



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

Award Contract Grant

Requested Board Meeting Date: 08/07/2018

* = Mandatory, information must be provided

or Procurement Director Award

***Contractor/Vendor Name/Grantor (DBA):**

Automatic Data Processing, Inc. dba ADP LLC

***Project Title/Description:**

HR/Payroll, Benefits, eTime Management

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-13-202, Amendment No. 06. This Amendment replaces Annex Z, Section 5.4 in its entirety with Annex Z, Section 5.4.1 (Amendment 6), which increases the Ongoing Service Fees by 2.5%. Administering Department: Information Technology.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.24.010, Cooperative Procurement Authorized, on 07/02/13, the Board of Supervisors approved a Contract for five (5) years and a Contract amount of \$11,974,501.00 with the stipulation that future pricing increases required Board approval.

On 08/17/15, Amendment No. 01, was approved by the Board of Supervisors to: discontinue Benefits Call Center Services and Dependent Verification Services; modify ADP Self Service rate from "Per Employee" to "Per Month", and Health and Welfare Services/Core Offering (decreased unit prices); and decreased the cumulative not-to-exceed contract amount to \$11,866,654.00.

On 10/18/16, Amendment No. 02, was approved by the Board of Supervisors: Increased Unit Prices by 1% for payroll/hosting services, time/labor management and eTime.

On 03/07/17, Amendment No. 03, was approved by the Board of Supervisors: Increased a unit price in the Benefits Administration Services category, specifically the line item for Health and Welfare Services/Core Offering, by 2.1% from \$4.41 to \$4.50 as allowed by the contract.

On 04/18/17, Amendment No. 04, was approved by the Board of Supervisors: Modified the termination date to 11/1/19 and the fee written notices from 30 to 60 days, and replaced Annex Z, Section 5.4 in its entirety to document the fee changes that were approved in the previous amendment.

On 08/21/17, Amendment No. 05, was approved by the Board of Supervisors: Changed contractor's legal name from ADP, Inc. to Automatic Data Processing, Inc. dba ADP, LLC. and replaced Annex Z, Section 5.4 to reflect an increase of 2.2%.

PRCUID: 68249

Attachment: Contract Amendment No. 6.

***Program Goals/Predicted Outcomes:**

Maintain current level of benefit coverage for County employees.

***Public Benefit:**

Maintain the electronic HR and Payroll systems.

***Metrics Available to Measure Performance:**

System availability with minimal downtime.

***Retroactive:**

Yes, delay in receiving revised Annex Z from the vendor.

Contract / Award 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) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

***Is the Contract to a vendor or subrecipient?**

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval

Vendor is using a Social Security Number? Yes No

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

Amendment / Revised Award Information

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

Amendment No.: 06 AMS Version No.: 21

Effective Date: 08/01/18 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ 0.00

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:** General Fund

Funding from General Fund? Yes No If Yes \$ 0.00 % _____

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

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

Effective Date: _____ Termination Date: _____ Amendment Number: _____

Match Amount: \$ _____ Revenue Amount: \$ _____

***All Funding Source(s) required:**

*Match funding from General Fund? Yes No If Yes \$ _____ % _____

*Match funding from other sources? Yes No If Yes \$ _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Sal Servin, Procurement Officer *[Signature]* 7/24/18

Department: Procurement *[Signature]* 7/24/18 Telephone: 520-724-9510

Department Director Signature/Date: *[Signature]* 7/24/18

Deputy County Administrator Signature/Date: *[Signature]* 7/25/18

County Administrator Signature/Date: *[Signature]* 7/25/18
(Required for Board Agenda/Addendum Items)



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

**THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION**

Master Agreement No: 1300000000000000202

MA Version: 21

Page: 1 of 3

Description: HR/Payroll, Benefits, eTime Management

I S S U E R	<p>Pima County Procurement Department 130 W. Congress St. 3rd Fl Tucson AZ 85701</p> <p>Issued By: SAL SERVIN Phone: 5207249510 Email: sal.servin@pima.gov</p>
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T E R M S	<p>Initiation Date: 08-01-2018 Expiration Date: 11-01-2019</p> <table border="1" style="margin: 10px auto; width: 80%;"> <tr> <td>NTE Amount:</td> <td style="text-align: right;">\$4,105,046.41</td> </tr> <tr> <td>Used Amount:</td> <td style="text-align: right;">\$1,551,402.15</td> </tr> </table>	NTE Amount:	\$4,105,046.41	Used Amount:	\$1,551,402.15
NTE Amount:	\$4,105,046.41				
Used Amount:	\$1,551,402.15				

V E N D O R	<p>Automatic Data Processing Inc DBA: ADP LLC 67 Etna Rd, Ste 400 Lebanon NH 03766</p>	<p>Contact: Moses Hardie Phone: 678-230-7650 Email: mores.hardie@adp.com Terms: 0.00 % Days: 30</p>
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<p>Shipping Method: Vendor Method</p> <p>Delivery Type:</p> <p>FOB: FOB Dest, Freight Prepaid</p> <p>Modification Reason This Amendment replaces Annex Z, Section 5.4 in its entirety, with Annex Z, Section 5.4.1 to reflect a 2.5% increase. Attachment: Contract Amendment No. 06</p>
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This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

