



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 11/21/23

or Procurement Director Award:

* = Mandatory, information must be provided

***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. 11. This Amendment revises the services to include the job and salary updates included in Statement of Work 3-68383438270. 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.

On 06/20/2023, the Board of Supervisors approved Amendment No. 10, which added 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

TO: COB 11/3/2023
VERSION 39
9 PAGES

This amendment is required to perform a mass update of Pima County salary grades, job codes and positions in conjunction with the results of the County's Compensation Study.

PRCUID: 68249

Attachment: Contract Amendment No. 11.

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

Amendment No.: 11 AMS Version No.: 39

Commencement Date: 11/21/2023 New Termination Date: N/A

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

Expense Revenue Increase Decrease

Amount This Amendment: \$ N/A

Is there revenue included? Yes No If Yes \$ N/A

*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, Troy McMaster Digitally signed by Troy McMaster Date: 2023.10.31 14:58:18 -07'00'

Division Manager Ana Wilber Digitally signed by Ana Wilber Date: 2023.10.31 16:26:37 -07'

Department: Procurement Director, Terri Spencer Digitally signed by Terri Spencer Date: 2023.10.31 16:37:23 -07'00'

Telephone: 520.724.8728

Department Director Signature: Marchelle Pappas Digitally signed by Marchelle Pappas Date: 2023.11.02 17:08:40 -07'00'

Date: _____

Deputy County Administrator Signature: _____ Date: 11-3-2023

County Administrator Signature: _____ Date: 11/3/2023

Pima County Procurement Department

Project: HR/Payroll, Benefits, eTime Management

Contractor: ADP, Inc. (formerly, ADP, LLC)
One ADP Boulevard
Roseland, NJ 07068

Contract No.: MA-PO-13-202

Contract Amendment No.: 11

Orig. Contract Term:	07/02/2013 – 07/01/2018	Orig. Amount:	\$ 11,974,501.00
Termination Date Prior Amendment:	06/21/2024	Prior Amendments Amount:	\$ 9,992,153.00
Termination Date This Amendment:	06/21/2024	This Amendment Amount:	\$ 0.00
		Revised Total Amount:	\$ 21,966.654.00

CONTRACT AMENDMENT

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

1. Background and Purpose.

- 1.1. Background. On July 2, 2013, County and Contractor entered into the above referenced agreement to provide HR/Payroll, Benefits, and eTime Management Services.
- 1.2. Purpose. Contract pricing for certain services is being increased and County requires an update to the salary grades and job codes of County employees.

2. **Scope of Services**. The parties have revised the Scope of Services to include a mass update of Pima County salary grades, job codes and positions, as described in **Amendment No. 11 Exhibit A: Statement of Work 3-68383438270** (6 pages).

SIGNATURE PAGE TO FOLLOW

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

This contract template has been approved as to form by the Pima County Attorney's Office.

PIMA COUNTY

ADP, INC. (FORMERLY, ADP, LLC)

Chair, Board of Supervisors



Authorized Officer Signature

Date

Tara Albritton SVP, HCM Services

Printed Name and Title

10/27/23

Date



ATTEST

Clerk of the Board

Date

Contract Number:MA-PO-13-202 Amendment No. 11

The contents of this contract are confidential.

You can submit your request for a copy by completing a Public Records Request pursuant to County Administrative Procedure 4-4. The [Public Records System](#) is monitored by the Clerk of the Board. The Clerk's office will distribute your request to the appropriate County departments.

The 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 the Procurement Department's front desk at (520)724-8161 or email ContractsAdmin@pima.gov