REQUEST FOR PROPOSALS (RFP)
Global Payroll Services (RFP-22-092021-GP)

Date: September 15 2021

Subject: Request for Proposals for Global Payroll Services

INTRODUCTION
Since the 1970s, the University of Maryland, Baltimore has been engaged in critical global health initiatives around the world. In September 2009, the Maryland Global Initiatives Corporation (MGIC) was formed as a non-profit affiliate of the University of Maryland, Baltimore (UMB) to help support UMB’s international programs. UMB, through MGIC, currently has offices in Botswana, Kenya, Malawi, Mozambique, Nigeria, Rwanda, Tanzania, and Zambia. MGIC’s administrative operations support the research and clinical programs of the School of Medicine, Institute of Human Virology (IHV) and Center for International Health, Education & Biosecurity (Ciheb), and other UMB entities.

BACKGROUND
MGIC is seeking proposals to provide global payroll services for the international staff in the following offices:
- Botswana Office: 1 staff from Cameroon, 1 staff from Kenya, 2 staff from Nigeria, 4 staff from Zimbabwe
- Zambia Office: 1 staff from Kenya, 1 staff from Zimbabwe, 2 staff from Nigeria
- Rwanda Office: 1 staff from Burundi

We are seeking a global payroll service provider with the expertise and experience required to provide the following services:
- Calculate the monthly payroll for the international staff in multiple currencies
- Process payroll, including the remittance of the paycheck and statutory withholdings, in various currencies
- Support tax payments and other fiscal and regulatory requirements (e.g., 13th month, holidays) as well as advances and expense reimbursement
- Support custom payroll engagement terms for individual employees depending on contract length
- Platform to manage payroll tracking and reporting

MGIC reserves the right to award to one or multiple firms.

PROPOSAL REQUIREMENTS
Interested parties shall submit a proposal, written in English, no later than September 30 2021 via form: https://app.smartsheet.com/b/form/d8987e34c62047618ab97036acf5ec79. Please note that this proposal shall be valid for a minimum of 90 days.

The proposal shall be no more than five (5) pages to include:
- A summary of services included which should cover critical components such as:
  - Ability to calculate payroll in multiple countries and multiple currencies
  - Ability to process payroll in various countries and currencies
o Ability to support tax payments and other fiscal and regulatory requirements (e.g., 13th month, holidays) as well as advances and expense reimbursement

o Ability to customize payroll engagement for individual employees depending on contract length

o Availability of platform to manage payroll tracking and reporting

- A summary of experience
- A summary of geographic coverage (in countries MGIC has offices in and globally)
  - Noting whether the firm has actual offices in each country or whether they will be working through a third-party/local partner
- List of references to demonstrate past performance (Include contacts, addresses and value of work performed)
- Cost proposal with a detailed breakdown of associated costs.

MGIC will reject any proposals that do not adhere to these requirements.

**SELECTION CRITERIA**

MGIC will evaluate and score responses based on the following criteria:

1. Services provided as a global payroll services provider – 30%
2. Experience as a global payroll services provider – 30%
3. Cost – 20%
4. Geographic Coverage (MGIC locations and Globally) – 15%
5. References - 5%

**GENERAL TERMS & CONDITIONS**

1. The resultant agreement shall be subject to MGIC Terms and Conditions and the MGIC Standard Professional Agreement Form Attached as Annex 1
2. Payment Shall be subject to MGIC Terms and Conditions
3. The RFP is not and shall not be considered an offer by MGIC.
4. All responses must be received on or before the date and time indicated on the RFP. Any late responses will be rejected.
5. Any unresponsive proposals will be rejected.
6. MGIC reserves the right to accept or reject any proposal or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any bidders submitting proposals for rejection or cancellation of the procurement.
7. Information provided by MGIC in this RFP is offered in good faith, and MGIC requests that it be treated confidentially.
8. The respondents are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the submission of a proposal. All responses and supporting documentation shall become the property of MGIC, subject to claims of confidentiality by the bidder, which have been clearly marked as confidential by the bidder.

**TIMETABLE**

RFP Issuance September 15, 2021
Questions submitted via e-mail no later than – September 22, 2021
Responses to questions shared with the potential respondents – September 24, 2021
Proposal due date – September 30, 2021 – 5:00 pm EST
POINT OF CONTACT
Richard Nzinyangwa – rnzinyangwa@mgic.umd.edu

If you are unable or do not wish to quote, it will be helpful if you advise your reason for not mentioning on this occasion. We look forward to hearing from you no later than September 30, 2021.

Richard Nzinyangwa
For and on behalf of MGIC
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