$	$	$	$	$	$	$ 0.00 -
One Time	Integration Setup		$	$	$	$	$	$	$ 0.00 -
One Time	Timeclock Hardware Installation		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Software Subscription		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Software Maintenance		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Software Support		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Hardware Support (Timeclock)		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Timeclock Hardware (unit price)		$	$	$	$	$	$	$ 0.00 -
2.3 (Optional) Advanced Scheduling									
One Time	Implementation & Configuration		$	$	$	$	$	$	$ 0.00 -
One Time	Training		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Software Subscription		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Software Maintenance		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Software Support		$	$	$	$	$	$	$ 0.00 -
2.4 (Optional) Human Resources / Payroll									
One Time	Implementation & Configuration		$	$	$	$	$	$	$ 0.00 -
One Time	Data Migration		$	$	$	$	$	$	$ 0.00 -
One Time	Training		$	$	$	$	$	$	$ 0.00 -
One Time	Integration Setup		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Software Subscription (PEPM or license-based)		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Software Maintenance		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Software Support		$	$	$	$	$	$	$ 0.00 -
2.4 (Optional) Employee ID Card Printing									
One Time	Printer Hardware		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Printer Maintenance		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	ID Card Software Subscription		$	$	$	$	$	$	$ 0.00 -
2.4 (Optional) Org Charts									
Recurring Annual	Software Subscription		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Software Maintenance		$	$	$	$	$	$	$ 0.00 -
Recurring Annual	Software Support		$	$	$	$	$	$	$ 0.00 -
	Total:		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00 -

Provide details/caclulations behind costs shown above. Any per-user or concurrent-based licensing shall be broken out by quantity and unit cost, any module-based pricing shall be detailed by module, etc.

Vendors must provide pricing for all applicable line items. For any item that is not part of the proposed solution, please indicate "N/A" in the appropriate box.

Printed Name **Authorized Signature** **Date**

EXHIBIT A

MissionSquare Import File Specifications

File specification for our file export from our existing HR/Payroll System, which is imported into our MissionSquare Portal

SS&C Added Column Count	Record Name	Data Field Name	Position	Picture	Field Description	Input Source	Interview Question
	1) Header Record	System ID	0001-0004	X(4)	DST assigned System ID	Company Literal Field	2.1
	Header Record	ICU Tax ID	0005-0013	9(9)	DST assigned ICU Tax ID	Company Literal Field	2.2
	Header Record	Plan Sponsor Tax ID	0014-0022	9(9)	Client assigned Tax ID	Company Literal Field	2.3
	Header Record	Map Prefix	0023-0032	X(10)	DST assigned Map Prefix	Display Name (first 10 positions)	2.4, 2.5
	Header Record	Map Name	0033-0062	X(30)	DST assigned Map Name	Display Name (first 10 positions)	2.4, 2.5
	Header Record	Display Name	0063-0212	X(150)	DST assigned Display Name	Company Literal Fields	2.4, 2.5
	Header Record	Record Count	0213-0217	S9(5)	Detail Record Count	calculated	
	Header Record	Filler	0218-1200	X(983)	Spaces	Constant	
1	**2) Detail Record**	Payroll Date	0001-0008	X(8) CCYYMMDD	Client assigned Paycheck Date	Employee Date Field	2.6
2	Detail Record	Social Security Number	0009-0017	9(9)	Social Security Number No Dashes	SSN[Master]	
3	Detail Record	Employee ID	0018-0037	X(20)	Client assigned Employee ID	Employee Character Field	3.1
4	Detail Record	First Name	0038-0052	X(15)	First Name	FirstName[Master]	
5	Detail Record	Middle Name	0053-0067	X(15)	Middle Name	MiddleInitial[Master]	
6	Detail Record	Last Name	0068-0092	X(25)	Last Name	LastName[Master] **Overall Employee name (F+M+L) can not exceed 35 characters**	
7	Detail Record	Street 1	0093-0127	X(35)	Street Address	Address_Street[Master]	
8	Detail Record	Street 2	0128-0162	X(35)	Additional Street Address	Address_StreetA dditional[Master]	
9	Detail Record	City	0163-0197	X(35)	City	Address_City[Ma ster]	
10	Detail Record	State/Country	0198-0200	X(3)	State	Employee Character Field and Address_State[M aster]	3.2
11	Detail Record	Zip Code	0201-0209	X(9)	Zip Code	Address_ZipCod e[Master]	
12	Detail Record	Phone Domestic/Foreign	0210-0210	X(1)	Valid Values: "F" - Foreign, "D" - Domestic, Blank - No Phone Number (default)	Employee Character Field	3.3
13	Detail Record	Phone Number	0211-0225	X(15) XXX-XXX-XXXX	Telephone Number (program will edit with dashes)	Employee Character Field	3.3
14	Detail Record	Birth Date	0226-0233	9(8) CCYYMMDD	Client assigned Birth Date	Employee Date Field	4.1
	Record Name	**Data Field Name**	**Position**	**Picture**	**Field Description**	**Input Source**	**Interview Question**
15	Detail Record	Marital Status	0234-0234	X(1)	Valid Values: "M" - Married, "S" - Single, "D" - Divorced, "W" - Widowed, Blank - Unknown (not validated)	Employee Character Field	3.4

16	Detail Record	Gender Code	0235-0235	X(1)	Valid Values: "F" - Female, "M" - Male, "U" - Unknown (validated)	Gender[Master]	
17	Detail Record	Employment Status	0236-0236	X(1)	Valid Values: "A" - Active, "T" - Terminated, "D" - Disabled, "C" - Deceased, "R" - Retired, "L" - Leave of Absence	Employee Character Field and Status[Master]	3.5
18	Detail Record	Hire Date	0237-0244	9(8) CCYYMMDD	Client assigned Hire Date	Employee Date Fields	4.2, 4.3
19	Detail Record	Employment End Date	0245-0252	9(8) CCYYMMDD	Client assigned Employment End Date	Employee Date Field	4.4
20	Detail Record	Employment End Reason	0253-0253	X(1)	Valid Values: "D" - Disabled, "T" - Terminated, "E" - Deceased, "R" - Retired, Blank - Unknown	Employee Character Field	3.6
21	Detail Record	Leave of Absence Begin Date	0254-0261	9(8) CCYYMMDD	Client assigned LOA Begin Date DST system can figure this date if not provided.	Employee Date Field	4.5
22	Detail Record	Leave of Absence End Date	0262-0269	9(8) CCYYMMDD	Client assigned LOA End Date DST system can figure this date if not provided.	Employee Date Field	4.6
23	Detail Record	Location Code	0270-0289	X(20)	Client assigned Location Code	Employee Character Field with Company Level Default	3.7
24	Detail Record	Affiliate	0290-0298	X(9)	Client assigned Affiliate	Employee Character Field with Company Level Default	3.8
25	Detail Record	Compensation Type 1 Amount	0299-0313	S9(13)V99	Client assigned Compensation Type 1 Amount	Employee Quantative Field	5.1
26	Detail Record	Compensation Type 2 Amount	0314-0328	S9(13)V99	Client assigned Compensation Type 2 Amount	Employee Quantative Field	5.2
27	Detail Record	Compensation Type 3 Amount	0329-0343	S9(13)V99	Client assigned Compensation Type 3 Amount	Employee Quantative Field	5.3
	Record Name	**Data Field Name**	**Position**	**Picture**	**Field Description**	**Input Source**	**Interview Question**
28	Detail Record	Compensation Type 4 Amount	0344-0358	S9(13)V99	Client assigned Compensation Type 4 Amount	Employee Quantative Field	5.4
29	Detail Record	Compensation Type 5 Amount	0359-0373	S9(13)V99	Client assigned Compensation Type 5 Amount	Employee Quantative Field	5.5
30	Detail Record	Hours Amount 1	0374-0380	S9(5)V99	Client assigned Hours Amount1	Employee Quantative Field	5.6
31	Detail Record	Hours Amount 2	0381-0387	S9(5)V99	Client assigned Hours Amount2	Employee Quantative Field	5.7
32	Detail Record	Job ID	0388-0397	X(10)	Client assigned Job ID	Employee Character Field with Company Level Default	3.9
33	Detail Record	Department Code	0398-0407	X(10)	Client assigned Dept. Code	Employee Character Field with Company Level Default	3.10

