



Commission Meeting

Meeting Date: January 2, 2024

Approve Award RFP 23-160 HRIS and Payroll System

Department:	Information Technology
Presenter:	Reggie Horne, Deputy CIO
Caption:	Approve Global Master Services Agreement with ADP to Implement a Comprehensive Human Resources Information System (HRIS) and Payroll System (RFP 23-160)
Background:	<p>The Human Resources Department, the Finance Department, and the Information Technology Department have been reviewing options for implementing a comprehensive HRIS and Payroll system.</p> <p>Currently, multiple systems are being used for the purposes of recruitment, onboarding, employee verification, timekeeping, payroll, performance management, benefits management, health compliance, and various other HR and Payroll functions. As a result of the need to consolidate these operations and processes into a single-streamlined solution, RFP #23-160 was released by the Procurement Department for a Human Resources Information System and Payroll System. The overall goal of this RFP was to procure a system that created more efficient and effective processes within the HR Department that would result in a better customer experience for City employees.</p>
Analysis:	<p>The committee for RFP #23-160 selected ADP as the most responsive bidder. For the past several years, ADP has provided timekeeping, benefits management, and health compliance systems and services to the City of Augusta. With the implementation of the proposed HRIS and Payroll System, the additional capabilities around recruitment, onboarding, employee verification, payroll, and performance management will be added to the system provided by ADP.</p> <p>The existing systems and services provided by ADP cost approximately \$757,959.00 per year. Adding the additional systems and services will increase that yearly cost to approximately \$956,544.00 per year. As well, consolidating these services to one system will eliminate the need for the current recruitment and onboarding system which will result in the recapture of approximately \$46,457.00 per year. Overall, the incremental yearly cost for the ADP Systems and Services will be approximately \$152,128.00 more than is paid now.</p>
Financial Impact:	The estimated one-time implementation cost of \$148,875.00 is to be funded from the 2023 IT Capital Budget (272015410/5424220).

The estimated ongoing yearly cost of \$956,544.00 (which is an incremental increase of \$152,128.00) is to be funded from the HR Operating Budget.

Alternatives:

N/A

Recommendation:

Approve Global Master Services Agreement with ADP to Implement a Comprehensive HRIS and Payroll System

Funds are available in the following accounts:

The project will be funded through the IT Capital budget and the HR Operating budget.

REVIEWED AND APPROVED BY:

N/A