

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

DECISION ON A CONTRACT FOR ANCILLARY PAYROLL PROCESSING SERVICES

<b>Board Meeting Date:</b>	December 16, 2024
<b>Contract Number and Title:</b>	N/A

<b>Procurement Type:</b>	Single Source
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<b>Estimated Value of Contract</b>	\$273,143
<b>Funding Source:</b>	Capital Projects funding until implementation is complete. Operating Budget corresponding to each fiscal year, thereafter.
<b>Department:</b>	Business Services

**Description:**

<ul style="list-style-type: none"><li>• This procurement provides ancillary payroll processing services, which includes processing payroll and payroll taxes, W2 management, wage garnishments, and health compliance reporting, for current HCPS employees and retirees.</li><li>• HCPS is currently utilizing our benefits enrollment system to manage most of these services, but this system will be discontinued when the ADP services go live.</li><li>• This purchase is considered a single source because ADP Payroll services are built into the Oracle ERP software, no other companies can work in tandem with Oracle.</li><li>• The contract term is three (3) years, and the estimated annual cost is \$83,768 (dependent on the number of employees/retirees), with a one-time implementation fee of \$21,840.</li><li>• The services will continue to be renewed annually until they are terminated by the district.</li></ul>
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**Recommended Award To:**

ADP, Inc	Roseland, NJ
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