

**CITY OF AUSTIN
PURCHASING OFFICE
SOLITATION NO. RFP TVN0058**

**SCOPE OF WORK
FOR
CERTIFIED PAYROLL AND ANALYSIS SOFTWARE**

1.0 PURPOSE

The City of Austin (City) is seeking proposals for a web-based software to be used by the City to collect, verify and analyze prevailing wage certified payroll for compliance with the payroll monitoring requirements under Davis-Bacon and Related Acts for a federally-assisted construction contract, and to assist in compiling a comprehensive audit file as required under 29CFR (Code of Federal Regulations).

2.0 BACKGROUND

The driving need for this software is to assist the City in the monitoring and reporting of the Prevailing wage requirements of a Federal Aviation Administration grant. The software will be used to monitor compliance with the wage provisions in a \$250 million Airport construction contract with numerous subcontractors and thousands of employees for approximately 4 years.

3.0 SCOPE

The software shall:

- be web-based, hosted and archived on secure servers, routinely tested for intrusion vulnerability;
- allow contractor's and subcontractor's on the project to submit certified payrolls electronically by importing from their respective payroll systems or by direct manual entry;
- be capable of analyzing certified payroll data for compliance with federal regulations, 29CFR, to include, but not limited to:
 - payment to workers in accordance with the Prevailing Wage per classification as specified in the appropriate wage determination;
 - appropriate pay to apprentices per apprenticeship program requirements;
 - the verification of required fringe benefits as reported in respective payrolls;
 - the verification of authorized payroll deductions and report of the deductions that exceed those required by law, except as authorized by the worker;
 - the calculation of any back wages due to the worker; and,
 - notification to the City of late payroll submittals.
- be capable of accepting and applying multiple wage determinations, of which a minimum of 2 per year are included with the annual fee;
- be capable of accepting and applying multiple apprentice wage schedules;
- be capable of accommodating an unlimited number of employers and workers on the project;
- allow the contractors to correct payroll submissions and provide a record of the corrections to the City;

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4.0 DATA

All data submitted shall be the exclusive property of the City and the City and its assigned representatives will have unlimited access to the data received and archived throughout the term of the contract. The City must be able to download the data electronically in pdf format at any time throughout the term of the contract. At the end of the contract, all data shall be provided to the City of Austin in electronic pdf. (Optical Character Recognition preferred) format for archiving purposes.

5.0 TRAINING

Bidder shall provide 2 on-site trainings to City staff and unlimited web-based training to contractors' designated representatives. The on-site training will be conducted at City facilities.

6.0 APPLICABLE STANDARDS, REGULATION, AND LAWS

All products and services provided under this contract shall comply with all City of Austin, State of Texas, and Federal standards, regulations, and laws during the term of this contract. This includes federal privacy standards. Proof of compliance with applicable standards, regulations, and laws shall be supplied to the City upon request.

7.0 EMPLOYEE REQUIREMENTS

Contractor shall have an adequate number of trained personnel to provide services and technical support as needed. The Contractor shall provide a Single Point Of Contact (SPOC), who is skilled, knowledgeable, and experienced in providing the types of service listed in this solicitation. The SPOC shall be available and on-call during normal hours of operation, which are defined as Monday through Friday from 8:00 a.m. through 5:00 p.m. (CST), excluding federal holidays.