



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

**Requested Board Meeting Date:** 03/07/17

**or Procurement Director Award** ☐

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**Contractor/Vendor Name (DBA):** ADP, Inc.

**Project Title/Description:**

HR/Payroll, Benefits, eTime Management.

**Purpose:**

Amendment of Award: Master Agreement No. MA-PO-13-202, Amendment No. 03, increases the unit price for one of the Benefits Administration Services. Administering Department: Information Technology.

**Procurement Method:**

Pursuant to Pima County Procurement Code 11.24.010, Cooperative Procurement Authorized, on 07/02/13, the Board approved an Award of Contract for five (5) years and an award 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 price); and decreased the cumulative not-to-exceed contract amount to \$11,866,654.00.

On 10/18/16, Amendment No. 02, increased Unit Prices by 1% for payroll/hosting services, time/labor management and eTime.

This Amendment, No. 03, increases 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.

PRCUID No. 68249

Attachment: Contract Amendment No. 03.

**Program Goals/Predicted Outcomes:**

Maintain current level of benefit coverage for County employees.

**Public Benefit:**

Minimize costs associated with employee turnover.

**Metrics Available to Measure Performance:**

System availability with minimal downtime.

**Retroactive:**

Yes, notification of increase came late from the vendor to department. Unable to make last February Board meeting. Increase effective date is prior to Board's meeting.

**Original 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): \_\_\_\_\_

Cost to Pima County General Fund: \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards  
Were insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards  
Vendor is using a Social Security Number? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

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

**Amendment Information**

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 13-202  
Amendment No.: 03 AMS Version No.: 10  
Effective Date: 03/01/17 New Termination Date: \_\_\_\_\_  
☒ Expense ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$0.00  
Funding Source(s): General Fund

Cost to Pima County General Fund: \$0.00

Contact: Denise D. Waldo, Commodity Contracts Officer Denise Waldo 2/23/17  
Department: Procurement M. J. ... 2/23/17 Telephone: 520-724-8458  
Department Director Signature/Date: [Signature] 2/23/17 Dep Dir HR Feb 22, 2017  
Deputy County Administrator Signature/Date: [Signature] 2-24-17  
County Administrator Signature/Date: [Signature] 2/24/17  
(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: 10

Page: 1 of 3

Description: HR/Payroll, Benefits, eTime Management

I S S U E R	Pima County Procurement Department
	130 W. Congress St. 3rd Fl
	Tucson AZ 85701
	Issued By: DENISE WALDO
	Phone: 5207248458
	Email: denise.waldo@pima.gov

T E R M S	Initiation Date: 03-01-2017
	Expiration Date: 07-01-2018
	NTE Amount: \$11,866,654.00
	Used Amount: \$6,875,666.10

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

Shipping Method:	Vendor Method
Delivery Type:	
FOB:	FOB Dest, Freight Prepaid
Modification Reason	
Amendment No. 03. This Amendment increases Unit Price from \$4.41 to \$4.50 for Health and Welfare Administration Services. All other terms and conditions remain the same.	

