



January 17, 2025

REQUEST FOR PROPOSAL (RFP)
PAYROLL AND EMPLOYER OF RECORD SERVICES IN HONDURAS
PROPOSALS DUE: 16:00, CST, JANUARY 28, 2025

SECTION A: SCHEDULE

1. Purpose

This is a request for proposal issued by DevTech Systems, Inc (DevTech) for payroll and employer of record services in Honduras in support of the SDG IDIQ project. Below is the relevant information about DevTech's request:

- **Services:** Employer of Record, Payroll and Benefit Administration, Employee Tax Administration
- **Number of Employees:** 3
- **Funding:** Subcontract to WSP under Prime USAID-funded project Strengthening Democratic Governance (SDG) Activity (Contract # 72052224D00001)
- **Location:** Honduras
- **Anticipated Period of Performance:** 17 February 2025 – 18 February 2026 with option to extend through October 31, 2030
- **Submission email:** contracts@devtechsys.com

2. Timeline

- **RFP Release Date:** 17 January 2025
- **Deadline for Questions:** 22 January 2025; 16:00 CST
- **Proposal Submission Deadline:** 28 January 2025; 16:00 CST
- **Anticipated Contract Start Date:** 17 February 2025

3. Eligibility Requirements

The selected service provider must:

1. Have at least three (3) years of experience in EOR and payroll services in Honduras.
2. Know Honduran labor laws and tax regulations well.
3. Have a strong history of accuracy and reliability in payroll management.
4. Offer clear and flexible reporting options.
5. Have bilingual staff who can communicate in English and Spanish.
6. Be legally registered to do business in Honduras.

4. Proposal Requirements

Your proposal should include:

1. Your company's point of contact name, title, email address, and phone number
2. Proof of your business' registration in Honduras
3. Information about your company and its experience, detailing any experience with U.S. Government contractors
4. A detailed plan for how you will meet the scope of work.
5. Your processes for compliance and quality assurance.
6. A clear breakdown of costs on a monthly basis for the base period, including setup, closeout, and ongoing fees.
7. References from one or more other client with similar needs.

5. Evaluation Criteria

DevTech will evaluate proposals based on:

1. How well your services meet DevTech's needs (40%).
2. Relevant experience and qualifications (30%).
3. Pricing and transparency (20%).
4. Client references and reputation (10%).

6. Submission Guidelines

Send your proposal as a PDF to contracts@devtechsys.com by **16:00 CST on 28 January 2025** with a subject line "**Payroll and EOR Services in Honduras Proposal Submission – [Your Company Name].**"

Late submissions may not be accepted.

7. Questions

Send any questions to contracts@devtechsys.com on or before **16:00 CST on 22 January 2025**. Questions submitted after this date may not receive a response.

8. Solicitation Terms and Conditions

- **Confidentiality:** All materials and information shared during this process are confidential and must not be disclosed to third parties without prior written consent from DevTech.
- **Proposal Costs:** All costs associated with the preparation and submission of the proposal are the sole responsibility of the vendor. DevTech will not be liable for any expenses incurred.
- **Right to Reject:** DevTech reserves the right to reject any or all proposals without assigning any reason. Submission of a proposal does not guarantee award of the contract.
- **Amendments to the RFP:** DevTech reserves the right to amend the RFP at any time. Any amendments will be communicated promptly to all vendors.
- **Contract Negotiations:** The selected vendor will be required to enter into a formal contract. The terms of the contract will be negotiated upon selection and may include additional terms not outlined in the RFP.
- **Compliance with Laws:** The vendor must comply with all applicable local, state, and federal laws, including those specific to Honduras, in the delivery of services.
- **Intellectual Property:** Any deliverables created under the contract shall be considered the property of DevTech unless otherwise specified in the agreement.
- **Termination Clause:** DevTech reserves the right to terminate the agreement at any time for non-performance, breach of contract, or other valid reasons, with appropriate notice.
- **Evaluation Disclaimer:** DevTech does not guarantee that the lowest-cost proposal will be selected. Proposals will be evaluated based on a combination of criteria outlined in Section 6.
- **Non-binding:** This RFP is non-binding and does not obligate DevTech to award a contract or accept any proposal submitted

9. Contract Terms and Conditions

A copy of DevTech's contract terms and conditions is available upon request.

SECTION B: SPECIFICATIONS and SCOPE OF WORK

1. **BACKGROUND INFORMATION**

The purpose of the SDG IDIQ is to build the systemic accountability and responsiveness of the Government of Honduras (GOH) to citizens, while also strengthening civil society, in order to increase trust, safeguard human rights, and incentivize Hondurans to remain in their country and participate in their democracy. The high-level expected outcome of this Activity is an improved governance environment in Honduras characterized by greater effectiveness, transparency, and accountability; responsiveness to public needs; and enhanced citizen participation, especially among youth. Achievement of this outcome will strengthen Honduras' ability to address its persistent development challenges of lack of economic opportunities, insecurity, corruption, and irregular migration while enhancing citizen trust in democracy.

DevTech Systems, Inc. (DevTech), a Virginia, USA-based consulting firm, is dedicated to data-driven, innovative solutions for development with recognized expertise in monitoring, evaluation, research, and learning and Public Financial Management. Under the Strengthening Democratic Governance (SDG) Activity DevTech employs three (3) full-time Honduran technical specialists in the field of Monitoring and Evaluation. In order to employ the staff members, DevTech seeks a local payroll and employer of record provider to hire employees legally, process payroll, and follow all local employment and tax laws in an accurate, timely, and compliant manner in Honduras as detailed in the below Scope of Work.

2. **TERM OF CONTRACT**

The initial contract term will be February 2025 – October 2028, with potential to extend through October 2030, for a total term not to exceed five (5) years. The contract will be available for use by other DevTech teams outside of the SDG IDIQ during this term.

3. **SCOPE OF SERVICES**

DevTech requires the following services from the selected Service Provider:

1. **Employer of Record Services:**

- Act as the legal employer for DevTech's employees in Honduras.
- Handle employment tasks like contracts, onboarding, and terminations.
- Follow labor laws about health and safety, work hours, and employee rights.

2. **Payroll Management:**

- Calculate employee salaries, bonuses, and benefits correctly according to Honduran laws.
- Pay employees on time.
- Manage required payments like taxes and social security contributions.

3. **Tax Compliance:**

- File all required payroll taxes accurately and on time.
- Keep DevTech updated on tax law changes and help DevTech stay compliant.

4. **Reporting:**

- Provide detailed payroll reports showing salaries, deductions, and employer costs.
- Maintain clear and accurate records of payroll and employee information.
- Provide proof of payment for all contributions paid to the Government of Honduras on behalf of employees each month.

5. **Advisory Services:**

- Advise DevTech on Honduran labor laws, requirements, and best practices.
- Help DevTech create strategies to stay compliant with legal changes.

6. **Employee Support:**

- Act as the main contact for employees with questions about payroll, benefits, or contracts.

- Solve employee issues quickly and effectively.

4. **Deliverables**

The Service Provider must provide the following deliverables to DevTech:

1. Legally binding employment contracts for all employees.
2. Monthly payroll reports with details on payments, deductions, and contributions.
3. Proof of tax filings and compliance with Honduran laws.
4. Updates on changes to labor or tax laws that affect DevTech.
5. A dedicated account manager for ongoing communication and support.

5. **Anticipated Term of Contract**

Base Period of Performance: 17 February 2025 – 18 February 2026

Option Period 1: 17 February 2026 – 31 October 2028

Option Period 2: 1 November 2028 – 31 October 2030