

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
APRIL 2, 2024 AGENDA**

Subject:	Type:	Submitted By:
PROFESSIONAL SERVICES AGREEMENT – HUMAN RESOURCES INFORMATION SYSTEM	◆ RESOLUTION ORDINANCE RECEIVE/FILE	WENDY LOWERY HUMAN RESOURCES DIRECTOR

SYNOPSIS

A resolution has been prepared to approve a Professional Services Agreement with Always Designing for People (ADP) and the negotiation of a contract for the implementation of a new Human Resources Information System (HRIS) in an amount not to exceed \$47,000.

FISCAL IMPACT

The FY23/FY24 Biennial Budget provides funding for this project. Projected annual savings of \$17,930 plus reduced labor costs.

RECOMMENDATION

Approval.

BACKGROUND

A team was formed in 2020 to select and evaluate the requirements for a new Human Resource Information System (HRIS). The HRIS is a unified system that manages an employee's life cycle from their first to last day of employment. Currently, multiple programs from different providers are used by the City to perform various Human Resources functions. The problem with using multiple systems is that they do not communicate with each other and rely primarily on manual entry, which requires a lot of manpower and can lead to human error. To address this issue, the team was made up of staff from different levels and departments to conduct an assessment to determine the functions and features needed to provide the best HRIS for the City

In December 2023, a Request for Proposals (RFP) was issued, and three responses were received. Two vendors that met the RFP requirements were selected to move forward. The annual pricing for the two vendors was as follows:

- ADP: \$38,252 with additional one-time implementation costs of \$8,000
- UKG: \$68,313 annually and \$31,375 for implementation

The HRIS team's input and preferences resulted in the recommendation to purchase the Always Designing for People (ADP) system. The City's current expenditure on multiple systems is \$56,182 annually. By selecting the ADP system, the City will save \$17,930 per year due to ADP's 10-year lock guarantee per employee on the annual service fee. Furthermore, the ADP system offers self-service capabilities and reduces the need for manual entry, leading to increased efficiencies in the Human Resources Department.

In conclusion, the Always Designing for People system is the best choice for the City's HRIS needs. It offers a comprehensive, unified system that is easy to use, accurate, and cost-effective. By selecting ADP, the City will save money, reduce errors, and improve the overall efficiency of its Human Resources functions.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH ALWAYS DESIGNING FOR PEOPLE (ADP) FOR THE IMPLEMENTATION OF A HUMAN RESOURCES INFORMATION SYSTEM IN AN AMOUNT NOT TO EXCEED \$47,000.00.

WHEREAS, the City Council of the City of La Vista has determined that a Human Resources Information System is necessary; and

WHEREAS, the FY23/FY24 Biennial Budget includes funding for this project; and

WHEREAS Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secures Council approval prior to authorizing any purchase over \$5,000.00.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska that a professional services agreement, in a form satisfactory to the City Administrator and City Attorney, be authorized with Always Designing For People (ADP) for the implementation of a Human Resources Information System in an amount not to exceed \$47,000.00.

PASSED AND APPROVED THIS 2ND DAY OF APRIL 2024.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, MMC
City Clerk

Sales Order

Quote Number 02-2024-44026



City of La Vista

City of La Vista

8116 Park View Blvd

La Vista, NE 68178-2112

United States

Account Contact

Patricia Buehler

City Clerk

pbuehler@cityoflavista.org

(402) 331-4343

Recurring Fees and Considerations

Number of Employees: 175 on City Of La Vista



Per Processing

	Count	Min	Base	Rate	Bi-Weekly	Annual
Workforce Now Payroll Solutions	175	-	\$50.00	\$6.42	\$1,173.50	\$30,511.00
• Essential Plus Payroll						
• Enhanced HR						
• HCM Analytics						
• Essential Learning						
• Benefits Administration						
• Health & Welfare Carrier Connections						
• Essential Time						
• Time Analytics						
Employment and Income Verification	175	-	-	-	\$0.00	\$0.00
• Employment Verification						