34	Detail Record	Department Number	0408-0417	X(10)	Client assigned Dept. Number	Employee Character Field with Company Level Default	3.11
35	Detail Record	Store Code	0418-0427	X(10)	Client assigned Store Code	Employee Character Field with Company Level Default	3.12
36	Detail Record	Division Code	0428-0437	X(10)	Client assigned Division Code	Employee Character Field with Company Level Default	3.13
37	Detail Record	Region Code	0438-0447	X(10)	Client assigned Region Code	Employee Character Field with Company Level Default	3.14
38	Detail Record	Payroll Site	0448-0457	X(10)	Client assigned Payroll Site	Employee Character Field with Company Level Default	3.15
39	Detail Record	Type of Work	0458-0467	X(10)	Client assigned Type of Work	Employee Character Field with Company Level Default	3.16
40	Detail Record	Event Date	0468-0475	9(8) CCYYMMDD	Client assigned Event Date	Employee Date Field	4.7
41	Detail Record	Non-Resident Alien	0476-0477	X(2)	Valid Values: "Y" = Yes, "N" = No, "NA" = Not Applicable to this client (not validated)	Employee Character Field with Company Level Default and Company Literal Field	3.17, 3.18
42	Detail Record	Contractor	0478-0479	X(2)	Valid Values: "Y" = Yes, "N" = No, "NA" = Not Applicable to this client (not validated)	Employee Character Field with Company Level Default and Company Literal	3.19, 3.20
	Record Name	**Data Field Name**	**Position**	**Picture**	**Field Description**	**Input Source**	**Interview Question**
43	Detail Record	Union Code	0480-0481	X(2)	Valid Values: "U" = Union, "N" = Non-Union, "NA" = Not Applicable to this client (not validated)	Employee Character Field with Company Level Default and Company Literal Field	3.21, 3.22
44	Detail Record	Payroll Type	0482-0483	X(2)	Valid Values: "H" = Hourly, "S" = Salary, "NA" = Not Applicable to this client (not validated)	Employee Character Field with Company Level Default and Company Literal Field	3.23, 3.24
45	Detail Record	Work Schedule Type	0484-0485	X(2)	Valid Values: "F" = Full-Time, "P" = Part-Time, "NA" = Not applicable to this client (not validated)	Employee Character Field with Company Level Default and Company Literal Field	3.25, 3.26
46	Detail Record	EE is Inside Trader	0486-0486	X(1)	Valid Values: "Y" = Yes, "N" = No (not validated)	Employee Character Field with Company Level Default	3.27
47	Detail Record	Contribution Amount 1	0487-0501	S9(13)V99	Client assigned Contribution Amount 1	Employee Quantative Field	6.1
48	Detail Record	Contribution Amount 2	0502-0516	S9(13)V99	Client assigned Contribution Amount 2	Employee Quantative Field	6.2
49	Detail Record	Contribution Amount 3	0517-0531	S9(13)V99	Client assigned Contribution Amount 3	Employee Quantative Field	6.3

50	Detail Record	Contribution Amount 4	0532-0546	S9(13)V99	Client assigned Contribution Amount 4	Employee Quantative Field	6.4
51	Detail Record	Contribution Amount 5	0547-0561	S9(13)V99	Client assigned Contribution Amount 5	Employee Quantative Field	6.5
52	Detail Record	Contribution Amount 6	0562-0576	S9(13)V99	Client assigned Contribution Amount 6	Employee Quantative Field	7.1
53	Detail Record	Contribution Amount 7	0577-0591	S9(13)V99	Client assigned Contribution Amount 7	Employee Quantative Field	7.2
54	Detail Record	Contribution Amount 8	0592-0606	S9(13)V99	Client assigned Contribution Amount 8	Employee Quantative Field	7.3
55	Detail Record	Contribution Amount 9	0607-0621	S9(13)V99	Client assigned Contribution Amount 9	Employee Quantative Field	7.4
56	Detail Record	Contribution Amount 10	0622-0636	S9(13)V99	Client assigned Contribution Amount 10	Employee Quantative Field	7.5
57	Detail Record	Contribution Amount 11	0637-0651	S9(13)V99	Client assigned Contribution Amount 11	Employee Quantative Field	8.1
	Record Name	**Data Field Name**	**Position**	**Picture**	**Field Description**	**Input Source**	**Interview Question**
58	Detail Record	Contribution Amount 12	0652-0666	S9(13)V99	Client assigned Contribution Amount 12	Employee Quantative Field	8.2
59	Detail Record	Contribution Amount 13	0667-0681	S9(13)V99	Client assigned Contribution Amount 13	Employee Quantative Field	8.3
60	Detail Record	Contribution Amount 14	0682-0696	S9(13)V99	Client assigned Contribution Amount 14	Employee Quantative Field	8.4
61	Detail Record	Contribution Amount 15	0697-0711	S9(13)V99	Client assigned Contribution Amount 15	Employee Quantative Field	8.5
62	Detail Record	Contribution Amount 16	0712-0726	S9(13)V99	Client assigned Contribution Amount 16	Employee Quantative Field	9.1
63	Detail Record	Contribution Amount 17	0727-0741	S9(13)V99	Client assigned Contribution Amount 17	Employee Quantative Field	9.2
64	Detail Record	Contribution Amount 18	0742-0756	S9(13)V99	Client assigned Contribution Amount 18	Employee Quantative Field	9.3
65	Detail Record	Contribution Amount 19	0757-0771	S9(13)V99	Client assigned Contribution Amount 19	Employee Quantative Field	9.4
66	Detail Record	Contribution Amount 20	0772-0786	S9(13)V99	Client assigned Contribution Amount 20	Employee Quantative Field	9.5
67	Detail Record	Contribution Amount 21	0787-0801	S9(13)V99	Client assigned Contribution Amount 21	Employee Quantative Field	10.1
68	Detail Record	Contribution Amount 22	0802-0816	S9(13)V99	Client assigned Contribution Amount 22	Employee Quantative Field	10.2
69	Detail Record	Contribution Amount 23	0817-0831	S9(13)V99	Client assigned Contribution Amount 23	Employee Quantative Field	10.3
70	Detail Record	Contribution Amount 24	0832-0846	S9(13)V99	Client assigned Contribution Amount 24	Employee Quantative Field	10.4
71	Detail Record	Contribution Amount 25	0847-0861	S9(13)V99	Client assigned Contribution Amount 25	Employee Quantative Field	10.5
72	Detail Record	Loan Amount 1	0862-0876	S9(13)V99	Client assigned Loan Amount 1	Employee Quantative Field	11.1

73	Detail Record	Loan Amount 2	0877-0891	S9(13)V99	Client assigned Loan Amount 2	Employee Quantative Field	11.2
74	Detail Record	Loan Amount 3	0892-0906	S9(13)V99	Client assigned Loan Amount 3	Employee Quantative Field	11.3
75	Detail Record	Loan Amount 4	0907-0921	S9(13)V99	Client assigned Loan Amount 4	Employee Quantative Field	11.4
76	Detail Record	Loan Amount 5	0922-0936	S9(13)V99	Client assigned Loan Amount 5	Employee Quantative Field	11.5
77	Detail Record	Loan Amount 6	0937-0951	S9(13)V99	Client assigned Loan Amount 6	Employee Quantative Field	12.1
	Record Name	**Data Field Name**	**Position**	**Picture**	**Field Description**	**Input Source**	**Interview Question**
78	Detail Record	Loan Amount 7	0952-0966	S9(13)V99	Client assigned Loan Amount 7	Employee Quantative Field	12.2
79	Detail Record	Loan Amount 8	0967-0981	S9(13)V99	Client assigned Loan Amount 8	Employee Quantative Field	12.3
80	Detail Record	Loan Amount 9	0982-0996	S9(13)V99	Client assigned Loan Amount 9	Employee Quantative Field	12.4
81	Detail Record	Loan Amount 10	0997-1011	S9(13)V99	Client assigned Loan Amount 10	Employee Quantative Field	12.5
82	Detail Record	Loan Amount 11	1012-1026	S9(13)V99	Client assigned Loan Amount 11	Employee Quantative Field	13.1
83	Detail Record	Loan Amount 12	1027-1041	S9(13)V99	Client assigned Loan Amount 12	Employee Quantative Field	13.2
84	Detail Record	Loan Amount 13	1042-1056	S9(13)V99	Client assigned Loan Amount 13	Employee Quantative Field	13.3
85	Detail Record	Loan Amount 14	1057-1071	S9(13)V99	Client assigned Loan Amount 14	Employee Quantative Field	13.4
86	Detail Record	Loan Amount 15	1072-1086	S9(13)V99	Client assigned Loan Amount 15	Employee Quantative Field	13.5
87	Detail Record	Loan Amount 16	1087-1101	S9(13)V99	Client assigned Loan Amount 16	Employee Quantative Field	14.1
88	Detail Record	Loan Amount 17	1102-1116	S9(13)V99	Client assigned Loan Amount 17	Employee Quantative Field	14.2
89	Detail Record	Loan Amount 18	1117-1131	S9(13)V99	Client assigned Loan Amount 18	Employee Quantative Field	14.3
90	Detail Record	Loan Amount 19	1132-1146	S9(13)V99	Client assigned Loan Amount 19	Employee Quantative Field	14.4
91	Detail Record	Loan Amount 20	1147-1161	S9(13)V99	Client assigned Loan Amount 20	Employee Quantative Field	14.5
92	Detail Record	Filler	1162-1200	X(39)	Spaces	Constant	

(Bi-Weekly) HR/Payroll Import File Specifications

File specification for our bi-weekly file export from our existing T&A System, which is imported into our existing HR/Payroll System

Chapter 4

Detailed Field Requirements

This chapter lists all the field names, their descriptions, lengths (if defined), valid values, and any requirements or conditions for using the fields in a Paydata Import file. The following guidelines apply:

- When both simple and compound column names are supported for a field, both header records are shown.
- Certain fields in the import file are validated against employee records in the database. If your company uses Effective Dating, data in the import file is validated against employee records that are in effect as of the current pay period end date.
- If your company uses Effective Dating, paydata for future new hires can only be imported if the Position Start Date is in the current payroll cycle.

