



Finance Committee

Meeting Date: January 28, 2025

Amendment to Master Services Agreement with ADP

Department:	Finance Department
Presenter:	Timothy Schroer, Interim Finance Director
Caption:	Approve Amendment to the Master Services Agreement with ADP for Additional Payroll Services
Background:	On January 2, 2024, the Augusta Commission approved awarding RFP 23-160 for an HRIS and Payroll System to ADP.
Analysis:	The original agreement entered into during 2024 was for ADP to implement an HRIS and Payroll system. This project has been ongoing since that approval date with an originally scheduled Go-Live of January 1, 2025. Due to the increasingly complex nature of payroll systems, the Finance Department is recommending that the Payroll Division be restructured and that the processing of Payroll be shifted to ADP through their Comprehensive Outsourcing Services. This will increase the government’s annual cost to ADP by approximately \$270,000.00. However, the Payroll Department will be restructured, which will lead to expected savings of approximately \$103,000.00 within the Finance Department’s budget. The net increase to the government for this project would then be \$167,000.00.
Financial Impact:	Additional annual costs to be funded from 101101110/6011110. Upfront implementation costs to be funded from 272015410/5424220.
Alternatives:	N/A
Recommendation:	Approve Amendment to the Master Services Agreement with ADP for Additional Payroll Services
Funds are available in the following accounts:	101101110/6011110 and 272015410/5424220
<u>REVIEWED AND APPROVED BY:</u>	N/A