Master Agreement No: 13000000000000000202

MA Version: 21

Page: 2 of 3

Line	Description					
1	DO NOT USE Discount 0.0000 %	UOM EA	Unit Price \$0.00	Stock Code	VPN	MPN
2	HR/Payroll Implementation Services Service Contract Amt (Not-To-Exceed) 0.00			Service From	Service To	
3	Time and Labor Management Implementation Services Service Contract Amt (Not-To-Exceed) 0.00			Service From	Service To	
4	Benefit and Administration Implementation Services Service Contract Amt (Not-To-Exceed) 0.00			Service From	Service To	
5	Talent Acquisition Implementation Services Service Contract Amt (Not-To-Exceed) 0.00			Service From	Service To	
6	Payroll Production Fee Discount 0.0000 %	UOM EA	Unit Price \$1.45	Stock Code 29522	VPN	MPN
7	EPS Monthly Hosting Fee Discount 0.0000 %	UOM EA	Unit Price \$17,097.70	Stock Code 29522	VPN	MPN
8	Y/E Info, Tax Reporting, W-2s Discount 0.0000 %	UOM EA	Unit Price \$3.18	Stock Code 29522	VPN	MPN
9	Garnishment Services - Payments Discount 0.0000 %	UOM EA	Unit Price \$1.70	Stock Code 29522	VPN	MPN
10	Tax Service - Jurisdictions Discount 0.0000 %	UOM EA	Unit Price \$21.16	Stock Code 29522	VPN	MPN
11	ADP Enterprise eTime Core Discount 0.0000 %	UOM EA	Unit Price \$1.48	Stock Code 29522	VPN	MPN
12	ADP Enterprise eTime Web Discount 0.0000 %	UOM EA	Unit Price \$1.48	Stock Code 29522	VPN	MPN
13	Additional Manager Licenses Discount 0.0000 %	UOM EA	Unit Price \$5.29	Stock Code 29522	VPN	MPN
14	ADP Enterprise eTime Accruals Discount 0.0000 %	UOM EA	Unit Price \$0.423	Stock Code 29522	VPN	MPN
15	ADP Enterprise eTime Leave Management Module Discount 0.0000 %	UOM EA	Unit Price \$0.634	Stock Code 29522	VPN	MPN
16	Monthly Hosting Services TLM Discount 0.0000 %	UOM MO	Unit Price \$8,252.60	Stock Code 29522	VPN	MPN
17	InTouch Terminal Fee, TLM Clocks Discount 0.0000 %	UOM MO	Unit Price \$124.85	Stock Code 29522	VPN	MPN
18	ADP Benefits Enrollment Services (Core Offering) Discount 0.0000 %	UOM EA	Unit Price \$4.61	Stock Code 29522	VPN	MPN
19	ADP Electronic I-9 Processing Discount 0.0000 %	UOM EA	Unit Price \$2.00	Stock Code 29522	VPN	MPN



MASTER AGREEMENT DETAILS

Master Agreement No: 1300000000000000202

MA Version: 21

Page: 3 of 3

Line	Description					
20	Miscellaneous Items					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00	29522		
21	ADP Self Service, per Amendment 01					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$10,195.40			
22	W2 iPay					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.22			
23	InTouch Quick Punch Peripheral					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$15.87			
24	FREE FORM LINE					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			

<p>Pima County Department of Human Resources</p> <p>Project: HR/Payroll, Benefits, eTime Management</p> <p>Contractor: Automatic Data Processing, Inc. dba ADP, LLC 67 Etna Rd, Ste. 400 Lebanon, NH 03766</p> <p>Contract No.: MA-PO-13-202</p> <p>Contract Amendment No.: Six (06)</p>	<table border="1"> <tr> <td colspan="2" style="text-align: center;">CONTRACT</td> </tr> <tr> <td>NO.</td> <td><u>MA-PO-13-202</u></td> </tr> <tr> <td>AMENDMENT NO.</td> <td><u>06</u></td> </tr> <tr> <td colspan="2"> <small>This number must appear on all invoices, correspondence and documents pertaining to this contract.</small> </td> </tr> </table>	CONTRACT		NO.	<u>MA-PO-13-202</u>	AMENDMENT NO.	<u>06</u>	<small>This number must appear on all invoices, correspondence and documents pertaining to this contract.</small>	
CONTRACT									
NO.	<u>MA-PO-13-202</u>								
AMENDMENT NO.	<u>06</u>								
<small>This number must appear on all invoices, correspondence and documents pertaining to this contract.</small>									

Orig. Contract Term: 07/02/2013 - 07/01/2018	Orig. Amount:	\$11,974,501.00
Termination Date Prior Amendment: 11/01/19	Prior Amendments Amount:	\$ (107,847.00)
Termination Date This Amendment: 11/01/19	This Amendment Amount:	\$ 0.00
	Revised Total Amount:	\$11,866,654.00

CONTRACT AMENDMENT

The parties agree to amend the above-referenced contract as follows:

- Annex Z, Section 5.4:** Replaced Annex Z, Section 5.4 in its entirety and added Annex Z, Section 5.4.1 (3 pages).

