Legislation Details (With Text)

File #:	2021-3107	**Version:** 1	**Name:**		
Type:	Resolution		**Status:**	Preliminary Item	
File created:	9/15/2021		**In control:**	Board of Commissioners	
On agenda:	10/12/2021		**Final action:**		
Title:	Commission District(s): ALL CO - Change Order No. 2 to Contract No. 1126717 for Payroll Tax, Wage Deduction, Employment Verification and Affordable Care Act Compliance Services (Multiyear Contract): for use by the Department of Finance - Risk Management. Consists of providing payroll tax filing, wage deductions, employment verification and Affordable Care Act compliance services. Awarded to: ADP, LLC. Amount Not To Exceed: $42,116.00.				
Indexes:					
Attachments:	1. Agenda Notes, 2. UD CO Request Form				

Date	Ver.	Action By	Action	Result
10/12/2021	1	Board of Commissioners	approved	Pass
10/5/2021	1	ERPS-Employee Relations & Public Safety Committee	recommended for approval.	Pass
10/5/2021	1	Committee of the Whole	Accepted to the BOC agenda and assigned	

Purchasing Type: Change Order (CO)

Public Hearing: YES ☐ NO ☒ **Department:** Purchasing & Contracting

AGENDA ITEM:

Commission District(s): ALL

CO - Change Order No. 2 to Contract No. 1126717 for Payroll Tax, Wage Deduction, Employment Verification and Affordable Care Act Compliance Services (Multiyear Contract): for use by the Department of Finance - Risk Management. Consists of providing payroll tax filing, wage deductions, employment verification and Affordable Care Act compliance services. Awarded to: ADP, LLC. Amount Not To Exceed: $42,116.00.

Information Contact: Cathryn G. Horner, Chief Procurement Officer

Phone Number: (404) 371-6334

PURPOSE:

Awarded by the BOC on September 11, 2018 for an amount not to exceed $631,428.12. This contract consists of providing payroll tax filing, wage deductions, employment verification and Affordable Care Act Compliance Services. Change Order No. 1 was a no cost change order to authorize the implementation of pay cards. This request is for additional funding due to the County moving from PeopleSoft as the Human Resource Information System (HRIS) to Oracle HCM. The vendor charges specific fees for each integration of existing services to DeKalb's new HRIS system. All services included are critical for payroll administration and for compliance with the Affordable Care Act.

RECOMMENDATION:

Recommend approval of Change Order No. 2 with:

ADP, LLC, 5800 Windward Parkway, Alpharetta, GA 30005

Amount Not To Exceed: $42,116.00

and authorize the Chief Executive Officer to execute the change order and all associated documents.

ADDITIONAL INFORMATION:

1. Contract Effective Date:	September 11, 2018
2. Contract Expiration Date:	December 31, 2022
3. Amount Spent to Date:	$537,644.12
4. Funding:	General - Operating (Finance - RM)

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