



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: 04/18/17

or Procurement Director Award ☐

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. 04, modifies fee written notices from 30 to 60 days and replaces Annex Z Section 5.2 in its entirety.

Administering Department: Human Resources.

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.

On 3/07/17, Amendment No. 03, increased 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.

This Amendment, No. 04, modifies fee written notices from 30 to 60 days and replaces Annex Z Section 5.2 in its entirety to reflect the previously approved changes.

PRCUID No. 68249

Attachment: Contract Amendment No. 04.

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:

No

Procure Dept 04/11/17 PM04:21

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.: 04 AMS Version No.: 14
Effective Date: 04/18/17 New Termination Date: 11/01/19
☒ 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 4/10/17
Department: Procurement M. J. [Signature] 4/11/17 Telephone: 520-724-8458
Department Director Signature/Date: [Signature] April 10, 2017
Deputy County Administrator Signature/Date: [Signature] 4-11-17
County Administrator Signature/Date: [Signature] 4/11/17
(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: 14

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: 04-18-2017
	Expiration Date: 11-01-2019
	

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. 04. This Amendment modifies Section 4, Fee Effectiveness from 30 days to 60 days and replaces Section 5.2 Annex Z in its entirety. Attachment: Amendment No. four (4).	

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: 14

Page: 2 of 3

Line	Description					
1	Free Form Line Item					
	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	\$1.39	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	\$16,321.60	29522		
9	Y/E Info, Tax Reporting, W-2s					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$3.03	29522		
10	Garnishment Services - Payments					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.62	29522		
11	Tax Service - Jurisdictions					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$20.20	29522		
12	ADP Enterprise eTime Core					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.41	29522		
13	ADP Enterprise eTime Web					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1.41	29522		
14	Additional Manager Licenses					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$5.05	29522		
15	ADP Enterprise eTime Accruals					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.404	29522		
16	ADP Enterprise eTime Leave Management Module					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.606	29522		
17	Monthly Hosting Services TLM					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$7,878.00	29522		
18	InTouch Terminal Fee, TLM Clocks					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$119.18	29522		
19	Core Offering, Benefits					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$4.50	29522		



MASTER AGREEMENT DETAILS

Master Agreement No: 1300000000000000202

MA Version: 14

Page: 3 of 3

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	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			

Pima County Department of Human Resources Project: HR/Payroll, Benefits, eTime Management. Contractor: ADP, Inc. 7474 W. Chandler Blvd. Chandler, AZ 85226 Contract No.: MA-PO-13-202 Contract Amendment No.: Four (04)	<table border="1"> <tr> <th colspan="2">CONTRACT</th> </tr> <tr> <td>NO. <u>MA-PO-13-202</u></td> <td></td> </tr> <tr> <td>AMENDMENT NO. <u>04</u></td> <td></td> </tr> <tr> <td colspan="2">This number must appear on all invoices, correspondence and documents pertaining to this contract.</td> </tr> </table>	CONTRACT		NO. <u>MA-PO-13-202</u>		AMENDMENT NO. <u>04</u>		This number must appear on all invoices, correspondence and documents pertaining to this contract.	
CONTRACT									
NO. <u>MA-PO-13-202</u>									
AMENDMENT NO. <u>04</u>									
This number must appear on all invoices, correspondence and documents pertaining to this contract.									

Orig. Contract Term: 07/02/2013 - 07/01/2018	Orig.Amount:	\$ 11,974,501.00
Termination Date Prior Amendment: 07/01/18	Prior Amendments Amount:	\$ (107,847.00)
Termination Date This Amendment: 11/01/19	This Amendment Amount:	\$ 0.00
	Revised Total Amount:	\$11, 866,654.00

CONTRACT AMENDMENT

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

1. **Section 8, Terms and Termination:** The parties have agreed to change the termination date to 11/01/2019.
2. **Section 4, Fee Effectiveness,** "...Fee Changes. ADP may modify the fees upon 60 days prior written notice to County..."
3. **Annex Z:** The parties have agreed to replace Section 5.2 of Annex Z in its entirety with the attached "Annex Z Section 5.2 (Amendment 4)" (2 pages).

The effective date of this Amendment is April 18, 2017.

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

PIMA COUNTY

Chair, Board of Supervisors

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

Tobin Rosen, Deputy County Attorney

4/16/17

Date

CONTRACTOR

Authorized Officer Signature

Gerard E. Leonard

President, Benefits Services

Printed Name and Title

04.11.2017

Date



APPROVED AS TO CONTENT

Department Head

Date

ANNEX Z SECTION 5.2 (Amendment 04)		
Item / Description	Rate Per Unit	Frequency / Unit of Measure
HR/Payroll Services		
<i>CORE APPLICATION</i>		
Payroll Production Fee	1.39	Per transaction
<i>HOSTING</i>		
ADP Self Service	0.00	Per employee per month
EPS Monthly Hosting Fee	16,321.600	Per month
<i>BANKING</i>		
Paperless Payroll Services Bundle	Included	
<i>REPORTING AND COMMUNICATION</i>		
ADP General Ledger (ADP GL)	Included	
Y/E Info, Tax Reporting, W-2s	3.03	Per form
<i>GARNISHMENT SERVICES</i>		
Garnishment Services – Processing	Included	
Garnishment Services – Payments	1.62	Per garnishment payment
<i>TAX FILING</i>		
Tax Service	Included	
Tax Service - Jurisdictions	20.20	Per jurisdiction filing
Workforce Solutions / Time & Labor Management (TLM) **		
<i>CORE APPLICATION</i>		
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
<i>HOSTING</i>		
Hosting Services	7,878.000	Per month
Subscription TLM Clocks (Hardware)		
InTouch Terminal, Mag Strip Reader	119.18	Per clock per month

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