Required Fields

The following fields are required in every Paydata Import file.

<table>
<tr><th>Field Name/Description</th><th>Length</th><th>Valid Values</th><th>Requirements/Conditions</th></tr>
<tr><td>Co Code
Company code</td><td>3</td><td>A-Z, 0-9, &, -
A blank in the third position is allowed only for a 2-character company code</td><td>Company code is required in the first position of the header record.
The company code must exist in the database, be set up for paydata import, and be at a phase in the payroll cycle when paydata tasks can be performed.
The company code must match the code in the import file name, except for 2-position company codes. A 2-position company code requires an underscore in the third position of the import file name; the underscore is not allowed in the Co Code field in the import file.</td></tr>
<tr><td>Batch ID
Batch identification</td><td>1-8</td><td>A-Z, 0-9, space
$ @ [\ ] ^ _ ` { | } ! # % & ‘ ( )
* + , - . / : ; < = > ? ~ “</td><td>Batch ID is required in the second position of the header record.
When a file contains multiple Batch IDs, the import process creates a new batch for every new Batch ID encountered. To prevent a Batch ID from being treated as a duplicate, you should group all records that have the same Batch ID.
Note: If you do not enter a Batch ID or if a duplicate exists, the paydata import process generates a new one in the format EPIPnnnn, where nnnn is the first available number from 1 to 9999.</td></tr>
<tr><td>File #
File number</td><td>6</td><td>51-999999</td><td>The file number is required in the third position of the header record.</td></tr>
</table>

Paydata Entry Fields

The fields that are required in a Paydata Import file vary, based on the type of paydata you are importing.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Adjust Ded Code **Compound Adjust Ded Code** Deduction code to use when making a one-time adjustment to a deduction amount that may or may not be scheduled.	Without Expanded Fields 1-2 With Expanded Fields 1-3	Without Expanded Fields A-Z or 01-96 (except 07, 40, 50, 60, and 61) With Expanded Fields A-Z, 0-9. Leading zeros are always invalid. Deduction code 0 is always invalid. 2 position numeric codes in the range of 81-96 are always reserved for special calculation deductions.	A specific Deduction code can be used only once within a record. If your organization uses Expanded Fields, there is no limit on the number of occurrences. Deposit Deductions If the code is one of the company's deposit Deduction codes, the employee must have a bank account that uses the code. The code cannot be a full-net type of deposit Deduction code. Lien Deductions If the code is one of the company's lien Deduction codes, the employee must have a lien that uses the code (lien deduction or result deduction). The Pay Number must be 1 or the import file must contain a valid Advance Pay Date. If the lien Deduction code is set up to have funds disbursed by ADP, the company must be set up for Funds Disbursement. Paired Field The Deduction code must be followed immediately by a deduction amount adjustment. Table Validation The code must be in the company's Deduction validation table.
Adjust Ded Amount **Compound Adjust Ded Amount** Adjust the scheduled or one-time deduction by adding or subtracting this amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 unless a deposit deduction With Expanded Fields Min: -99999999.99 Max: 99999999.99	Deposit Deductions If the Deduction code is a deposit Deduction code that is used by one of the employee's bank accounts, the minimum is 0. If the Deduction code is a full-net type of deposit Deduction code, then a deduction amount should not be entered. An Adjust Deduction in a Paydata Transaction is not allowed if the Deduction Category of the Deduction Code is "Deposit", and the bank account is designated as Percent Net. Paired Field A deduction amount must be preceded by an adjustment Deduction code.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Adjust Federal Adjust the federal tax ADP calculates by adding this amount to or subtracting this amount from the calculated amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	
Adjust Family Leave Insurance Adjust Family Leave Insurance		Min: -99999999.99 Max: 99999999.99	The employee's SUI/SDI Tax code must be for a state that allows for FLI. Entry is allowed only for paid positions. Entry is not allowed if FLI is Exempt or Waiver.
Replace Family Leave Insurance Replace Family Leave Insurance		Min: -99999999.99 Max: 99999999.99	The employee's SUI/SDI Tax code must be for a state that allows for FLI. Entry is allowed only for paid positions. Entry is not allowed if FLI is Exempt or Waiver.
Adjust Medical Leave Insurance Adjust Medical Leave Insurance		Min: -99999999.99 Max: 99999999.99	The employee's SUI/SDI Tax code must be for a state that allows for MLI. Entry is allowed only for paid positions. Entry is not allowed if MLI is Exempt or Waiver.
Replace Medical Leave Insurance Replace Medical Leave Insurance		Min: -99999999.99 Max: 99999999.99	The employee's SUI/SDI Tax code must be for a state that allows for MLI. Entry is allowed only for paid positions. Entry is not allowed if MLI is Exempt or Waiver.
Adjust Lived Local Adjust the local lived-in tax ADP calculates by adding this amount to or subtracting this amount from the calculated amount		Without Expanded Fields Min: -40500.00 Max: 99999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	The company must be set up for Local Reciprocity. The employee's lived-in locality must be a taxing locality. There must be a Local Lived In code for the employee in the database.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Adjust Lived State Adjust the state lived-in tax ADP calculates by adding this amount to or subtracting this amount from the calculated amount.		Without Expanded Fields Min: -40500.00 Max: 99999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	The company must be set up for State Reciprocity. The employee's lived-in state must be a taxing state. There must be a State Lived In code for the employee in the database.
Adjust Local 4 Adjust the amount of Local 4 tax by adding this amount to or subtracting this amount from the calculated amount.		Without Expanded Fields Min: -40500.00 Max: 99999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	The company must be set up for PA Local Tax. The employee must be set up for Local 4. The employee cannot be exempt from tax for the current year.
Adjust Local 5 Adjust the amount of Local 5 tax by adding this amount to or subtracting this amount from the calculated amount.		Without Expanded Fields Min: -40500.00 Max: 99999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	The company must be set up for PA Local Tax. The employee must be set up for Local 5. The employee cannot be exempt from tax for the current year.
Adjust Medicare Adjust the medicare amount ADP calculates by adding this amount to or subtracting this amount from the calculated amount.		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	Entry is not allowed if the company uses Tax Filing. If the employee is set up to calculate Social Security only, a Medicare adjustment is not allowed.
Adjust Medicare Surtax Adjust medicare surtax		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	Entry is not allowed when the Do not calculate Medicare option is on. Medicare Surtax Deduction Code Category of Adjust Deduction or Replace Deduction are not allowed.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Adjust MTD SUI Wages Amount **Compound Adjust MTD SUI Wages Amount** The amount by which the SUI wages are adjusted	11	Min: -999999999.99 Max: 999999999.99	Paired Field The Adjust SUI Wages Amount field must be preceded by the Adjust MTD SUI Wages Month field.
Adjust MTD SUI Wages Month **Compound Adjust MTD SUI Wages Month** The month for which SUI wages are adjusted	1	1 - January 2 - February 3 - March 4 - April 5 - May 6 - June 7 - July 8 - August 9 - September A - October B - November C - December	Must be a valid month name. The employee's SUI/SDI Tax code during the current pay period or the payroll tax year must be Illinois (43). A specific month can be used only once within a record. Paired Field The Adjust MTD SUI Wages Month field must be followed by the Adjust MTD SUI Wages Amount field.
Adjust Soc Sec Adjust the Social Security amount ADP calculates by adding this amount to or subtracting this amount from the calculated amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	Entry is not allowed if the company uses Tax Filing. If the employee is set up to calculate Medicare only, a Social Security adjustment is not allowed.
Adjust SUI/SDI Adjust the SUI/SDI tax ADP calculates by adding this amount to or subtracting this amount from the calculated amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	Entry is not allowed if the employee's SUI/SDI tax and SUI/SDI taxable are both blocked. The employee's SUI/SDI Tax code must be for a taxing state.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Adjust Worked Local Adjust the local worked-in tax ADP calculates by adding this amount to or subtracting this amount from the calculated amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	The employee's worked-in locality must be a taxing locality.
Adjust Worked State Adjust the state worked-in tax ADP calculates by adding this amount to or subtracting this amount from the calculated amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	The employee's worked-in state must be a taxing state.
Advance Pay Date The advance pay date to use with the Wage Garnishment Processing Service	6-10	Format is m/d/yy where m is a 1 or 2-digit month (1-12), d is a 1 or 2-digit day (1-31), and yy is a 2 or 4-digit year Must be a valid date	The company must be set up with the Wage Garnishment Processing Service. The date must be plus or minus one year from the current pay date. If a 6-digit date does not include slashes, the year is assumed to be 2 digits. Slashes are required if entering a single-digit day and/or month. **Note:** The year 2005 is assumed if you enter 2/29/05.
Allocation Position The number of the allocation that is associated with an entry		Expanded Fields Only 1-99	The company must be set up for both Automatic Labor Allocation and Expanded Fields. Not allowed if Allocation Type is blank. Value must be 1 or blank if the company is set up for allocation by percentage only. A value of 1 indicates the Home Department or Home Cost Number, depending on the Allocation Type selected for the company. This field is ignored if the same row also contains an entry for Temporary Department or Temporary Cost Number.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Batch Description Batch description	1-20	A-Z, 0-9, space [\ ] ^ _ ` { | } ! # % & ‘ ( ) * + , - . / : ; < = > ? ~ “	Informational field; can occur anywhere in the header record after the file number but before any non-informational fields. **Note:** Values in the import file are not imported into the database. If you do not enter a batch description, the paydata import process generates the description EPIPBATCH.
Cancel Pay Cancel Automatic Pay	1	Y = Cancel Automatic Pay (for all the employee’s entries) N = Remove cancellation	The company must be set up for Automatic Pay.
Clock Clock			Informational field; can occur anywhere in the header record after the file number but before any non-informational fields. **Note:** After the file is imported, the value you enter will be replaced with the clock number from the Employee record.
Data Control Data control			Informational field; can occur anywhere in the header record after the file number but before any non-informational fields. **Note:** After the file is imported, the value you enter will be replaced with the data control from the Employee record.
Deduction by Week Nb The payroll week numbers(s) for which scheduled deductions are in effect for this paycheck.	10	00 - 55	Up to 5 sets of 2- position payroll week numbers are allowed. Leading and trailing spaces are ignored. Embedded spaces are not allowed. **Note:** This field can be used instead of the set of 5 Ded Forecast Wk fields.
Ded Forecast Wk1 The first week number for which scheduled deductions are in effect for this paycheck. Deduction forecasting week 1	2	00-55	
Ded Forecast Wk2 Deduction forecasting week 2	2	00-55	
Ded Forecast Wk3 Deduction forecasting week 3	2	00-55	

