

We are seeking to outsource our payroll processing functions and are currently inviting qualified vendors to submit proposals for payroll services. We are looking for a partner who can ensure accuracy, compliance, data security, and timely service delivery.

Company Overview:

Vernon County employs approx. 105 people. We have multiple agencies within the county. There are 3 retirements we need to make deductions for as well as multiple secondary companies.

Scope of Work:

The selected provider will be responsible for the following services:

- Processing payroll on a bi-weekly/monthly basis for approximately [number] employees.
- Handling tax calculations, filings, and year-end tax documents (e.g., W-2, 1099).
- Managing direct deposits and pay stubs.
- Maintaining compliance with federal, state, and local payroll regulations.
- Generating reports (payroll summaries, tax filings, benefits integration, etc.).
- Offering employee self-service access (if applicable).
- Send Direct Deposit, Checks, and ACH information to the county clerk's office so they can be signed by the appropriate parties.
- Send data to the county clerk's office after each payroll the expenses so they can be entered into the general ledger.

Proposal Requirements:

Please include the following in your proposal:

1. Company background and relevant experience.
2. Description of payroll services offered.
3. Compliance capabilities and certifications (e.g., SOC 2, ISO 27001).
4. Technology platforms used.
5. Security measures and data protection protocols.
6. Pricing structure (setup fees, per-employee fees, optional services).
7. Service level agreements (SLAs) and customer support availability.
8. References from current or past clients in similar industries or sizes.

Timeline:

- RFP Issued: 07/18/2025
- Questions Due: 08/18/2025
- Proposals Due: 08/18/2025
- Decision Notification: 08/22/2025
- Anticipated Go-Live: 09/2025

Submission:

Please send your proposal to clerk@vernoncountymo.org by August 18th, 2025.

We look forward to reviewing your submission and potentially working together.

Sincerely,
Adrienne Lee
Vernon County Clerk
Vernon County
clerk@vernoncountymo.org
417-448-2500