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: 1300000000000000202

MA Version: 10

Page: 2 of 3

Line	Description					
1	Free Form Line Item					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$0.00			
2	HR/Payroll Implementation Services					
	<b>Service Contract Amt (Not-To-Exceed)</b>			<b>Service From</b>	<b>Service To</b>	
	0.00					
3	Time and Labor Management Implementation Services					
	<b>Service Contract Amt (Not-To-Exceed)</b>			<b>Service From</b>	<b>Service To</b>	
	0.00					
4	Benefit and Administration Implementation Services					
	<b>Service Contract Amt (Not-To-Exceed)</b>			<b>Service From</b>	<b>Service To</b>	
	0.00					
5	Talent Acquisition Implementation Services					
	<b>Service Contract Amt (Not-To-Exceed)</b>			<b>Service From</b>	<b>Service To</b>	
	0.00					
6	Payroll Production Fee					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$1.39	29522		
7	- DO NOT USE - Replaced with line item #25					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$0.00	29522		
8	EPS Monthly Hosting Fee					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$16,321.60	29522		
9	Y/E Info, Tax Reporting, W-2s					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$3.00	29522		
10	Garnishment Services - Payments					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$1.62	29522		
11	Tax Service - Jurisdictions					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$20.20	29522		
12	ADP Enterprise eTime Core					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$1.41	29522		
13	ADP Enterprise eTime Web					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$1.41	29522		
14	Additional Manager Licenses					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$5.05	29522		
15	ADP Enterprise eTime Accruals					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$0.404	29522		
16	ADP Enterprise eTime Leave Management Module					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$0.606	29522		
17	Monthly Hosting Services TLM					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	MO	\$7,878.00	29522		
18	InTouch Terminal Fee, TLM Clocks					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	MO	\$119.18	29522		
19	Core Offering, Benefits					
	<b>Discount</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Stock Code</b>	<b>VPN</b>	<b>MPN</b>
	0.0000 %	EA	\$4.50	29522		



# MASTER AGREEMENT DETAILS

Line	Description					
20	Ongoing Dependent Verifications, Benefits					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00	29522		
21	VE Professional, Applicant Tracking					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5,600.00	29522		
22	VE Salute, Applicant Tracking					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$3,360.00	29522		
23	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	\$9,732.61			

<b>PIMA COUNTY DEPARTMENT OF HUMAN RESOURCES</b>  <b>PROJECT:</b> HR/Payroll, Benefits, eTime Management.  <b>CONTRACTOR:</b> ADP, Inc.  <b>CONTRACT NO.:</b> MA-PO-13-202  <b>CONTRACT AMENDMENT NO.:</b> Three (03)	<table border="1"> <tr> <td align="center" colspan="2"><b>CONTRACT</b></td> </tr> <tr> <td><b>NO.</b></td> <td><u>MA-PO-13-202</u></td> </tr> <tr> <td><b>AMENDMENT NO.</b></td> <td><u>03</u></td> </tr> <tr> <td colspan="2">           This number must appear on all            invoices, correspondence and            documents pertaining to this            contract.         </td> </tr> </table>	<b>CONTRACT</b>		<b>NO.</b>	<u>MA-PO-13-202</u>	<b>AMENDMENT NO.</b>	<u>03</u>	This number must appear on all invoices, correspondence and documents pertaining to this contract.	
<b>CONTRACT</b>									
<b>NO.</b>	<u>MA-PO-13-202</u>								
<b>AMENDMENT NO.</b>	<u>03</u>								
This number must appear on all invoices, correspondence and documents pertaining to this contract.									

<b>ORIG. CONTRACT TERM:</b> 07/02/2013-07/01/2018	<b>ORIG. CONTRACT AMOUNT:</b> \$11,974,501.00
<b>TERMINATION DATE PRIOR AMENDMENT:</b> 07/01/2018	<b>PRIOR AMENDMENTS:</b> \$ (107,847.00)
<b>TERMINATION THIS AMENDMENT:</b> 07/01/2018	<b>AMOUNT THIS AMENDMENT:</b> \$0.00
	<b>REVISED CONTRACT AMOUNT:</b> \$11,866,654.00

### CONTRACT AMENDMENT

WHEREAS, COUNTY and CONTRACTOR entered into a Cooperative Procurement Agreement for services as referenced above; and

WHEREAS, COUNTY and CONTRACTOR, have agreed to increase Unit Price with Board of Supervisor approval, and

WHEREAS, COUNTY and CONTRACTOR have agreed to increase the contract amount by 2.1% in Unit Prices for Benefits Administration Services Core Offering, Health and Welfare Services with the Not-To-Exceed contract amount remaining unchanged.