Field Name/Description	Length	Valid Values	Requirements/Conditions
Ded Forecast Wk4 Deduction forecasting week 4	2	00-55	
Ded Forecast Wk5 Deduction forecasting week 5	2	00-55	
Earnings 3 Code **Compound Earnings 3 Code** Other Earnings 3 code	Without Expanded Fields 1-2 With Expanded Fields 1-3	Without Expanded Fields A-Z, 0-79 (except 40, 50, 60, and 61), and blank With Expanded Fields A-Z, 0-9, and blank	A specific Hours/Earnings code can be used only once within a record. There can be only four occurrences of Hours/Earnings codes in a record used with the Hours/Earnings fields. Hours 3 corresponds to Earnings 3. Hours 4 corresponds to Earnings 4. If your organization uses Expanded Fields, there is no limit on the number of occurrences. Examples You can enter four Hours 3 codes and no Earnings 3 codes. You can enter three Hours 3 codes and one Earnings 3 code. Paired Field An Earnings 3 code must be followed immediately by an Earnings 3 amount. Table Validation Optionally validates to company's Hours/Earnings validation table.
Earnings 3 Amount **Compound Earnings 3 Amount** Other Earnings 3 amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	If the Tax Frequency is D or F, the range is -40500.00 to 99999.99. If your organization uses Expanded Fields, there is no Tax Frequency restriction. Paired Field An Earnings 3 amount must be preceded by an Earnings 3 code.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Earnings 4 Code **Compound Earnings 4 Code** Other Earnings 4 code	Without Expanded Fields 1-2 With Expanded Fields 1-3	Without Expanded Fields A-Z, 0-79 (except 40, 50, 60, and 61), and blank With Expanded Fields A-Z, 0-9, and blank	A specific Hours/Earnings code can be used only once within a record. There can be only four occurrences of Hours/Earnings codes in a record used with the Hours/Earnings fields. Hours 3 corresponds to Earnings 3. Hours 4 corresponds to Earnings 4. If your organization uses Expanded Fields, there is no limit on the number of occurrences. Examples You can enter four Hours 3 codes and no Earnings 3 codes. You can enter three Hours 3 codes and one Earnings 3 code. Paired Field An Earnings 4 code must be followed immediately by an Earnings 4 amount. Table Validation Optionally validates to company's Hours/Earnings validation table.
Earnings 4 Amount **Compound Earnings 4 Amount** Other Earnings 4 amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	If the Tax Frequency is D or F, the range is -40500.00 to 99999.99. If your organization uses Expanded Fields, there is no Tax Frequency restriction. Paired Field An Earnings 4 amount must be preceded by an Earnings 4 code.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Earnings 5 Code **Compound Earnings 5 Code** Other Earnings 5 code	Without Expanded Fields 1-2 With Expanded Fields 1-3	Without Expanded Fields A-Z, 0-79 (except 40, 50, 60, and 61), and blank With Expanded Fields A-Z, 0-9, and blank	A specific Hours/Earnings code can be used only once within a record. There can be only four occurrences of Hours/Earnings codes in a record used with the Hours/Earnings fields. Hours 3 corresponds to Earnings 3. Hours 4 corresponds to Earnings 4. If your organization uses Expanded Fields, there is no limit on the number of occurrences. Examples You can enter four Hours 3 codes and no Earnings 3 codes. You can enter three Hours 3 codes and one Earnings 3 code. Paired Field An Earnings 5 code must be followed immediately by an Earnings 5 amount. Table Validation Optionally validates to company’s Hours/Earnings validation table.
Earnings 5 Amount **Compound Earnings 5 Amount** Other Earnings 5 amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	If the Tax Frequency is D or F, the range is -40500.00 to 99999.99. If your organization uses Expanded Fields, there is no Tax Frequency restriction. Paired Field An Earnings 5 amount must be preceded by an Earnings 5 code.
Employee Name Employee name			Informational field; can occur anywhere in the header record after the file number but before any non-informational fields.
FLSA Special Processing Code Indicates whether the transaction is processed as "Exclude" or "Compare Rates"	1	E , C, and blank	The company and the employee must be set up for FLSA Overtime. Entry is not allowed if Special Effects is 10, 13, 14, or 15. Entry is not allowed if Special Action code = Y or F, or if pay number is X.

