

City of Summit Payroll, HR, and Time & Attendance Services - Summary of Proposals Received 5/20/21 – listed in alphabetical order by company name; pricing only – ranking of criteria TBD/subject to attorney/staff review

<u>Description</u>	<u>Unit</u>	<u>ADP, Inc.</u>	<u>Ceridian HCM, Inc.</u>	<u>Primepoint</u>	<u>UKG, Inc.</u>	<u>Unicorn HRO LLC</u>
<u>Bi-weekly Payroll Processing Services</u>				*see NOTES		
A. Estimated total fees for each payroll processed	Per payroll	No bid	No bid	*977.00	996.92	784.62
B. Estimated annualized fees	26 pay periods x A	No bid	No bid	*11,724.00 Correction 977 x 26=25,402	25,920.00 Correction 996.92 x 26 =25,919.92	20,400.00 Correction 784.62 x 26=20,400.12
<u>Additional Tax Jurisdiction</u>						
C. Estimated total fees per month	Per month	No bid	No bid	*14.00	0.00	40.00
D. Estimated annualized fees	12 months x C	No bid	No bid	*168.00	0.00	480.00
<u>Human Resources Component</u>						
E. Estimated total fees per month	Per month	No bid	No bid	*1,505.00	2,340.00	1,700.00
F. Estimated annualized fees	12 months x E	No bid	No bid	*18,060.00	28,080.00	20,400.00
<u>Year End Services</u>						
G. Estimated year-end fee	Per year	No bid	No bid	*1,797.00	1,180.00	6,750.00
<u>Service and System Implementation</u>						
H. Estimated one-time implementation fee	Each	No bid	No bid	*0.00	19,500.00	30,000.00
<u>Additional Services (if applicable)</u>						
I. New hire reporting	Per event	No bid	No bid	*2.00	Included	Included
J. Pay voids	Per event	No bid	No bid	*1.25	20.00	55.00 insufficient funds fee
K. Reverse wire fees	Per event	No bid	No bid	[blank]	n/a	n/a
L. Employee direct deposit reversals	Per event	No bid	No bid	*1.55	20.00	n/a
M. Previous quarter adjustments	Per event	No bid	No bid	[blank]	550.00	200.00
N. Amended tax returns	Per event	No bid	No bid	*100+50/agency	137.50	200.00 per return
O. Amended forms W-2C and W-3C	Per event	No bid	No bid	*300+50/agency	35 base fee; 5.00/form	25 per run/4.00 per W2
P. Electronic submission of pay data to bank for reconciliation	Per event	No bid	No bid	[blank]	Included	Included
Q. Garnishment remittance	Per event	No bid	No bid	*3.00	Included	2.00 per garnishment
R. Additional report design costs	Per event	No bid	No bid	[blank]	Included	Depends on complexity of report
S. Additional history transfer up to 6 years	Per year	No bid	No bid	*300+.15/check	Current calendar year included; 2,000/year after that	Included if limited
T. Additional on-site training	Per hour	No bid	No bid	*125.00/hr	312.50	225.00 phl+travel
U. Additional training	Per hour	No bid	No bid	*100.00/hr	0.00-187.50	225.00 ph
V. Six (6) calendar months access to data at conclusion of contract	Per month	No bid	No bid	*1,000.00	Included (1 month)	1,600/mo; 9,600.00

W. Additional month(s) access to data at conclusion of contract	Per month	No bid	No bid	*1,000.00	n/a	9,600.00 Clarification 1,600.00 per month for total below
X. Maximum # of months access from conclusion of contract	Total # of months	No bid	No bid	*unlimited	1	48; 76,800.00
<u>Time & Attendance Component</u>						
Y. Estimated total fees per month	Per month	No bid	10,092.00	*500.00	1,172.00	1,600.00
Z. Estimated annualized fees	12 months x Y	No bid	121,104.00	*6,000.00	14,064.00	19,200.00
<u>Vendor agrees to Contract Term and Extension Provisions</u>		Yes	No response	[unknown, see Note*]	Yes	Yes
Estimated “set” annual fees for comparison only: B+D+F+G+Z does not include implementation or additional services		No bid \$76,884 in restructured proposal	121,104.00 (Z only)	51,427.00	69,243.92	67,230.12
<u>Additional Notes</u>		<p>Pg. 4 crossed out “this proposal package and pricing entered below” and added “the ADOP Sales Order and the terms of the ADP Master Services Agreement”</p> <p>Pg. 5</p> <ul style="list-style-type: none"> • After Z, added NOTE: re rates – see ADP Sales order and section 11 ADP MSA • After ext. response, added “Note: please see ADPS’s MSA with respect to its standard term” <p>Pg. 12 made edits to Fed Deb cert</p> <p>Pg. 13 made edits to Questionnaire</p> <p>Pg. 14 made edits to Resp Affidavit</p> <p>Did not provide completed worksheet page 36; provided restructured proposal Estimated Annual \$76,884.00 + Implementation \$9,190.00</p>	<p>Acknowledged but did not provide:</p> <ul style="list-style-type: none"> • Fed Deb cert • Iran cert • BRC • Questionnaire • Resp. affidavit • Non-collusion • AA compl cert <p>Did not provide completed worksheet page 36</p> <p>Requires but did not provide “Ceridian’s standard for of service agreement as the basis for discussions”</p>	<p>Did not return proposal pages 4-5 which had pricing & extension option question but did provide completed worksheet page 36 with pricing indicated above*; last page of Primepoint response states “Fees are guaranteed for 5 years”, which coincides with initial 3 year contract term & 2 year extension option</p> <p>Acknowledged but did not provide:</p> <ul style="list-style-type: none"> • Fed Deb cert 	None	<p>End of proposal line items but before contract extension question, added “Optional Services: Applicant Tracking/Recruiting Module” one time set up fee \$3,000 + monthly recurring fee \$700/mo</p>