



BOARD OF SUPERVISORS AGENDA ITEM REPORT CONTRACTS / AWARDS / GRANTS

Award Contract Grant

Requested Board Meeting Date: January 4, 2022

* = 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: Master Agreement No. MA-PO-13-202, Amendment No. 09. This Amendment confirms 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.

Administering Department: Human Resources.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.24.010, Cooperative procurement authorized, on July 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 August 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 contract amount by \$108,847.00 for a cumulative not-to-exceed contract amount of \$11,866,654.00.

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

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

On April 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 August 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 August 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 July 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 contract amount by \$4,100,000.00 for a cumulative not-to-exceed contract amount of \$15,966,654.00.

On June 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 contract amount by \$6,000,000.00 for a cumulative not-to-exceed contract amount of \$21,966,654.00.

PRCUID: 68249

Attachment: Contract Amendment No. 09.

***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.

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.: 09 AMS Version No.: 37

Commencement Date: 01/04/2022 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 \$ _____ % _____

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 \$ _____ % _____

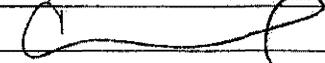
***Match funding from other sources?** Yes No If Yes \$ _____ % _____

***Funding Source:** _____

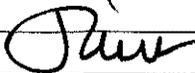
***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** _____

Contact: Troy McMaster, Procurement Officer Troy McMaster Digitally signed by Troy McMaster Date: 2021.12.20 14:22:42 -07'00'

Department: Procurement Director Terri Spencer Digitally signed by Terri Spencer Date: 2021.12.20 14:58:45 -07'00' Telephone: 520.724.8728

Department Director Signature/Date:  12/20/2021

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date:  12/21/2021
(Required for Board Agenda/Addendum Items)

Pima County Department of 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.: 09

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: County will, in accordance with this Amendment 09 and Amendment 08 dated June 22, 2021, transition from Contractor’s Enterprise Payroll Services and H&W OBA provided through Contractor’s EPS (“Legacy Platform”) to EV6 with a target go live date of October 11, 2022 (“Migration Date”).

2. Implementation/Migration Activities. The parties have agreed to the following transition plan as required in Section 6 of Amendment No. 08. Contractor will continue to provide County with access to the Legacy Platform after the Migration Date, at the rates set forth in the table below, and subject to the terms of the Agreement (as amended):

Product	Billing Frequency	Rates	Notes
Enterprise Payroll Services (EPS): Historical Access	Monthly, starting the 7 th month	\$17,097.70	The first six (6) months of access after the Migration Date are provided at no monthly cost. <i>In no event will access to the Legacy Platform extend beyond June 30, 2023.</i>
H&W OBA	N/A	Included in project.	Three (3) months of administrator access after the Migration Date.

			Provide a data dump of history from 2014-CSV files.
EPS Payroll & HR Extract		One EPS database extract is provided at no cost. Additional Data Dump is \$10,000.00	First dump provided post W2C's 2021. County must have Oracle database to set up file.
Custom Extract		\$185 per hour	Customized files, reports, data extracts, etc. may be accommodated, but will require the engagement of Contractor's Project Services resources. Requests of this nature will be handled as a project, will be scoped, price, and billed in accordance with the client's contracted Project Services rate.
Check Detail & Job History in EV6		Included in project.	Three years of history provided. 2019, 2020, 2021, & partial 2022

3. **Form W-2 Processing.** Contractor will provide County with 2021 Form W-2 processing, printing, and mailing at the current fees as set forth in the Agreement, and if no current fees are specified for Form W-2 processing, at Contractor's prevailing rates. W2s for 2022 will be processed in EV6.

SIGNATURE PAGE TO FOLLOW

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

PIMA COUNTY

ADP, INC. (FORMERLY, ADP, LLC)

Chairman, Board of Supervisors



Authorized Officer Signature

Date

Jimmy Adams SVP, HCM Services

Printed Name and Title

12/17/2021

Date



ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM



Deputy County Attorney

Stacey Roseberry

Print DCA Name



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

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

Master Agreement No: 1300000000000000202

MA Version: 37

Page: 1 of 5

Description: HR/Payroll, Benefits, eTime Management

I S S U E R	<p>Pima County Procurement Department 150 W. Congress St. 5th Fl Tucson AZ 85701</p> <p>Issued By: TROY MCMASTER Phone: 5207248728 Email: troy.mcmaster@pima.gov</p>
----------------------------	---

T E R M S	<p>Initiation Date: 01-04-2022 Expiration Date: 06-21-2024</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">NTE Amount:</td> <td style="padding: 2px;">\$15,128,000.33</td> </tr> <tr> <td style="padding: 2px;">Used Amount:</td> <td style="padding: 2px;">\$8,607,014.18</td> </tr> </table>	NTE Amount:	\$15,128,000.33	Used Amount:	\$8,607,014.18
NTE Amount:	\$15,128,000.33				
Used Amount:	\$8,607,014.18				

V E N D O R	<p>ADP INC 7474 W CHANDLER BLVD CHANDLER AZ 85226</p>	<p>Contact: Jean Pearsall Phone: 503-652-7816 Email: jean_pearsall@adp.com Terms: 0.00 % Days: 30</p>
----------------------------	--	--