NOW, THEREFORE, it is agreed as follows:

**CHANGE:** ANNEX Z: Section 5.2:

From: "Health & Welfare Service Core Offering Unit Price \$4.41."

To: "Health & Welfare Service Core Offering Unit Price \$4.50."

The effective date of this Amendment shall be March 1, 2017.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

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

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IN WITNESS THEREOF, the parties have affixed their signatures to this Amendment on the dates written below.

**APPROVED:**

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of Board

\_\_\_\_\_  
Date

**CONTRACTOR:**

  
Signature

Gerard E. Leonard

President, Benefits Services

Name and Title (Please Print)



**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Tobin Rosen, Deputy County Attorney

2/17/17  
Date

<b>ANNEX Z SECTION 5.2 (Amendment 03)</b>		
<b>Item / Description</b>	<b>Rate Per Unit</b>	<b>Frequency / Unit of Measure</b>
<b>HR/Payroll Services</b>		
<b>CORE APPLICATION</b>		
Payroll Production Fee	1.39	Per transaction
<b>HOSTING</b>		
ADP Self Service	1.250	Per employee per month
EPS Monthly Hosting Fee	16,321.600	Per month
<b>BANKING</b>		
Paperless Payroll Services Bundle	Included	
<b>REPORTING AND COMMUNICATION</b>		
ADP General Ledger (ADP GL)	Included	
Y/E Info, Tax Reporting, W-2s	3.000	Per form
<b>GARNISHMENT SERVICES</b>		
Garnishment Services – Processing	Included	
Garnishment Services – Payments	1.62	Per garnishment payment
<b>TAX FILING</b>		
Tax Service	Included	
Tax Service - Jurisdictions	20.20	Per jurisdiction filing
<b>Workforce Solutions / Time &amp; Labor Management (TLM) **</b>		
<b>CORE APPLICATION</b>		
ADP Enterprise eTIME Core	1.41	Per employee per month
ADP Enterprise eTIME Web	1.41	Per employee per month
Additional Manager Licenses	5.05	Per additional manager license per month
ADP Enterprise eTIME Accruals	0.404	Per employee per month
ADP Enterprise eTIME Leave Management Module	0.606	Per employee per month
<b>HOSTING</b>		
Hosting Services	7,878.000	Per month
<b>Subscription TLM Clocks (Hardware)</b>		
InTouch Terminal, Mag Strip Reader	119.18	Per clock per month
<b>Health &amp; Welfare Services</b>		
<b>CORE APPLICATION</b>		



Core Offering	4.50	Per benefit eligible employee per month
<b>BENEFITS PROCESS MANAGEMENT SERVICES</b>		
Premium Payment Disbursement Carrier on Behalf of Client	Included	
<b>DECISION SUPPORT (ASPARITY)</b>		
Medical Cost Calculator	Included	
Plan Compare Tool	Included	
Spending Account Tax Savings Calculator	Included	
Preference Module	Included	
Client Annual Report	Included	
<b>NATIONAL ACCOUNTS SERVICE CENTER (NASC)</b>		
NASC (Call Center)	Included	
<b>INTERFACES, CUSTOM FILE FEEDS</b>		
Custom File / Feed to Third-party Spending Account Administrator	Included	
Custom File / Feed to Third-party COBRA Administrator	Included	
<b>ELIGIBILITY &amp; EVENTS</b>		
Each Additional Rate Structure (including additional rate structures for Smoker Rates)	Included	
<b>DATA MAINTENANCE FEED ADD-ONS</b>		
Each Voluntary Benefit Data File	Included	
<b>Dependent Verification Services</b>		
Ongoing Dependent Verifications	0.00	Per benefit eligible employee per month
<b>VirtualEdge Services *</b>		
VE Professional	5,600.000	Per month
VE Salute	3,360.000	
<b>I-9 Compliance Services</b>		
Electronic I-9 Processing	2.000	Per form
<b>ADP Self Service</b>		
Self Service	9,732.61	Per month