

Fully Managed Payroll Services

Contract Summary	This contract provides fully managed payroll services for a three year term. Services include comprehensive payroll and tax administration services, time and attendance, wage garnishment, employment verification, tax forms, reporting, integration, compliance support, and participant solution center support. Fees will be based on the number of employees and will fluctuate during the contract term.			
Approval Type	☒	New Initiative	☐	Amending Ongoing Contract
	☐	Replacing Expiring Contract	☐	Other (Explain in Summary)
Awarded Vendor(s)	ADP, Inc.			
Contract Term Length	Three year base term plus estimated 3 month implementation. No renewals.			
Contract Estimated Spend	\$1,076,774			
Procurement Method	☐	Competitive Solicitation	☐	Single Source
	☒	DMS Approved Contract	☐	Emergency Procurement
	☐	Statutory Exemption	☐	Other (Explain in Summary)
Committee Consent	N/A			
Board Consent	Fully Managed Payroll Services The Board authorizes Citizens staff to execute the contract as listed above. The Board also authorizes staff to modify the contract in Citizens' best interest, including revising pricing, adding related services, or executing a six-month contract extension. These actions are required to be consistent with Citizens' Purchasing Policy.			
Executive Sponsor(s)	Jeremy Pope, Chief Administrative Officer			