Field Name/Description	Length	Valid Values	Requirements/Conditions
FLSA Workweek Indicates whether the hours entered are for week 1 or week 2 for biweekly employees.	1	1, 2, or blank **Note:** A blank is processed as 1.	The company and the employee must be set up for FLSA Overtime. The employee's pay frequency must be Biweekly. Tax frequency, if used in this entry, must be B or C. The FLSA Special Processing code cannot be E, and the pay number cannot be X. Entry is not allowed for Bonus payrolls, or if Special Action code = Y or F for this entry.
Home Cost Number Home cost number			Informational field; can occur anywhere in the header record after the file number but before any non-informational fields. **Note:** After the file is imported, the value you enter will be replaced with the home cost number from the Employee record.
Home Department Home department			Informational field; can occur anywhere in the header record after the file number but before any non-informational fields. **Note:** After the file is imported, the value you enter will be replaced with the home department from the Employee record.
Hours 3 Code **Compound Hours 3 Code** Other hours 3 code	Without Expanded Fields 1-2 With Expanded Fields 1-3	Without Expanded Fields A-Z, 0-79 (except 40, 50, 60, and 61), and blank With Expanded Fields A-Z, 0-9, and blank	A specific Hours/Earnings code can be used only once within a record. There can be only four occurrences of Hours/Earnings codes in a record used with the Hours/Earnings fields. Hours 3 corresponds to Earnings 3. Hours 4 corresponds to Earnings 4. If your organization uses Expanded Fields, there is no limit on the number of occurrences. Examples You can enter four Hours 3 codes and no Earnings 3 codes. You can enter three Hours 3 codes and one Earnings 3 code. Paired Field An Hours 3 code must be followed immediately by an Hours 3 amount. Table Validation Optionally validates to company's Hours/Earnings validation table.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Hours 3 Amount **Compound Hours 3 Amount** Other hours 3 amount		Min: -40500.00 Max: 99999.99	Paired Field An Hours 3 amount must be preceded by an Hours 3 code.
Hours 4 Code **Compound Hours 4 Code** Other hours 4 code	Without Expanded Fields 1-2 With Expanded Fields 1-3	Without Expanded Fields A-Z, 0-79 (except 40, 50, 60, and 61), and blank With Expanded Fields A-Z, 0-9, and blank	A specific Hours/Earnings code can be used only once within a record. There can be only four occurrences of Hours/Earnings codes in a record used with the Hours/Earnings fields. Hours 3 corresponds to Earnings 3. Hours 4 corresponds to Earnings 4. If your organization uses Expanded Fields, there is no limit on the number of occurrences. Examples You can enter four Hours 3 codes and no Earnings 3 codes. You can enter three Hours 3 codes and one Earnings 3 code. Paired Field An Hours 4 code must be followed immediately by an Hours 4 amount. Table Validation Optionally validates to company's Hours/Earnings validation table.
Hours 4 Amount **Compound Hours 4 Amount** Other hours 4 amount		Min: -40500.00 Max: 99999.99	Paired Field An Hours 4 amount must be preceded by an Hours 4 code.
Memo Code **Compound Memo Code** Memo code	Without Expanded Fields 1 With Expanded Fields 1-3	A-Z, 0-9, and blank	A specific Memo code can be used only once within a record. If your organization uses Expanded Fields, there is no limit on the number of occurrences. If the company is set up for Third Party Sick Pay, codes 6, 7, 8, and 9 are not allowed. The code cannot be the same as the company's Wage Garnishment Advance Pay Memo code. Paired Field A Memo code must be followed immediately by a memo amount. Table Validation Optionally validates to company's Memo Code validation table.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Memo Amount **Compound Memo Amount** Memo amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	Paired Field A memo amount must be preceded by a Memo code. If the tax frequency is D or F, the range is -40500.00 to 99999.00. If your organization uses Expanded Fields, there is no restriction. If the associated Memo code is a 2 (employee gross receipts) or a 4 (charged receipts) then the memo amount must be a whole dollar amount (that is, no decimals except .00).
O/T Earnings Overtime earnings		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	
O/T Hours Overtime hours		Min: -40500.00 Max: 99999.99	
Other Period Beginning Date Other period beginning date		Format is m/d/yy where m is a 1 or 2-digit month (1-12), d is a 1 or 2-digit day (1-31), and yy is a 2 or 4-digit year Must be a valid date	An error in this field drops the entire import record. The company must be set up with Other Period Dates feature. If Other Period Beginning Date is in the file, then Other Period Ending Date must also be in the file. Other Period Ending Date must not be later than Other Period Beginning Date.
Other Period Ending Date Other period ending date		Format is m/d/yy where m is a 1 or 2-digit month (1-12), d is a 1 or 2-digit day (1-31), and yy is a 2 or 4-digit year Must be a valid date	An error in this field drops the entire import record. The company must be set up with Other Period Dates feature. If Other Period Beginning Date is in the file, then Other Period Ending Date must also be in the file. Other Period Ending Date must not be later than Other Period Beginning Date.
Override Total Hours Worked - Pay Level Override total hours worked - pay level		Min: -9999.99 Max: 9999.99	This field can only occur once in the header. This field can be present only if the Company option for Total Hours Worked on Pay Statements is enabled (that is, the Company option to Include Total Hours Worked on Pay Statements must be Y).

Field Name/Description	Length	Valid Values	Requirements/Conditions
Pay # Pay number	1	1-9, N, X	If a Pay Number is not entered, a Pay Number of 1 is assumed.
Paycheck Tax Frequency The number of weeks in the pay	1	0-9, S, M, T, B, H, C	The company must be set up for Proportionate Labor Distribution. Entry is not allowed if the employee has an entry for Tax Frequency for the same Pay # in this file or in another batch. Entry is not allowed if the current payroll schedule includes Special Effects 10, 13, 14, or 15. Use only if you are paying an employee for a pay period other than the current pay period and you want labor distribution applied to deductions, taxes, and net pay.
Rate Rate			Informational field; can occur anywhere in the header record after the file number but before any non-informational fields. **Note:** After the file is imported, the value you enter will be replaced with the rate from the Employee record.
Rate Code Temporary rate code	1	4-9, A-Z	Value of 1 is not allowed. Value of 2 is allowed only if a value also exists in the employee's Rate 2 field in the database; value of 2 is not allowed if the company uses the Schoolboard/Allow Input of Paydata 2 option and the import record contains Hours 3 or Earnings 3 codes. Value of 3 is allowed only if a value also exists in the employee's Rate 3 field in the database; value of 3 is not allowed if the company uses the Schoolboard/Allow Input of Paydata 2 option. Values of 4 - 9 are allowed if an amount exists in the corresponding employee Rate field, or if the code exists in the company's Rate Code validation table. If both conditions are true, then the employee amount is used to calculate the pay. Values of A through Z are allowed only if the Rate Code exists in the company's Rate Code validation table. A Temporary Rate code is not allowed if a temporary rate amount exists in the import file.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Reg Earnings Regular earnings		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	If the Tax Frequency is D or F, the range is -40500.00 to 99999.99. If your organization uses Expanded Fields, there is no restriction.
Reg Hours Regular hours		Min: -40500.00 Max: 99999.99	
Repl Ded Code **Compound Repl Ded Code** Scheduled deduction code to use when replacing a scheduled deduction amount	Without Expanded Fields 1-2 With Expanded Fields 1-3	Without Expanded Fields A-Z, 01-79 (except 07, 40, 50, 60, and 61) With Expanded Fields A-Z, 0-9	A specific Deduction code can be used only once within a record. If your organization uses Expanded Fields, there is no limit on the number of occurrences. The employee must have this code as a scheduled Deduction code. Deposit Deductions If the code is one of the company's deposit Deduction codes, the employee must have a bank account that uses the code. The code cannot be a full-net type of deposit Deduction code. Lien Deductions If the code is one of the company's lien Deduction codes, the employee must have a lien that uses the code (lien deduction or result deduction). The Pay Number must be 1 or the import file must contain a valid Advance Pay Date. If the lien Deduction code is set up to have funds disbursed by ADP, the company must be set up for Funds Disbursement. Paired Field The Deduction code must be followed immediately by a deduction amount replacement. Table Validation The code must be in the company's Deduction validation table and must be a scheduled code.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Repl Ded Amount **Compound Repl Ded Amount** Replace the scheduled deduction with this amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 unless a deposit deduction With Expanded Fields Min: -99999999.99 Max: 99999999.99	Deposit Deductions If the Deduction code is a deposit Deduction code used by one of the employee's bank accounts, the minimum is 0. If the Deduction code is a full-net type of deposit Deduction code, a deduction amount should not be entered. When the Deduction Category of the Deduction Code is "Deposit", and the bank account is designated as Percent Net, a Replace Deduction in a Paydata Transaction may only contain a Deduction Amount of zero. Paired Field The deduction amount must be preceded by a replacement Deduction code.
Repl Federal Replace the federal tax ADP calculates with this amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	
Repl Lived Local Replace the local lived-in tax ADP calculates with this amount		Without Expanded Fields Min: -40500.00 Max: 99999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	The company must be set up for Local Reciprocity. The employee's lived-in locality must be a taxing locality. There must be a Local Lived In code for the employee in the database.
Repl Lived State Replace the state lived-in tax ADP calculates with this amount		Without Expanded Fields Min: -40500.00 Max: 99999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	The company must be set up for State Reciprocity. The employee's lived-in state must be a taxing state. There must be a State Lived In code for the employee in the database.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Repl Local 4 Replace the Local 4 tax ADP calculates with this amount.		Without Expanded Fields Min: -40500.00 Max: 99999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	The company must be set up for PA Local Tax. The employee must be set up for Local 4. The employee cannot be exempt from tax for the current year.
Repl Local 5 Replace the Local 5 tax ADP calculates with this amount.		Without Expanded Fields Min: -40500.00 Max: 99999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	The company must be set up for PA Local Tax. The employee must be set up for Local 5. The employee cannot be exempt from tax for the current year.
Repl Medicare Replace the Medicare amount ADP calculates with this amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	Entry is not allowed if the company uses Tax Filing. If the employee is set up to calculate Social Security only, Medicare replacement is not allowed.
Repl Soc Sec Replace the Social Security amount ADP calculates with this amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	Entry is not allowed if the company uses Tax Filing. If the employee is set up to calculate Medicare only, Social Security replacement is not allowed.
Repl SUI/SDI Replace the SUI/SDI tax ADP calculates with this amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	Entry is not allowed if the employee's SUI/SDI tax and SUI/SDI taxable are both blocked. The employee's SUI/SDI Tax code must be for a taxing state.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Repl Worked Local Replace the local worked-in tax ADP calculates with this amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	The employee's worked-in locality must be a taxing locality.
Repl Worked State Replace the state worked-in tax ADP calculates with this amount		Without Expanded Fields Min: -9999999.99 Max: 9999999.99 With Expanded Fields Min: -99999999.99 Max: 99999999.99	The employee's worked-in state must be a taxing state.
Shift Shift code	1	2-9	
Social Security Number Social security number			Informational field; can occur anywhere in the header record after the file number but before any non-informational fields. **Note:** After the file is imported, the value you enter will be replaced with the Social Security number from the Employee record.
Special Action Special action	1	F, K, W, X, Y, Z	
Standard Hours Standard hours			Informational field; can occur anywhere in the header record after the file number but before any non-informational fields. **Note:** After the file is imported, the value you enter will be replaced with the standard hours from the Employee record.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Tax Frequency The number of weeks in the pay	1	0-9, S, M, D, T, B, F, H,C	Entry is not allowed if the employee has an entry for Paycheck Tax Frequency for the same Pay # in this file or in another batch. Value cannot be D or F if any of the quantitative fields in the import file are greater than 99999.99 or less than -40500.00. If your organization uses Expanded Fields, this restriction does not apply. Quantitative fields are fields that have the same valid values as the Reg Earnings field, such as the Reg Earnings, O/T Earnings, and Earnings 3 Amount fields.
Temp Basis of Pay Temporary Basis of Pay	1	1 (Hourly) 2 (Hourly-Multiple Rates) 3 (Weekly) 4 (Daily) 5 (Piecework) 6 (Shift) 7 (Prevailing Rate) 8 (Salary-Exempt) 9 (Commission-Exempt) S (Salary) **Note:** Codes must be used in the import field.	The company must be set up for Basis Of Pay display option. Field can be added to the paydata batch if the Company option to use the employee's assigned Basis of Pay is ON. Field cannot be added to the paydata batch if the Company option to use the employee's standard rate as the Basis of Pay is ON.
Temp Cost Number Temporary cost number	50	A-Z, 0-9, Space $, - . /	The company must be set up for Labor Distribution by Cost Number. The first position cannot be blank. A value in this field overrides any value in the Allocation Position field in this record. Table Validation Optionally validates to company’s Cost Number validation table.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Temp Dept Temporary department number	3 or 6	A-Z, 0-9 $ / - . ,	Department length depends on the company setup. If set up for 3 characters, the length must be 3; if set up for 6 characters, the length must be 6. A value in this field overrides any value in the Allocation Position field in this record. Table Validation Optionally validates to company's Department validation table.
Temp Lived Local Lived-in local code	4	Without Expanded Fields Positions 1, 2, 3: 001-255, 301-799 (except 325, 400, 425, 500, 525, 600, 625, 700, and 725). Position 4: A-Z, 0-9 With Expanded Fields User defined 3 or 4 positions with no restrictions.	The company must be set up for both Local Reciprocity and Multi-Jurisdiction. Table Validation The code must be in the company's Local Tax Jurisdiction validation table.
Temp Lived State Lived-in state code	2	Valid ADP State Tax Jurisdiction code (See Appendix A for the ADP State Tax Jurisdiction codes)	The company must be set up for both State Reciprocity and Multi-Jurisdiction. Table Validation The code must be in the company's State Tax Jurisdiction validation table.
Temp Rate Temporary rate amount		Min: -405.0000 Max: 999.9999 Precision is 4	A temporary rate amount is not allowed if a Temporary Rate code exists in the import file.
Temp Recip State State reciprocity allocation code	1	1-4	The company must be set up for both State Reciprocity and Multi-Jurisdiction. The employee must have a Lived-in State code set up in the database.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Temp School Code School district tax code	4	0001-9999	The company must be set up for both Local Reciprocity and Multi-Jurisdiction. If a temporary Worked-in State code or temporary Lived-in State code does not exist in the import file, a Worked-in or Lived-in State Tax code must exist in the database with a value of OH (Ohio). If there is a temporary Worked-in or Lived-in State Tax code in the import file, the value must be OH (Ohio). <u>Table Validation</u> The code must be in the company's School District Tax Jurisdiction validation table.
Temp State Code Worked-in State code	2	Valid ADP State Tax Jurisdiction code (See Appendix A for the ADP State Tax Jurisdiction codes)	The company must be set up for Multi-Jurisdiction. <u>Table Validation</u> The code must be in the company's State Tax Jurisdiction validation table.
Temp Worked Local Worked-in local code	4	<u>Without Expanded Fields</u> Positions 1, 2, 3: 001-255, 301-799 (except 325, 400, 425, 500, 525, 600, 625, 700, and 725). Position 4: A-Z, 0-9 <u>With Expanded Fields</u> User defined 3 or 4 positions with no restrictions.	The company must be set up for Multi-Jurisdiction. <u>Table Validation</u> The code must be in the company's Local Tax Jurisdiction validation table.

