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DeKalb County Ga GOV

Department of Finance  
Risk Management and  
Employee Services  
Division  
Manuel J. Maloof Center  
1300 Commerce Drive  
Decatur, GA 30030

### MEMO

May 3, 2018

Chief Executive Officer  
Michael Thurmond

Board of Commissioners

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Kathie Gannon

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Gregory Adams Sr.

TO: Delois Robinson, Procurement Manager, Team C  
FROM: Larry Jacobs, Assistant Director of Finance  
RE: Contract Extension / ADP Contract # 11-902259

Delois,

The Risk Management Division is requesting a month to month extension of the ADP contract through September 30, 2018. The extension will provide staff with additional time to address vendor questions and to assess evolving operational needs related to COBRA and ACA Reporting and Compliance.

Monthly Cost Estimate:

Unemployment Claims	\$1,500.00
Payroll Tax Filing Service	\$1,500.00
Garnishment Services	\$7,500.00
Earnings Statements	\$6,400.00
I-Pay online statements	\$2,500.00
Affordable Care Act Compliance	\$6,000.00
Total Estimated Cost for extension	\$76,200.00

Please advise if additional information is needed.

  
Larry Jacobs

CC: Dianne McNabb, Interim Chief Financial Officer