



**BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS**

Requested Board Meeting Date: 10/18/2016

or Procurement Director Award

Contractor/Vendor Name (DBA): ADP, Inc.

Project Title/Description:

HR/Payroll, Benefits, eTime Management and Virtual Edge

Purpose:

Amendment of Award: Master Agreement No. MA-PO-13-202, Amendment No. 2. Increase Unit Prices by one (1) percent for payroll/hosting services, time/labor management, and eTime. Administering Department: Information Technology.

Procurement Method:

Pursuant to Pima County Procurement Code 11.24.010, Cooperative Procurement Authorized, the Procurement Director authorized Procurement No. 68249 to utilize the Maricopa County Contract No. ADSPO13-051018 which was awarded through competitive procedures reasonably similar to those set forth by Pima County Procurement Code. On 07/02/2013, The Board approved an award of contract in the amount of \$11,974,501.00 for a five (5)-year term with the stipulation that future pricing increases required Board approval.

Amendment No. 1: Authorized changes to Benefits Call Center Services (discontinued), Dependent Verification Services (discontinued), ADP Self Service (modify rate from "Per Employee" to "Per Month"), and Health & Welfare Services/Core Offering (decreased unit price) and decreased contract amount by \$107,847.00 to a cumulative contract amount of \$11,866,654.00.

This Amendment No. 2 increases Unit Prices by one (1) percent for payroll/hosting services, time/labor management, and eTime.

Attached Document: Amendment No. 2.

Program Goals/Predicted Outcomes:

Maintain current level of benefits for County employees.

Public Benefit:

Minimize costs associated with employee turnover.

Metrics Available to Measure Performance:

System availability with minimal downtime. Contract specifications.

Retroactive:

Yes. The vendor sent the County a written notice of rate increase dated July 1, 2016, but the notice was not forwarded to the Procurement Department until September 21, 2016.

Procure Dept 10/11/16 8:26

Original Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

Expense Amount: \$ _____ Revenue Amount: \$ _____

Funding Source(s): _____

Cost to Pima County General Fund: _____

Contract is fully or partially funded with Federal Funds? Yes No Not Applicable to Grant Awards

Were insurance or indemnity clauses modified? Yes No Not Applicable to Grant Awards

Vendor is using a Social Security Number? Yes No Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 13-202

Amendment No.: Two (2) AMS Version No.: 9

Effective Date: 08/01/2016 New Termination Date: _____

Expense Revenue Increase Decrease Amount This Amendment: \$0.00

Funding Source(s): General Fund

Cost to Pima County General Fund: \$0.00

Contact: Julie K McWilliams, Commodity Contracts Officer *Julie K McWilliams 9/26/16* *9/27/16*

Department: Procurement *May 2017* *9/27/16* Telephone: 520-724-3718

Department Director Signature/Date: *[Signature]* 9/28/16

Deputy County Administrator Signature/Date: *[Signature]* 10-6-16

County Administrator Signature/Date: *[Signature]* 10/7/16
(Required for Board Agenda/Addendum Items)

PIMA COUNTY DEPARTMENT OF INFORMATION TECHNOLOGY

PROJECT: HR/Payroll, Benefits, eTime Management and VirtualEdge

CONTRACTOR: ADP, Inc.

CONTRACT NO.: MA-PO-13-202

CONTRACT AMENDMENT NO.: Two (#02)

CONTRACT

NO. MA-PO-13-202

AMENDMENT NO. 2

This number must appear on all invoices, correspondence and documents pertaining to this contract.

ORIG. CONTRACT TERM: 07/02/2013-07/01/2018

TERMINATION DATE PRIOR AMENDMENT: 07/01/2018

TERMINATION THIS AMENDMENT: 07/01/2018

ORIG. CONTRACT AMOUNT: \$11,974,501.00

PRIOR AMENDMENTS: \$ (107,847.00)

AMOUNT THIS AMENDMENT: \$ 0.00

REVISED CONTRACT AMOUNT: \$11,866,654.00

CONTRACT AMENDMENT

WHEREAS, COUNTY and CONTRACTOR entered into a Cooperative Procurement Agreement for services as referenced above; and

WHEREAS, COUNTY and CONTRACTOR agreed that any increases in Unit Prices require the approval of the Board of Supervisors, and

WHEREAS, COUNTY and CONTRACTOR, have agreed to a one percent (1.0%) increase in Unit Prices with the Not to Exceed contract amount remaining unchanged.