(Daily) HR/Payroll Export File Specification

File specification for our daily file export from HR/Payroll System, which is imported into our existing T&A System

Column Fields

File Number (Employment Profile)	PERSONNUM	10	Left	String		Yes
Legal First Name (Personal Profile)	FIRSTNAME	30	Left	String		Yes
Legal Middle Name (Personal Profile)	MIDNAME	30	Left	String		Yes
Legal Last Name (Personal Profile)	LASTNAME	30	Left	String		Yes
Birth Date (Personal Profile)	BIRTHDATE	10	Left	Date of Birth	03/14/2001	Yes
Hire Date (Employment Profile)	HIREDATE	10	Left	Date	03/14/2001	Yes
Rehire Date (Employment Profile)	REHIREDATE	10	Left	Date	03/14/2001	Yes
	HOURLYRATE	12	Left	Numeric	(1234.00)	Yes
Termination Date (Employment Profile)	LASTDAYOFEMPLOYMENT	10	Left	Date	03/14/2001	Yes
	MANAGERPERSONNUM	12	Left	String		Yes
	Status	12	Left	String		Yes
Seniority Date (Employment Profile)	SENIORITYDATE	10	Left	Date	03/14/2001	Yes
Job Title Code (Employment Profile)	JOBNUM	10	Left	String		Yes
Personal Contact: Home Phone (Personal Profile)	PHONENUMBER1	25	Left	Phone Number		Yes
Personal Contact: Personal Mobile (Personal Profile)	PHONENUMBER2	25	Left	Phone Number		Yes
Personal Contact: Personal Pager (Personal Profile)	PERSONALPAGER	25	Left	Phone Number		Yes
	FLSASTATUS	12	Left	String		Yes
Badge Number (Employment Profile)	BADGENUMBER	20	Left	String		Yes
Pay Rule (Employment Profile)	PAYRULE	20	Left	String		Yes
	STARTDATE	12	Left	String		Yes

Device Group (Employment Profile)	DEVICEGROUP	20	Left	String		Yes
Username (Employment Profile)	USERNAME	20	Left	String		Yes
Standard Hours (Employment Profile - Pay Rates)	STANDARDPAYPERIODHOURS	15	Left	Numeric	(1234.00)	Yes
	Activity Number	12	Left	String		Yes
	Object Number	12	Left	String		Yes
	BIOMETRICS	12	Left	String		Yes
	IMPORT TO KRONOS	12	Left	String		Yes
Schedule Type (Employment Profile)	Schedule Type	20	Left	String		Yes
	IVR Profile	12	Left	String		Yes
Regular Pay Effective Date (Employment Profile - Pay Rates)	Base Wage Effective Date	10	Left	Date	03/14/2001	Yes
Kronos License Type (Employment Profile)	Kronos License Type	20	Left	String		Yes
Authentication Type (Employment Profile)	Authentication Type	20	Left	String		Yes
Accrual Date (Employment Profile)	Accrual Date	10	Left	Date	03/14/2001	Yes
	Accrual_Profile	12	Left	String		Yes

City of Gaithersburg

HR/Payroll File Specifications for MissionSqaure

File specification for exporting both contributions and indicative data from current HR/Payroll

System and importing into MissionSqaure Portal.

File Name: TBD

Field Name	**PIC**	**Beginning Position**	**Length**	**Specification**
Inbound Payroll File			9976	
Header Record				
SYSTEM ID	PIC X(04)	1	4	DST system identifier.
ICU TAX ID	PIC 9(9)	5	9	The tax id for the investment company unit.
PLAN SPONSOR TAX ID	PIC 9(9)	14	9	The tax id for the plan sponsoring company.
MAP PREFIX	PIC X(10)	23	10	The first 10 characters of the data map established at DST for this group of records for the plan sponsor.
MAP NAME	PIC X(30)	33	30	The name of the data map established at DST for this group of records for the plan sponsor.
DISPLAY NAME	PIC X(150)	63	150	The name that will be displayed in SmartDesk designating the file for this group of records for the plan sponsor. It is recommended that each header record on the file use a different display name for identification purposes.
RECORD COUNT	PIC S9(5)	213	5	The number of records for this group for the plan sponsor, or the number of records including the header record.

