

(S-102) CONTRACTOR SUPPLY and USE OF ELECTRONIC SOFTWARE FOR PROCESSING DAVIS-BACON ACT CERTIFIED PAYROLLS (April 2011)

The Contractor is encouraged to use a commercially-available electronic system to process and submit certified payrolls electronically to the Government. The requirements for preparing, processing and providing certified payrolls for labor reporting/recordkeeping are established by the Davis-Bacon Act (DBA) as stated in FAR 52.222-8, PAYROLLS AND BASIC RECORDS and FAR 52.222-13, COMPLIANCE WITH DAVIS-BACON AND RELATED ACT (DBRA) REGULATIONS

If the Contractor elects to use an electronic Davis-Bacon payroll processing system then the Contractor shall be responsible for obtaining and providing for all access, licenses, and other services required to provide for receipt, processing, certifying, electronically transmitting to the Government, and storing weekly payrolls and other data required for the contractor to comply with Davis-Bacon and Related Acts (DBRA) regulations. When the contractor uses an electronic Davis-Bacon payroll system, the electronic payroll service shall be used by the contractor to prepare, process, and maintain the relevant payrolls and basic labor records during all work under this construction contract and the electronic payroll service shall be capable of preserving these payrolls and related basic labor records for the required three (3) years after contract completion. If the contractor chooses to use an electronic Davis-Bacon Act (DBA) payroll system then the contractor shall obtain and provide complete electronic system access to the Government as required for Davis-Bacon Act (DBA) compliance over the duration of this construction contract. The access shall include electronic review/report access by the Government contract administration office to the electronic payroll processing system used by the contractor. The contractor's provision and use of an electronic payroll processing system shall meet the following basic functional criteria: Commercially available; compliant with appropriate Davis-Bacon Act (DBA) certified payroll provisions of the FARs; allows for automated filing of Standard Form (SF) 1413 and Standard Form (SF) 1444; provides electronic import of contractual Davis-Bacon Act Wage Determination(s) as awarded; capable of redaction for Freedom of Information Act (FOIA) request purposes; capable of special reporting requirements to include Apprentice/Journeyman ratios and periods of progression percentages, fringe benefits tracking, standard and non-standard deduction tracking and electronic copies of manually signed documents; the system must provide complete worker tracking of hours regardless of whether one or multiple contracts are worked within the weekly period to ensure overtime status is reached and accounted for within the system; capable of online training to Users; must accommodate the required numbers of employees and subcontractors planned to be employed under the contract; capable of producing an Excel spreadsheet-compatible electronic output of weekly payroll records (format at <http://www.rmssupport.com/guides.aspx>) for export in an Excel spreadsheet to be imported into the contractor's Quality Control System (QCS) version of Resident Management System (RMS), that in turn shall export payroll data to the Government's Resident Management System (RMS); provides state-of-the-art, demonstrated security of data and data entry rights; ability to produce contractor-certified electronic versions of weekly payroll data; ability to identify erroneous entries and track the data/time of all versions of the certified Davis Bacon payrolls submitted to the government over the life of the contract; provides access by a wide variety of hardware and hardware platforms (computer, PDA, etc.); must be capable of generating a durable record copy, that is, a CD or DVD and PDF file record of data from the system database at the end of the contract closeout. This durable record copy of data from the electronic Davis-Bacon payroll processing system shall be provided to the Government during the contract closeout.

All contractor-incurred costs related to the contractor's provision and use of an electronic payroll processing service shall be included in the contractor's price for the overall work under the contract. The costs for Davis-Bacon and Related Acts compliance using electronic payroll processing services shall not be a separately bid/proposed or reimbursed item under this contract.