The effective date of this Amendment is August 1, 2018.

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

PIMA COUNTY

Automatic Data Processing, Inc. dba ADP LLC

Chairman, Board of Supervisors



Authorized Officer Signature
Kareem A. Rogers

Date

Senior Vice President, Operations

Printed Name and Title

07-23-2018

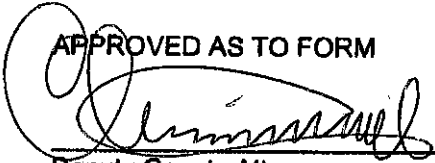
Date

ATTEST

Clerk of the Board


Date



APPROVED AS TO FORM


Deputy County Attorney
CHRISTOPHER STRAUB
7/24/2018

Date

APPROVED AS TO CONTENT


Department Head
7/24/18

Date

Annex Z Section 5.4.1 (Amendment 6)

5.4.1 Ongoing Services Fee

The fees for Ongoing Services (the "Ongoing Services Fees") are set forth in the table below. The Ongoing Services Fees are based on the scope of work outlined in the Service Definition/Statement of Work.

Ongoing Services Fees	Rate	Frequency	Based on
HR/Payroll Services			
CORE APPLICATION			
Payroll Production Fee	\$1.45	per transaction	
HOSTING			
ADP Self Service	\$10,195.40	per month	
EPS Monthly Hosting Fee	\$17,097.70	per month	
BANKING			
Paperless Payroll Services Bundle	\$0.00	included	
REPORTING AND COMMUNICATION			
ADP General Ledger (ADP GL)	\$0.00	included	
Y/E Info, Tax Reporting, W-2s	\$3.18	per form	
W2 iPay	\$0.22	per W2	
WAGE GARNISHMENTS			
Wage Garnishments Services - Processing	\$0.00	included	
Wage Garnishments Services-Payments	\$1.70	per garnishment payment	
EMPLOYMENT TAX SERVICES			
Tax Service - Employees	\$0.00	included	
Tax Service - Jurisdictions	\$21.16	per jurisdiction filing	
Time & Attendance Services¹⁷			
CORE APPLICATION			
ADP Enterprise eTIME Core	\$1.48	per employee per month	
ADD-ON FEATURES			
ADP Enterprise eTIME Web Time Entry	\$1.48	per employee per month	
Additional Manager Licenses	\$5.29	per additional manager license per month	Price per additional manager license over the included 1 supervisor/manager license for every 10 employee (core) licenses
ADP Enterprise eTIME Accruals	\$0.423	per employee per month	

Annex Z Section 5.4.1 (Amendment 6)

ADP Enterprise eTIME Leave Management	\$0.634	per employee per month	Requires Enterprise Accruals
HOSTING			
Hosting Services	\$8,252.60	per month	Includes test database
Subscription Timeclocks and Other Devices			
InTouch Timeclock Proximity Reader	\$124.85	Per clock per month	
InTouch Quick Punch Peripheral	\$15.87	Per clock per month	
ADP Benefits Administration Services*			
CORE APPLICATION			<i>* The monthly fee for the Benefits Administration Services shall become payable by Client as of the date on which the Benefit Services administration system is made available to Client in a production environment (regardless of whether the Client has opened the system to its employees or whether any employees are actually processed through the system). There shall be no proration of the first month's fees.</i>
ADP Benefits Enrollment Access	\$0.00	included	
ADP Benefits Enrollment Services (Core offering)	\$4.61	per benefit eligible employee per month	
BENEFITS PROCESS MANAGEMENT SERVICES			
Premium Payment Disbursement Carrier on Behalf of Client	\$0.00	included	
DECISION SUPPORT			
Medical Cost Calculator	\$0.00	included	
Plan Compare Tool	\$0.00	included	
Spending Account Tax Savings Calculator	\$0.00	included	
Preference Module	\$0.00	included	
Client Annual Report	\$0.00	included	
INTERFACES, CUSTOM FILE FEEDS			
Custom File / Feed to Third-Party Spending Account Administrator	\$0.00	included	
Custom File / Feed to Third-Party COBRA Administrator	\$0.00	included	
ELIGIBILITY & EVENTS			
Each Additional Rate Structure (including additional rate structures for Smoker Rates)	\$0.00	included	
DATA MAINTENANCE FEED ADD-ONS			

Annex Z Section 5.4.1 (Amendment 6)

Each Voluntary Benefit Data File	\$0.00	included	
ADP Electronic I-9 Services			
ADP Electronic I-9 Services	\$2.00	per form*	*Minimum monthly fee: \$100 includes first 50 I-9 forms processed. Any I-9 forms processed over 50 are priced at \$2.00 per form

- To the extent that Client receives components of the Services or features not listed herein, Client shall pay to ADP the rates currently charged by ADP for such components of the Services or features.