Business Name	Business Definition	Required	Allowable Values	Field Type	Field Length	Format
GENERAL INFORMATION						
PAYROLL DATE	PAYCHECK DATE	Y		Date	8	CCYYMMDD
SSN	PARTICIPANT SOCIAL SECURITY NUMBER	Y		Integer	9	
EMPLOYEE ID	THE UNIQUE IDENTIFIER OF THE EMPLOYEE AS ASSIGNED BY THE AFFILIATE COMPANY.			Character	20	XXXXXXXXXXXXXXXXXXXX
PARTICIPANT DEMOGRAPHIC INFORMATION						
FIRST NAME	THE FIRST NAME OF THE PARTICIPANT.			Character	15	XXXXXXXXXXXXXXX
MIDDLE NAME	THE MIDDLE NAME OF THE PARTICIPANT.			Character	15	XXXXXXXXXXXXXXX
LAST NAME	THE LAST NAME OF THE PARTICIPANT.	Y		Character	25	XXXXXXXXXXXXXXXXXXXXXXXXX
STREET 1	THE TEXT THAT CONTAINS THE FIRST LINE OF THE PARTICIPANT'S ADDRESS.	Y		Character	35	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
STREET 2	THE TEXT THAT CONTAINS THE SECOND LINE OF THE PARTICIPANT'S ADDRESS.			Character	35	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
CITY	THE CITY IN WHICH THE PARTICIPANT IS LOCATED.	Y		Character	35	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
STATE/COUNTRY	THE STANDARD TWO-CHARACTER REPRESENTATION OF THE STATE WHERE THE PARTICIPANT RES	Y		Character	3	XXX
ZIP CODE	THE VALUE ASSIGNED BY THE USPS TO IDENTIFY THE POSTAL DELIVERY AREA FOR THE PART	Y		Character	9	XXXXXXXXX
PHONE DOMESTIC/FOREIGN	INDICATES WHETHER THE TYPE OF PHONE NUMBER FOR THE PARTICIPANT IS FOREIGN OR DOM		F = Foreign D = Domestic	Character	1	X
PHONE NUMBER	THE PHONE NUMBER OF THE PARTICIPANT.			Integer	15	###-###-#### or ###############
BIRTH DATE	THE PARTICIPANT'S BIRTH DATE.	Y		Date	8	CCYYMMDD
MARITAL STATUS	THE VALUE INDICATING THE MARITAL STATUS OF AN EMPLOYEE.		M = Married S = Single D = Divorced W = Widowed	Character	1	X
GENDER CODE	THE GENDER OF THE EMPLOYEE BEING PROCESSED.		F = Female M = Male U = Unknown Z = N/A	Character	1	X

EMPLOYMENT STATUS	THE CODE USED TO INDICATE THE EMPLOYEE'S EMPLOYMENT STATUS FOR A COMPANY.	Y	A = Active T = Terminated D = Disabled C = Deceased R = Retired L = Leave of Absence	Character	1	X
HIRE DATE	THE EMPLOYEE'S MOST CURRENT HIRE DATE.	Y		Date	8	CCYYMMDD
EMPLOYMENT END DATE	THE END DATE FOR A SPECIFIC EMPLOYMENT PERIOD END TYPE.	Y		Date	8	CCYYMMDD
EMPLOYMENT END REASON	THE REASON ASSOCIATED WITH A GIVEN EMPLOYMENT END DATE.	Y	D = Disabled T = Terminated E = Deceased R = Retired	Character	1	X
LEAVE OF ABSENCE BEGIN DATE	THE DATE WHEN THE EMPLOYEE STARTED, OR WHEN THE INVESTMENT PLAN WAS NOTIFIED OF,	Y		Date	8	CCYYMMDD
LEAVE OF ABSENCE END DATE	THE DATE WHEN THE EMPLOYEE RETURNED TO WORK AFTER BEING ON A LEAVE OF ABSENCE.	Y		Date	8	CCYYMMDD
LOCATION CODE	THE EXTERNAL LOCATION CODE FOR A SPECIFIC PHYSICAL LOCATION ID.	Y		Character	20	XXXXXXXXXXXXXXXXXXXX
AFFILIATE	EITHER THE NAME OR THE TAX IDENTIFICATION NUMBER ASSOCIATED WITH THE AFFILIATE COMPANY.	Y		Integer	9	#########
PAYROLL FREQUENCY	THE PAYROLL FREQUENCY ASSOCIATED WITH A PARTICIPANT IS REQUIRED FOR PLANS THAT OFFERS MULTIPLE FREQUENCIES.	Y	W = Weekly B = Biweekly S = Semi-monthly M = Monthly Q = Quarterly	Character	1	X
COMPENSATION TYPE AMOUNT 1	THE EMPLOYEE COMPENSATION AMOUNT.	Y		Number	15	0.00
COMPENSATION TYPE AMOUNT 2	THE EMPLOYEE COMPENSATION AMOUNT.			Number	15	0.00
COMPENSATION TYPE AMOUNT 3	THE EMPLOYEE COMPENSATION AMOUNT.			Number	15	0.00
COMPENSATION TYPE AMOUNT 4	THE EMPLOYEE COMPENSATION AMOUNT.			Number	15	0.00
COMPENSATION TYPE AMOUNT 5	THE EMPLOYEE COMPENSATION AMOUNT.			Number	15	0.00
HOURS AMOUNT 1	THE EMPLOYEE HOURS AMOUNT.	Y		Number	7	0.00
HOURS AMOUNT 2	THE EMPLOYEE HOURS AMOUNT.	Y		Number	7	0.00
JOB ID	A VALUE THAT UNIQUELY IDENTIFIES A JOB FOR AN EMPLOYEE.			Character	10	XXXXXXXXXX
DEPARTMENT CODE	A JOB CHARACTERISTIC THAT CAN BE USED TO DEFINE AN EMPLOYEE'S JOB.			Character	10	XXXXXXXXXX
DEPARTMENT NUMBER	A JOB CHARACTERISTIC THAT CAN BE USED TO DEFINE AN EMPLOYEE'S JOB.			Character	10	XXXXXXXXXX
STORE CODE	A JOB CHARACTERISTIC THAT CAN BE USED TO DEFINE AN EMPLOYEE'S JOB.			Character	10	XXXXXXXXXX
DIVISION CODE	A JOB CHARACTERISTIC THAT CAN BE USED TO DEFINE AN EMPLOYEE'S JOB.			Character	10	XXXXXXXXXX
REGION CODE	A JOB CHARACTERISTIC THAT CAN BE USED TO DEFINE AN EMPLOYEE'S JOB.			Character	10	XXXXXXXXXX
PAYROLL SITE	A JOB CHARACTERISTIC THAT CAN BE USED TO DEFINE AN EMPLOYEE'S JOB.			Character	10	XXXXXXXXXX
TYPE OF WORK	A JOB CHARACTERISTIC THAT CAN BE USED TO DEFINE AN EMPLOYEE'S JOB.			Character	10	XXXXXXXXXX
EVENT DATE	A JOB CHARACTERISTIC THAT CAN BE USED TO DEFINE AN EMPLOYEE'S JOB.			Character	8	CCYYMMDD

NON-RESIDENT ALIEN	NON RESIDENT ALIEN EMPLOYEE CODE		Y = Yes N = No NA = N/A	Character	2	XX
CONTRACTOR	EMPLOYEE CONTRACTOR CODE		Y = Yes N = No NA = N/A	Character	2	XX
UNION CODE	EMPLOYEE UNION CODE		U = Union N = Non-Union NA = N/A	Character	2	XX
PAYROLL TYPE	INDICATES THE PAYROLL TYPE, HOURLY OR SALARIED, OF THE EMPLOYEE.		H = Hourly S = Salaried NA = N/A	Character	2	XX
WORK SCHEDULE TYPE	INDICATES THE WORK SCHEDULE TYPE, FULL-TIME OR PART-TIME, OF THE EMPLOYEE.		F = Full-time P = Part-time NA = N/A	Character	2	XX
COMPLIANCE INFORMATION						
EE IS INSIDE TRADER	A CODE THAT INDICATES WHETHER OR NOT THE PARTICIPANT HAS AN INSIDE TRADER RESTRICTION		Y = Yes N = No	Character	1	X
EE IS AN OFFICER	A CODE THAT INDICATES WHETHER OR NOT THE PARTICIPANT IS AN OFFICER		Y = Yes N = No	Character	1	X
EE IS AN HCE	A CODE THAT INDICATES WHETHER OR NOT THE PARTICIPANT IS A HIGHLY COMPENSATED EMPLOYEE		Y = Yes N = No	Character	1	X
EE IS A KEY	A CODE THAT INDICATES WHETHER OR NOT THE PARTICIPANT IS A KEY EMPLOYEE		Y = Yes N = No	Character	1	X
PARTICIPANT FINANCIAL INFORMATION						
CONTRIBUTION AMOUNT 1	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 2	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 3	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 4	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 5	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 6	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 7	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 8	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 9	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 10	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 11	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 12	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 13	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 14	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 15	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 16	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 17	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 18	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 19	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 20	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 21	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 22	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 23	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 24	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
CONTRIBUTION AMOUNT 25	A PARTICIPANT'S CONTRIBUTION AMOUNT FOR THIS PAY PERIOD.	Y		Number	15	0.00
LOAN ID - 1	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 1	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 2	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 2	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 3	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 3	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 4	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 4	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 5	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 5	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 6	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 6	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 7	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 7	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 8	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 8	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 9	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 9	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 10	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0

