



Westchester Community College

State University of New York

42987

October 29, 2014

To: Board of Acquisition and Contract

From: John F. M. Flynn
Interim President

Re: **Authority to enter into an agreement with ADP, Inc. whereby ADP will provide payroll services, tax services and W-2 services for Westchester Community College**

The County of Westchester, acting by and through Westchester Community College (the "College") issued a request for proposals ("RFP") for the procurement of payroll services, tax services and W-2 services. Proposals were received from five (5) different firms with expertise in this area. ADP, Inc. ("ADP"), the incumbent, not only offered the lowest cost based on the estimated number of transactions but also satisfactorily met all of the evaluation criteria contained in the RFP. ADP has been providing these services to the College since 2004. The College has been very satisfied with ADP's performance.

The proposed agreement will commence January 1, 2015 and will have an expiration date of December 31, 2019. The College will utilize PeopleSoft software to input hours, deductions and adjustments, and to calculate payroll. The College will then transmit a payroll file to ADP and ADP will provide payroll services, tax services and W-2 services, including check printing, EFT deposits, W-2 generation, and forwarding of federal, state and local taxes. The College will pay ADP an amount not to exceed \$175,000 based on per transaction charges.

The goal and objective of this agreement is to provide needed services relating to the processing of the College payroll. The College will be able to monitor the success of ADP's performance based on reports generated on a regular basis. This agreement will enable the College to provide these services in a cost efficient manner. Attached for your approval is an appropriate resolution.

JFMF/tpc

RESOLUTION

Upon a communication from John F. M. Flynn, Interim President of Westchester Community College, be it hereby

RESOLVED, that the County of Westchester, acting by and through Westchester Community College, is hereby authorized to enter into an agreement with ADP, Inc. whereby ADP will provide payroll services, tax services and W-2 services for Westchester Community College for an amount not to exceed \$175,000 based on per transaction charges; and be it further

RESOLVED, that the Agreement will commence January 1, 2015 and will have an expiration date of December 31, 2019; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution

Account to be Charged/credited 2015/2019	Fund	Dept	Major Program, Program & Phase Or Unit	Sub Unit	Object/ Sub Object	Trust Account	Dollars
	010	0130			4425		\$ 175,000

Budget Funding Year(s) 2015/2019 Start Date 1/1/2015 End Date 12/31/2019
(must match resolution)

Funding Source	Tax Dollars	<u>\$40,250</u>
	State Aid	<u>\$47,250</u>
<u>\$ 175,000</u>	Federal Aid	
(must match resolution)	Other	<u>\$87,500 (tuition)</u>