

Payroll RFP Planning Committee Meeting Friday, February 20, 2009

Attendees:

Terri Brisson
John Barker
Bernadette Faretra
MaryLouise Hudson
Pat Sullivan

Recorder of the Activity:

Cristina Guillermo

Proposals from six different companies were received: QBS, Paychex, Paycor, Ceridian, IOI, and ADP. Ms. Brisson noted that due to the limited response to the survey from parishes and schools, information for pricing could not be provided to the vendors. In order to provide the best service possible to the parishes and schools, paymaster should be able to handle individual calls from multiple locations.

A general discussion was held of the responding vendors and their attributes:

- Size of company
- Experience with religious organization
- Customer service practices
- Appropriate responses to RFP questions
- Regional dioceses experiences with responding payroll vendors
- Finance staff members previous experience with responding vendors

ACTION ITEMS:

Regarding Paychex, Ms. Faretra will be contacting the Diocese of Atlanta for their opinions of the payroll vendor.

Ms. Faretra will also call the Diocese of Rockville Center in New York to inquire and discuss their payroll practices.

For the benefit of all, Mr. Barker discussed the difference between “centralized payroll” and “common payroll vendor”. The diocese will be using a common payroll vendor; payroll for parishes and schools will not be processed through the Chancery offices.

Ms. Hudson noted the selected paymaster would require a Human Resources module to allow the Office of Human Resources to collect data from payroll information.

ACTION ITEM:

Mr. Barker will contact BB&T to ask if their proposal is forthcoming.

Selection Committee members were discussed. Sixteen volunteers were identified from the survey provided to all parishes and schools; five of the sixteen volunteers will be asked to join the Selection Committee.

More Selection Committee members were identified from various parishes and schools. To ensure a variety of representation on the Selection Committee, the Planning Committee comprised a list of possible Selection Committee members based on the various sizes of parishes and schools and their geographical locations. Ms. Sandra Leatherwood, Assistant Superintendent of Schools, will be asked to join the Selection Committee; the Planning Committee believed her prior experience as a school administrator and her current diocesan position would lend valuable input into the selection process for a common payroll vendor. Mr. Mark Houpt, Director of Computer Services, will also be asked to join the Selection Committee. All other names will be held from publication pending their acceptance of a position on the Selection Committee.

ACTION ITEMS:

Ms. Brisson will speak with Ms. Leatherwood and ask her to serve on the Selection Committee. Should Ms. Leatherwood decline to participate, her input on a substitute member will be considered.

Ms. Brisson's office will contact possible Selection Committee members to ask for their participation and set up the first meeting.