



City of Tupelo

Jason L. Shelton
Mayor

November 12, 2020

COUNCIL

Markel Whittington
Ward One

Lynn Bryan
Ward Two

Travis Beard
Ward Three

Nettie Y. Davis
Ward Four

Buddy Palmer
Ward Five

Mike Bryan
Ward Six

Willie Jennings
Ward Seven

Mayor Jason L. Shelton and Council of the City of Tupelo
City of Tupelo
Tupelo, MS 38801

Re: Professional Payroll Service 2020-033BA

Dear Mayor Shelton and Council Members:

I am respectfully requesting your approval for a professional payroll service with ADP. The service would be a complete solution to automate payroll and human resource processes. The cost is upfront/one-time \$104,350.00 (hardware/timeclocks \$85,950.00, implementation \$18,400.00), ongoing cost of \$15.21 per month/employee. The price will be locked for two years with a 2% increase in year three.

An RFP was issued to help fill a vacant payroll administrator position. When grading the proposals received: Kim Hanna, CFO; Cassandra Moore, HR Director; Rosiland Barr, Accounting Compliance Specialist; and Kizzy Guy, Controller all agreed that this would be a progressive move for the city. It will also be vital in managing our largest asset which is human capital.

I am currently performing the payroll duties as the position has been vacant for a year.

Your consideration will be greatly appreciated. If you have any question, please let me know.

Sincerely,

Kizzy Guy
Controller