Monthly Processing

	Count	Min	Base	Rate	Monthly	Annual
Workforce Now HCM Solutions	175	-	-	\$2.48	\$434.00	\$5,208.00
• Recruitment and Talent Acquisition						
• Recruiting Embedded Intelligence						
• Performance and Goal Management						
• Compensation Management						
InTouch DX Bar Code Clock	1	-	-	\$160.00	\$160.00	\$1,920.00
Additional Jurisdiction (if applicable)		2+		\$11.00/month		
International Employees Rate (if applicable)				\$3.10/month		
Courier Delivery (if applicable)				\$20.00 per delivery		



Annual Processing

	Count	Min	Base	Rate	Annual
Year End Forms, W2s or 1099s	175	-	-	\$3.50	\$612.50



Total Annual Investment

Total Annual

Workforce Now Services

\$38,251.50



Other Considerations

	Count	Rate	Total
Hardware and Other Fees			
• Standard Connections - Allstate	1	\$0.00	\$500.00
• Standard Connections - BCBS (Blue Cross Blue Shield)	1	\$0.00	\$500.00
• Standard Connections - VSP	1	\$0.00	\$500.00
• Professional Services: Pay Check History Conversion	1	\$0.00	\$0.00
• Professional Services: Historical Data Conversion	1	\$0.00	\$0.00
• Employee Pay Rate (or Salary) History			
• Employee Position (or Job Profile) History			
Implementation			
• Implementation for Workforce Now Payroll Solutions			\$6,000.00
• Implementation for Workforce Now HCM Solutions			\$500.00



	Total Other Considerations	Total Setup
	Implementation and One-Time Fees	\$27,600.00
	Discount Value	(\$19,600.00)
	Total Net Implementation and One-Time Fees	\$8,000.00

Important Project and Billing Information

Billing for Payroll Processing Services, HCM and any module bundled into the single per employee per processing fee for payroll, is billed immediately following the client's first payroll processing. The billing count is based on the number of pays submitted during each processing period, therefore total billing may fluctuate.

Unemployment Claims in excess of the 10% claims cap will be billed at \$36.00 per claim. The fee for optional hearing representation is \$155.00 per appearance. Attorney representation required in certain states and is subject to change (currently: AZ, DE, KY, MO, NC, SC, SD, and WV). Representation fee not to exceed actual attorney fees. Optional service available through non-ADP affiliated attorneys. Attorneys will be retained on behalf of client for limited purpose of representing Client at the hearing. No referral fee applies. No attorney-client relationship exists or will be formed between ADP and Client.

Client intends to use Direct Deposit and Paycard and be fully paperless for Employee Pay Statements using ADP Self Service and/or ADP Mobile App to view all Pay and W2 information. By doing so, ADP will not charge a delivery fee unless something is in fact delivered.

Other

ADP's Fees for Service will be debited directly out of client's bank account of their choosing seven (7) days from invoice date. ADP will send invoices to pbuethe@cityoflavista.org

Expiration Date: 7/31/2024

Important Professional Services Information

History Conversion: The services noted on this sales order are performed by ADP Professional Services and are for companies with less than 1000 active employees with a maximum of 5000 total records (a combination of both active and terminated lives) with data coming from a single data base source. Conversion of history from a database with a greater number of records or from multiple databases must be quoted via a customized statement of work.

Summary

Estimated Annual Net Investment: \$38,251.50

Total Net Implementation: \$8,000.00

The ADP Services Listed on this Sales Order are provided at the prices set forth herein and in accordance with the ADP Master Services Agreement (or other similar agreement governing ADP's services), which shall include any appendix, exhibit, addendum, schedule or other similar document attached thereto or accompanying this Sales Order. By signing below you are acknowledging and agreeing to such terms and conditions and to the listed prices.

