MEMORANDUM

Date: November 8, 2024

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: Jan Lesher
County Administrator

Re: **Additional Information Regarding the ADP, Inc., Amendment 13**

Amendment 13 for the ADP, Inc. contract is to provide the following services to Pima County:

1. Employment Tax – Filing Federal and State tax reporting
2. Wage Payments – Dispersing the employees' wages to banking institutions or via pay card
3. Employment Verification
4. W2 Management
5. Wage Garnishment Disbursement Services
6. Health Compliance – 1095C Federal Reporting requirement for the ACA

Many of these services are not available in the Workday systems or the services that were offered were not sufficient to meet the County's needs. When the RFP was awarded to Workday, it was known that these services would need to be provided either by another third party or through Pima County staff. ADP has been providing most of these services under our current ADP contract. The decision was made to continue to use ADP to provide these services for the next two years as the County evaluates if these services can be brought in house as the Workday systems continue to be enhanced.

When Amendment 12 was presented to the Board, the Project Steering Committee and the Procurement Department were expecting that a new contract would be drafted with ADP to cover the specific services listed above and sent to the Board for approval, rather than amending the existing contract. After multiple meetings with ADP, it became clear that amending the current contract would be the most practical path forward to ensure that we had a contract in place for ADP to provide these services for our Workday HCM go-live.

JKL/anc

c: Carmine DeBonis, Jr., Deputy County Administrator
Francisco García, MD, MPH, Deputy County Administrator and Chief Medical Officer
Steve Holmes, Deputy County Administrator
Cathy Bohland, Director, Human Resources
Ellen Moulton, Director, Finance and Risk Management
Nancy Cole, ERP Project Manager