LOAN AMOUNT - 10	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 11	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 11	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 12	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 12	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 13	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 13	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 14	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 14	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 15	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 15	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 16	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 16	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 17	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 17	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 18	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 18	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 19	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 19	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00
LOAN ID - 20	THE LOAN ID OF AN INDIVIDUAL LOAN REPAYMENT	Y		Number	5	0
LOAN AMOUNT - 20	THE DOLLAR AMOUNT OF AN INDIVIDUAL LOAN REPAYMENT.	Y		Number	15	0.00

Journal Entry Import for EERP from Existing HR/Payroll System

File specification for our bi-weekly Journal Entry export from our existing HR/Payroll System, which is imported into our EERP system

File Specification Report

Client: cgmd-City of Gaithersburg
File Specification Name: copy of MUNIS - NLE-Revised
Record Delimiter: CR/LF
Text Qualifier: <none>

Format: Fixed Width
Field Delimiter: <none>
File Extension: txt

Field	Type	Format	Alignment/Length/Filler	Value	Output Format	Segmented?
DETAIL RECORDTotal Record Length:184						
OBJECT CODE	Other	Alphanumeric	Left-justified/8/Spaces			No
ORGANIZATION 1	Account	Alphanumeric	Left-justified/6/Spaces			Yes
PROJECT CODE	Other	Alphanumeric	Left-justified/5/Spaces			No
Organization-Full Acct	Other	Alphanumeric	Left-justified/35/Spaces			No
COMMENTS	Other	Alphanumeric	Left-justified/30/Spaces			No
JOURNAL REF 2	Other	Alphanumeric	Left-justified/10/Spaces			No
JOURNAL REF 3	Other	Alphanumeric	Left-justified/12/Spaces			No
DEBIT CREDIT	Debit/Credit Indicator	Alphanumeric	Left-justified/1/Spaces	D/C		
AMOUNT	Amount	Numeric	Right-justified/13/Zeroes	in the same column	9999999	
Debit/Credit	Debit/Credit Indicator	Alphanumeric	Left-justified/1/Spaces	D/C		
Amount(Encumb)	Other	Numeric	Right-justified/13/Zeroes		9999999	No
Allocation Code	Other	Alphanumeric	Left-justified/5/Spaces			No
Transaction Type	Fixed	Alphanumeric	Left-justified/1/Spaces	A		
Project String Type	Other	Alphanumeric	Left-justified/1/Spaces			No
Project String	Other	Alphanumeric	Left-justified/43/Spaces			No

EXHIBIT B

Please see the below list of current leave accrual types currently being used in the City.

Exhibit B - Accruals

Accrual Type	Description	Yearly Amount	Roll Over	Additional Information
Academy Leave	Leave time accumulated by a police candidate while attending the academy. Since candidates are not eligible to use standard leave types (e.g., personal, annual) during the academy period, this leave is banked and becomes available for use only after successful graduation from the police academy.	Varies	No	Unused personal and holiday leave for academy officer.
Administrative Leave	Admin leave is paid and is a temporary period where an employee is relieved of their work duties while an employer investigates a situation, handles internal matters, or manages organizational changes, ensuring employees are not at risk in the workplace.	N/A	N/A	
Annual Leave	Paid time off .	Varies based on years of service, see table A below.	Yes up to 240 hours rollover to the new fiscal year.	Annual leave balances over 240 are rolled over into sick leave.
Annual Carryover	Temporary accrual type created during COVID when employees were unable to use their leave.	Varies	Yes, must be used by	Not in use.

Please see the below list of current leave accrual types currently being used in the City.

Accrual Type	Description	Yearly Amount	Roll Over	Additional Information
			October 1st 2020.	
Authorized Closure Leave	Paid storm related leave that is granted for City Office closures.	Does not accrue	No	Strictly for the day of the closure.
Compensatory (Comp)	Overtime that employee has chosen to bank as leave hours.	Varies	No, unused hours are paid out at fiscal year end	
Holiday leave	Banked holiday hours, that an employee did not use on the holiday.	Varies	No	
LV FMLA	Master category for approved Family and Medical Leave Act (FMLA) absences. This code is used in conjunction with other specific leave types that are charged against the appropriate accruals.			
LV FMLA Family Leave Care	FMLA leave used to care for an eligible family member.			
LV FMLA Holiday	Holiday hours occurring during an FMLA absence. These hours are deducted from the employee's holiday accruals.			

Please see the below list of current leave accrual types currently being used in the City.

Accrual Type	Description	Yearly Amount	Roll Over	Additional Information
LV FMLAMIL	FMLA leave for qualifying military-related reasons, including active duty exigency or care for a covered service member.			
LV FMLA WCSL	FMLA leave running concurrently with Workers' Compensation Sick Leave.			
LV FMLA WC	FMLA leave that overlaps with Workers' Compensation (non-sick leave).			
LV Tracking	General category for tracking leave activity.			
LV FMLA Annual Leave	Annual leave (vacation) hours used during an approved FMLA absence. Deducts from vacation accruals.			
MD Safe Sick Leave	Part time employee sick leave.	Hours worked equal or greater to 24 hours per pay period is multiplied by .0333 to calculate sick hours earned.	Yes, up to 40 hours per fiscal year.	Can earn up to 40 hours per fiscal year. Their total leave balance cannot exceed 64 hours. Part-time employee must be 18 years of age by January 1 of current year to be eligible.
MD Sick and Safe Leave Earned	Part time employee sick leave that is earned based on hours worked.	Hours worked equal or greater to 24 hours per pay period is multiplied by .0333	Yes, up to 40 hours per fiscal year.	Works with the MD Safe Sick Leave Accrual Code.

Please see the below list of current leave accrual types currently being used in the City.

Accrual Type	**Description**	**Yearly Amount**	**Roll Over**	**Additional Information**
		to calculate sick hours earned.		
Military Leave	Paid or unpaid leave granted to an employee who temporarily leaves City employment for the performance of voluntary or involuntary duty in the Uniformed Services or Maryland Organized Militia.	Varies	No	
Official Leave	Extra leave hours granted by the City Manager at their discretion.	Varies	No	
Personal	At the start of every fiscal year Full time employees get 28 hours of personal leave.	28 hours per fiscal year.	No – unused leave is lost at fiscal year end.	Prorated based on employment start date, please see table B below for calculations.
Regular Holiday	Granted paid leave for holidays.	11 holidays per year, hours vary by work schedule.	No	
Rollover Holiday	Extension is granted on holiday leave that is expiring at end of fiscal year to be used by a certain date.	Varies upon City Manger approval.	No	
Service Volunteer Leave	Paid leave for volunteer service.	12 per year for full-time employees, prorated amount for part timers	No	Prorated based on employment start date, please see table C below for calculations.

Please see the below list of current leave accrual types currently being used in the City.

Accrual Type	**Description**	**Yearly Amount**	**Roll Over**	**Additional Information**
Sick	Paid leave in the event of an illness or doctors appointment for the employee.	4 hours per pay period.	Yes	Leave that never expires. Upon retirement the City pays 25% of balance to 401A, remaining leave is lost.
SLT Leave	Paid leave for Senior Leadership team.	Varies and depends on contract.	No	

Please see the below list of current leave accrual types currently being used in the City.

Table A

Annual Leave Accrual Schedule			
*Years of Service	Accrual Per Pay Period	HH:MM Equiv	Hours Earned Per Year
0-3	3.70	03:42	96
4-6	4.62	04:37	120
7-9	5.55	05:33	144
10-12	6.47	06:28	168
13 and up	7.38	07:23	192
*Years of Service From Accrual Date			

Note - Leave accrual may be adjusted for new hires based on years of experience and may not correspond to actual years of service.

Table B

Personal Leave Grant Schedule	
EE's Hired Jul 1 - Sep 30	**28 Hours**
EE's Hired Oct 1 - Dec 31	**21 Hours**
EE's Hired Jan 1 - Mar 31	**14 Hours**
EE's Hired Apr 1 - Jun 30	**7 Hours**

Please see the below list of current leave accrual types currently being used in the City.

Table C

Service Volunteer Grant Schedule		
Hire Date	**Full Time**	**YRPT**
July 1 - Sept 30	12	6
Oct 1 - Dec 31	9	4
Jan 1 - Mar 31	6	2
Apr 1 - Jun 30	3	0