ADP, Inc.

Client: City of La Vista

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Workforce Now Included Services

Essential Plus Payroll

- Tax Filing Service
- Payment Services
- Reports Library and Custom Report Writer
- Wage Garnishment Processing
- Group Term Life Auto Calculation
- Intelligent Insights for Employee Issue Resolution
- Online Reports and Pay Statements
- Employee and Manager Self Service
- Access to Mobile Apps
- Employee Discount Program
- New Hire Reporting
- General Ledger Solution
- Conversational Virtual Assistant
- Wisely Pay Card Services

Enhanced HR

- Employee Development Tracking
- Paid Time Off Accruals Engine
- Multiple Languages & Currencies
- Country Specific Workflows & Processes
- Country Specific Formatting & Custom Fields
- Secure Online Document Storage with Role Based Security, Search & Audit Functionality
- Communication Broadcasts
- New Hire Onboarding / I-9 Workflow
- Compliance Reporting
- Organization Charting
- Policy Acknowledgement
- Total Rewards Statements
- Employee Feedback and Sentiment Surveys

HCM Analytics

- Pre-Configured Key Performance
- Executive Dashboard
- Ability to Customize Additional KPIs
- Pay Equity Storyboard

Essential Learning

- 50 pre-packaged high quality compliance and development courses
- Supports all content formats (including SCORM, xAPI, MP3, MP4, PDF etc.)
- Employee self-enrollments, accessible on Desktop and ADP Mobile App
- Upload custom training content (employee-created or sourced from third-parties)
- Actionable course tracking dashboards and custom reporting capabilities
- Publish & track Instructor-led trainings (hosted virtually or in physical classrooms)

Benefits Administration

- Multiple Benefit Plan Types
- Flexible Rate Structures (Age Banded & Salary Tiers)
- Notifications & Approvals
- Invoice Auditing
- Annual 1095-C Forms
- Dependent & Beneficiary Tracking
- Employee Open Enrollment with Personalized Decision Support
- ACA Measurement Dashboard
- Evidence of Benefit Offering Screens
- Annual 1094-C Filing

Health & Welfare Carrier Connections

- Integration with insurance carriers for enrollment and eligibility
- Real-time API integration with strategic carrier partners
- Pass changes tied to new hires, life events, open enrollment and terminations
- EDI integration for enrollment and eligibility with more than 700 carrier partners

Essential Time

- Time Collection
- PTO Management & Reporting
- Request & Approval Workflows
- ADP Portal with Customized Content
- Rule Based Calculations
- Scheduling
- Mobile Access
- Paid Time Off Accruals

Time Analytics

- Pre-Configured Key performance
- Executive Dashboards
- Ability to Customize Additional KPI's

Recruitment and Talent Acquisition

- Embedded Intelligence
- Requisition management and reporting
- Talent communities
- Mobile-first, branded career site for applicants
- Seamless job posting on 25,000+ job sites
- Candidate communications using email and mobile text

Workforce Now Included Services

- Interview scheduling and offer letter management

- Industry and Geographic Compensation Benchmarks

Performance and Goal Management

- Custom Performance Review Templates
- 360 Degree Peer Review
- Compensation Management

- Employee Goal Management
- Manager Dashboard
- Succession Planning

Compensation Management

- Performance & Award Alignment
- Configurable Merit Matrix

- Budget and Award Guidelines
- Configurable Workflow

Employment Verification

- Commercial Employment and Income Verifications
- Social Services Verifications
- Workers Compensation Verifications

- Client access to Electronic Reports and Tools
- Immigration Verifications

Implementation Support and Data Conversion

- Pay Rate (or Salary) History: Inc. up to 7 years; Max 5000 records (Total Lives, Terms, LOA)

- Position (or Job Profile) History: Inc. up to 7 years; Max 5000 records (Total Lives, Terms, LOA)