<p>Shipping Method: Vendor Method</p> <p>Delivery Type:</p> <p>FOB: FOB Dest, Freight Prepaid</p> <p>Modification Reason This Amendment No. 09 confirms 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. Attachment: Contract Amendment 09</p>

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: 130000000000000202

MA Version: 37

Page: 2 of 5

Line	Description					
1	DO NOT USE					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
2	HR/Payroll Implementation Services					
	Service Contract Amt (Not-To-Exceed)			Service From	Service To	
	0.00					
3	Time and Labor Management Implementation Services					
	Service Contract Amt (Not-To-Exceed)			Service From	Service To	
	0.00					
4	Benefit and Administration Implementation Services					
	Service Contract Amt (Not-To-Exceed)			Service From	Service To	
	0.00					
5	Talent Acquisition Implementation Services					
	Service Contract Amt (Not-To-Exceed)			Service From	Service To	
	0.00					
6	Payroll Production Fee					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.42	29522		
7	- DO NOT USE - Replaced with line item #25					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00	29522		
8	EPS Monthly Hosting Fee					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$16,680.68	29522		
9	Y/E Info, Tax Reporting, W-2s					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$3.10	29522		
10	Garnishment Services - Payments					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.66	29522		
11	Tax Service - Jurisdictions					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$20.64	29522		
12	ADP Enterprise eTime Core					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.44	29522		
13	ADP Enterprise eTime Web					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.44	29522		
14	Additional Manager Licenses					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$5.16	29522		
15	ADP Enterprise eTime Accruals					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.413	29522		
16	ADP Enterprise eTime Leave Management Module					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.619	29522		
17	Monthly Hosting Services TLM					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$8,051.32	29522		
18	InTouch Terminal Fee, TLM Clocks					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$121.80	29522		
19	ADP Benefits Enrollment Services (Core Offering)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$4.50	29522		



MASTER AGREEMENT DETAILS

Master Agreement No: 130000000000000202

MA Version: 37

Page: 3 of 5

Line	Description					
20	Ongn Dep Verif Benefits- DO NOT USE Am 1 8/17/15					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00	29522		
21	VE Prof App Trkg-Removed by HR					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$0.00	29522		
22	VE Salute App Trkg -Removed by HR					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$0.00	29522		
23	ADP Electronic I-9 Processing					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$2.00	29522		
24	Miscellaneous Items					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00	29522		
25	ADP Self Service, per Amendment 01					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$9,946.73			
26	W2 iPay					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.21			
27	InTouch Quick Punch Peripheral					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$15.48			
28	Health Compliance Services/PEPM					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.74			
29	Tax Jurisdictions					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$21.16			
30	Custom Maintenance					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$2,310.00			
31	ADP Enterprise HR - Hosting					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$17,097.70			
32	ADP Onboarding					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$3,382.00			
33	iPay					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.22			
34	Self Service					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$10,195.40			
35	Document Cloud					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5,895.00			
36	Wage Garnishment					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.70			
37	Market and People Insights					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$7,247.00			
38	Payroll Processing					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.45			



MASTER AGREEMENT DETAILS

Master Agreement No: 1300000000000000202

MA Version: 37

Page: 4 of 5

Line	Description					
39	Year-End Processing: W-2					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$3.18			
40	ADP Enterprise eTIME					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.48			
41	ADP Enterprise eTIME Web Time Entry					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.48			
42	Additional Managers above 10:1 ratio					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$5.29			
43	ADP Enterprise Accruals					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.423			
44	Leave Management					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.634			
45	Hosting (includes test database)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$8,252.60			
46	InTouch Timeclock Proximity Reader					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$124.85			
47	InTouch Quick Punch Peripheral					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$15.48			
48	ADP Benefits Enrollment Services					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$4.61			
49	ADP Electronic I-9 Services					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$2.00			
50	ADP I-9 Retroactive Paper to Electronic Data Conversion					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$7.50			
51	Health Compliance Services - Comprehensive					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.74			
52	ADPCheck Early Check Cashing Fee					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$35.00			
53	Direct Mail Services - First Class Postage plus \$0.10					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			
54	Management Reports: Regular Processing					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$30.00			
55	Management Reports: Quarterly or Annual Processing					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$80.00			
56	Adjustment Payrolls - \$75.00 plus pay rate for each pay adj.					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			
57	Wisely Now by ADP Void/Stop Payment					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$10.00			



MASTER AGREEMENT DETAILS

Master Agreement No: 1300000000000000202

MA Version: 37

Page: 5 of 5

Line	Description					
58	Wire Fees, Voids, Stop Payments, Recalls and Reversals					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$12.00			
59	Additional Hosting Services (Temporary or Permanent)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$1,575.00			
60	Additional SQPs					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$210.00			
61	Tax Jurisdictions in Applied For Status					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$50.00			
62	Tax Registration Services					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$150.00			
63	Amended Return					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$105.00			
64	Social Security Number Change					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$55.00			
65	Exception Return					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$150.00			
66	Re-close Fee					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$50.00			
67	Manual I-9 Transactions					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$7.50			
68	Import of Electronic I-9 Data and Images					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$5.50			
69	I-9 and Federal Retro/Conversion Section 3 Form Processing					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.00			
70	I-9 and Federal Retro/Conversion Documentation Fee					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.00			
71	FREE FORM LINE					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			