BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

○ Award ● Contract ○ Grant

Requested Board Meeting Date: 06/20/2023

* = Mandatory, information must be provided

or Procurement Director Award: ☐

*Contractor/Vendor Name/Grantor (DBA):

ADP, Inc. (formerly ADP, LLC)

*Project Title/Description:

HR/Payroll, Benefits, eTime Management

*Purpose:

Amendment of Award: Master Agreement No. MA-PO-13-202, Amendment No. 10. This Amendment adds Wage Payment Services – Electronic to the list of services provided to the County by Contractor, and appended the contract with Annex OO & Pricing Appendix-1 to govern the use of Wage Payment Services – Electronic. Administering Department: Human Resources.

*Procurement Method:

Pursuant to Pima County Procurement Code 11.24.010, Cooperative procurement authorized, on 07/02/2013, the Board of Supervisors approved an award of contract for a term of five (5) years in the award amount of $11,974,501.00.

On 08/17/2015, the Board of Supervisors approved Amendment No. 01, which discontinued Benefits Call Center Services and Dependent Verification Services; modified ADP Self Service rate from "Per Employee" to "Per Month"; decreased unit prices for Health & Welfare Services/Core Offering; and decreased the not-to-exceed contract amount by $107,847.00 for a cumulative not-to-exceed contract amount of $11,866,654.00.

On 10/18/2016, the Board of Supervisors approved Amendment No. 02, which increased unit prices by 1% for payroll/hosting services, time/labor management, end eTime.

On 03/07/2017, the Board of Supervisors approved Amendment No. 03, which increased unit prices by 2.1% for Health and Welfare Services Core Offering.

On 04/18/2017, the Board of Supervisors approved Amendment No. 04, which extended the termination date to 11/01/2019; increased fee written notice period from 30 days to 60 days; and replaced Annex Z Section 5.2 in its entirety.

On 08/21/2017, the Board of Supervisors approved Amendment No. 05, which changed the contractor's legal name from ADP, Inc. to Automatic Data Process, Inc. dba ADP, LLC.; increased unit prices by 2.2% for various services; and replaced Annex Z, Section 5.4 in its entirety.

On 08/21/2018, the Board of Supervisors approved Amendment No. 06, which increased unit prices by 2.5% for Ongoing Service Fees and replaced Annex Z, Section 5.4 in its entirety with Annex Z Section 5.4.1.

On 07/02/2019, the Board of Supervisors approved Amendment No. 07, which extended the termination date to 11/01/2021; added three (3) one-year renewal options; replaced sections of Annex Z; upgraded ADP eTime to Version 8; added ADP Health Compliance Services; allowed for one mass salary update at no charge; and increased the not-to-exceed contract amount by $4,100,000.00 for a cumulative not-to-exceed contract amount of $15,966,654.00.

On 06/22/2021, the Board of Supervisors approved Amendment No. 08, which extended the termination date to 06/21/2024; removed one (1) one-year renewal option; changed the contractor's legal name from Automatic Data Processing, Inc. dba ADP, LLC. to ADP, Inc.; replaced various Annexes as part of County's process to upgrade and implement to ADP's Enterprise Platform; and increased the not-to-exceed contract amount by $6,000,000.00 for a cumulative not-to-exceed contract amount of $21,966,654.00.

On 01/04/2022, the Board of Supervisors approved Amendment No. 09, which confirmed the expectations of County and Contractor for the transition from Contractor's legacy platform to EV6 with a go-live date of October 11, 2022, including pricing for specific products.

This amendment is required to address the closure of Bank of America's card program and transition the County to Contractor's Wisely by ADP program to replace functionality lost by the closure.

TO: COB 06/02/2023; VERS 38; PGS 22

Attachment: Contract Amendment No. 10.

*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:

No.

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED
Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

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

Commencement 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

If Yes, 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 22-10.

Amendment / Revised Award Information

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

Amendment No.: <u>10</u> AMS Version No.: <u>38</u>

Commencement Date: <u>06/20/2023</u> New Termination Date: <u>N/A</u>

Prior Contract No. (Synergen/CMS): <u>N/A</u>

◉ Expense ○ Revenue ○ Increase ○ Decrease Amount This Amendment: $ <u>N.A</u>

Is there revenue included? ○ Yes ◉ No If Yes $ <u>N/A</u>

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

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

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

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

Commencement 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: Procurement Officer, Kelsey Braun-Shirley *Digitally signed by Kelsey Braun-Shirley Date: 2023.06.02 11:28:20 -07'00'*   Acting Division Manager, Troy McMaster *Digitally signed by Troy McMaster Date: 2023.06.02 11:43:50 -07'00'*

Department: Acting Procurement Director, Ana Wilber *Digitally signed by Ana Wilber Date: 2023.06.02 11:44:17 -07'00'*   Telephone: 520.724.8728
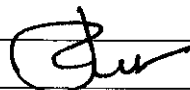
Department Director Signature: Cathy Bohland *Digitally signed by Cathy Bohland ... Date: 2023.06.02 11:58:15 -07'07*   Date: _____

Deputy County Administrator Signature: _____ Date: _____

County Administrator Signature: _____ Date: <u>6/2/2023</u>

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             CONTRACT
NO. MA-PO-13-202

AMENDMENT NO. 10

This number must appear on all
invoices, correspondence and
documents pertaining to this
contract.
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The contents of this contract are confidential. Requests for a copy shall be submitted to the Clerk of the Board by completing a Public Records Request pursuant to County Administrative Procedure 4-4. The Public Records Request form can be located at http://webcms.pima.gov/ under the 'Quick Links' section. Release of confidential contract information involves a process above and beyond the basic Public Records Request process. This process will be performed by the Procurement Department after the Clerk of the Board receives the completed Public Records Request.

If you have any questions, please call (520)724-8161.