Thank you for your consideration



ADP, INC. GUARANTEED PRICE AGREEMENT

Client Name: City Of La Vista

Effective Date: 07/12/2024

Expiration Date: 07/12/2034

Customer #(s):

Contact Name: Wendy Lowery

Contact Email: wlowery@cityoflavista.org

Requested By: Josh Nelson

Contact Phone: 402-593-6421

ADP, Inc. ("ADP") is pleased to provide City Of La Vista ("Client") with a guaranteed price agreement (the "Price Agreement"), which shall govern any increases in fees to the Services (as defined in section 1 below) purchased by Client for the next 120 month(s), subject to the terms and conditions set forth in this Price Agreement. In consideration of the mutual agreements set forth below, ADP and Client agree as follows:

1) Price Increase: For the next 120 month(s) commencing with the Effective Date of this Price Agreement, ADP will increase prices per the schedule below for the processing services (the "Services") listed in section 1a that Client is receiving or shall receive as of the Effective Date.

1a) Included Services:

- Payroll
- HCM
- TLM

1b) Processing Services:

<u>Year #</u>	<u>Guaranteed Price Period</u>	<u>Increase %</u>	<u>Increase Date</u>
1	07/12/2024 to 07/11/2025	0.00%	07/12/2024
2	07/12/2025 to 07/11/2026	0.00%	07/12/2025
3	07/12/2026 to 07/11/2027	0.00%	07/12/2026
4	07/12/2027 to 07/11/2028	0.00%	07/12/2027
5	07/12/2028 to 07/11/2029	0.00%	07/12/2028
6	07/12/2029 to 07/11/2030	0.00%	07/12/2029
7	07/12/2030 to 07/11/2031	0.00%	07/12/2030
8	07/12/2031 to 07/11/2032	0.00%	07/12/2031
9	07/12/2032 to 07/11/2033	0.00%	07/12/2032
10	07/12/2033 to 07/11/2034	0.00%	07/12/2033

Items specifically excluded from this agreement are delivery, reverse wire fees, jurisdiction fees, year-end fees, and maintenance fees. In the month following the Expiration Date, Client's prices will be subject to the same price increases applied to its other clients of similar size and product utilization unless a renewal agreement is signed by both parties.

2) Guaranteed Term: As consideration for the Price Agreement, Client agrees to purchase the Services for a minimum guaranteed term of 120 month(s) commencing with the Effective Date of this Price Agreement and thereafter Client's agreement to purchase the Services shall remain in effect until terminated by Client or ADP in accordance with the terms of the ADP Major Accounts Agreement (or such equivalent ADP terms and conditions or agreement governing the provision and receipt of ADP Services including but not limited to any product specific terms set forth in such agreement) between ADP and Client (the "ADP Services Agreement").

THE ADP SERVICES COVERED BY THIS AGREEMENT ARE PROVIDED IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH IN THE AGREEMENT(S) BETWEEN CLIENT AND ADP COVERING THE SPECIFIC SERVICES. THIS AGREEMENT SUPPLEMENTS AND DOES NOT SUPERSEDE ANY OF THOSE TERMS AND CONDITIONS. THIS AGREEMENT IS NOT VALID UNLESS SIGNED BY BOTH PARTIES. IN THE EVENT CLIENT HAS AN EXISTING PRICE AGREEMENT IN PLACE, THIS AGREEMENT REPLACES ANY PRIOR PRICE AGREEMENT GOVERNING THE SAME SERVICES.



ADP, Inc.

City Of La Vista

Name:	_____	Name:	_____
Signature:	_____	Signature:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

NOTE: THIS PRICE AGREEMENT IS VALID ONLY IF SIGNED BY BOTH PARTIES WITHIN 30 DAYS OF THE DATE OF CREATION. THE AGREEMENT MUST BE SIGNED BY 04/14/2024 IN ORDER TO BE VALID. FINANCE OR RELATIONSHIP MANAGEMENT IS AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF ADP.