NOW, THEREFORE, the parties agree as follows:

CHANGE: MASTER SERVICE AGREEMENT:

Remove ANNEX Z SECTION 5.2 in its entirety and replace with **ANNEX Z SECTION 5.2 (Amendment 02)**.

The effective date of this Amendment shall be August 1, 2016.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

All other provisions of the Contract, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties have affixed their signatures to this Amendment on the dates written below.

APPROVED:

Sharon Bronson, Chair, Board of Supervisors

Date

ATTEST

Robin Brigode, Clerk of Board

Date

APPROVED AS TO FORM:



Tobin Rosen, Deputy County Attorney

9/26/16

Date

CONTRACTOR:



Signature

Kareem A. Rogers
Senior Vice President, Operations
Name and Title (Please Print)



ANNEX Z SECTION 5.2 (Amendment 02)

HR/Payroll Services

CORE APPLICATION

Payroll Production Fee	1.39	Per transaction
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HOSTING

ADP Self Service	1.250	Per employee per month
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EPS Monthly Hosting Fee	16,321.600	Per month
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BANKING

Paperless Payroll Services Bundle	Included	
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REPORTING AND COMMUNICATION

ADP General Ledger (ADP GL)	Included	
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Y/E Info, Tax Reporting, W-2s	3.000	Per form
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GARNISHMENT SERVICES

Garnishment Services – Processing	Included	
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Garnishment Services – Payments	1.62	Per garnishment payment
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TAX FILING

Tax Service	Included	
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Tax Service - Jurisdictions	20.20	Per jurisdiction filing
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Workforce Solutions / Time & Labor Management (TLM) **

CORE APPLICATION

ADP Enterprise eTIME Core	1.41	Per employee per month
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ADP Enterprise eTIME Web	1.41	Per employee per month
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Additional Manager Licenses	5.05	Per additional manager license per month
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ADP Enterprise eTIME Accruals	0.404	Per employee per month
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ADP Enterprise eTIME Leave Management Module	0.606	Per employee per month
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HOSTING

Hosting Services	7,878.000	Per month
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Subscription TLM Clocks (Hardware)

InTouch Terminal, Mag Strip Reader	119.18	Per clock per month
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Health & Welfare Services

CORE APPLICATION

Core Offering	4.41	Per benefit eligible employee per month
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BENEFITS PROCESS MANAGEMENT SERVICES

Premium Payment Disbursement Carrier on Behalf of Client	Included	
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ANNEX Z SECTION 5.2 (Amendment 02)

DECISION SUPPORT (ASPARITY)

Medical Cost Calculator	Included	
Plan Compare Tool	Included	
Spending Account Tax Savings Calculator	Included	
Preference Module	Included	
Client Annual Report	Included	

NATIONAL ACCOUNTS SERVICE CENTER (NASC)

NASC (Call Center)	Included	
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INTERFACES, CUSTOM FILE FEEDS

Custom File / Feed to Third-party Spending Account Administrator	Included	
Custom File / Feed to Third-party COBRA Administrator	Included	

ELIGIBILITY & EVENTS

Each Additional Rate Structure (including additional rate structures for Smoker Rates)	Included	
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DATA MAINTENANCE FEED ADD-ONS

Each Voluntary Benefit Data File	Included	
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Dependent Verification Services

Ongoing Dependent Verifications	0.00	Per benefit eligible employee per month
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Virtual Edge Services

VE Professional	5,600.000	Per month
VE Salute	3,360.000	

I-9 Compliance Services

Electronic I-9 Processing	2.000	Per form
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ADP Self Service

Self Service	9,732.61	Per month
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