

Resolution 2025-31

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**Authorization of Payroll and Human Resources Management Vendor**

**WHEREAS**, the Town Board authorized the advertisement of proposal for Payroll and Human Resources services; and

**WHEREAS**, the Town has received four proposals for advertised services.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board hereby authorizes the Supervisor to sign the ADP agreement (Appendix A.7).

Financial Impact:  
N/A

	Ayes	Nays
Councilmember Brucker	<u>  X  </u>	_____
Councilmember Coleman	<u>  X  </u>	_____
Councilmember Damone	<u>  X  </u>	_____
Councilmember Goodman	_____	_____
Supervisor Lowell	<u>  X  </u>	_____

Investment Summary

Quote Number 02-2024-776927 3



Company Information

Town of Newport  
2788 Newport Road  
Newport, NY 13416  
United States

Executive Contact

Nathaniel Lowell  
Primary  
[newportsupervisor@ntcnet.com](mailto:newportsupervisor@ntcnet.com)  
3157258708



40

Total  
Employees



\$0.00

Implementation  
Costs



\$11,513.30

Total Annual  
Investment



(\$2,712.30)

Total Annual Savings during  
promotional period; See Terms

Expiration  
1/10/2025

ADP Sales Associate

Angela Guzman  
DS MAS Core Referral Driver  
[angela.guzman@adp.com](mailto:angela.guzman@adp.com)  
(610) 379-1546

\*\* The Implementation Costs and Total Annual Investment listed out on this Investment Summary are estimates based on the services, frequencies, recurring rates and pay counts outlined on the sales order and are shown for illustrative purposes only. These numbers are not binding amounts and shall not become incorporated into or made a part of any sales order or services agreement governing the services contemplated therein.

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Town of Newport (Weekly)  
Recurring Pricing Breakdown

	Payroll (Weekly)	HR and Onboarding (Monthly)
Per Employee	\$14.29	\$1.06
Annual Sub-Total	\$5,202.60	\$410.20

	Time and Attendance (Weekly)	Recruitment w/WOTC (Monthly)	W2s/1099s (Annually)
Per Employee	\$0.95	\$2.79	\$3.50
Annual Sub-Total	\$345.80	\$1,339.20	\$24.50

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Town of Newport (Bi- Weekly)  
Recurring Pricing Breakdown

	Payroll (Bi-Weekly)	HR and Onboarding (Bi-Weekly)
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Per Employee

\$2.08

\$1.49

Annual Sub-Total

\$378.56

\$271.18

	Time and Attendance (Bi-Weekly)	W2s/1099s (Annually)
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Per Employee

\$1.68

\$3.50

Annual Sub-Total

\$305.76

\$24.50

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Town of Newport (Monthly)  
Recurring Pricing Breakdown

	Payroll (Monthly)	HR and Onboarding (Monthly)
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Per Employee

\$3.47

\$3.07

Annual Sub-Total

\$1,082.64

\$957.84

	Time and Attendance (Monthly)	W2s/1099s (Annually)
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Per Employee

\$3.46

\$3.50

Annual Sub-Total







\$1,079.52

\$91.00

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Town of Newport 2788 Newport Road Newport, NY 13416 United States	Nathaniel Lowell Primary <a href="mailto:newportsupervisor@ntcnet.com">newportsupervisor@ntcnet.com</a> 3157258708

Recurring Fees and Considerations

Number of Employees: 7 on Town of Newport (Weekly)

	Per Processing	Count	Min	Base	Rate	Weekly	Annual
	Workforce Now Payroll Solutions	7	-	\$85.00	\$3.95	\$112.65	\$5,857.80
	<ul style="list-style-type: none"><li>Enhanced Payroll</li><li>Enhanced HR</li><li>Essential Time</li></ul>						
	Employment and Income Verification	40	-	-	-	\$0.00	\$0.00
	Monthly Processing	Count	Min	Base	Rate	Monthly	Annual
	Workforce Now HCM Solutions	40	-	-	\$3.00	\$120.00	\$1,440.00
	<ul style="list-style-type: none"><li>Recruitment and Talent Acquisition</li><li>Recruiting Embedded Intelligence</li></ul>						
	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	7	-	-	\$3.50		\$24.50
	Total Annual Investment						Total Annual
	Workforce Now Services						\$7,322.30
	Other Considerations						Total
	Implementation						
	Total Other Considerations						Total Setup
	Implementation and One-Time Fees						\$7,500.00
	Discount Value						(\$7,500.00)
	Total Net Implementation and One-Time Fees						\$0.00



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Recurring Fees and Considerations

Number of Employees: 7 on Town of Newport (Bi- Weekly)

	<b>Per Processing</b>	Count	Min	Base	Rate	Bi-Weekly	Annual
	Workforce Now Payroll Solutions	7	-	-	\$5.25	\$36.75	\$955.50
	<ul style="list-style-type: none"><li>Enhanced Payroll</li><li>Enhanced HR</li><li>Essential Time</li></ul>						
	Additional Jurisdiction (if applicable)		2+		\$11.00/month		
	<b>Annual Processing</b>	Count	Min	Base	Rate		Annual
	Year End Forms, W2s or 1099s	7	-	-	\$3.50		\$24.50
<b>Total Annual Investment</b>							<b>Total Annual</b>
Workforce Now Services							<u>\$980.00</u>



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Recurring Fees and Considerations

Number of Employees: 26 on Town of Newport (Monthly)

	Monthly Processing		Count	Min	Base	Rate	Monthly	Annual
	Workforce Now Payroll Solutions		26	-	-	\$10.00	\$260.00	\$3,120.00
	<ul style="list-style-type: none"><li>Enhanced Payroll</li><li>Enhanced HR</li><li>Essential Time</li></ul>							
	Additional Jurisdiction (if applicable)			2+		\$11.00/month		
	Annual Processing		Count	Min	Base	Rate	Annual	
	Year End Forms, W2s or 1099s		26	-	-	\$3.50	\$91.00	
	Total Annual Investment						Total Annual	
	Workforce Now Services						\$3,211.00	



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.

**Promotion**  
Client will receive 6 months free spread over 2 years, applying to months 7-9 and 19-21 from each product/controls billing start date (also referred to as the Promotional Period). Items specifically excluded: implementation, tax and banking (including reverse wire), jurisdiction, year-end, maintenance and professional Services fees. Actual promotional value may vary based on a number of reasons, including but not limited to: start date, number of processings and employees paid during the promotional month(s). Services added after the date hereof are not eligible for the Promo.

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 [newportsupervisor@ntcnet.com](mailto:newportsupervisor@ntcnet.com)  
Expiration Date: 1/10/2025

Summary			
Estimated Annual Net Investment:	\$11,513.30	Total Net Implementation:	\$0.00
Estimated Annual Net Investment during promotional period:	\$8,801.00		

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: Town of Newport
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

## Workforce Now Included Services

### Enhanced Payroll

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

### 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
- Automated Employee Experience Workflows
- Compliance Reporting
- Organization Charting
- Policy Acknowledgement
- Total Rewards Statements
- Employee Feedback and Sentiment Surveys

### Essential Time

- Time Collection
- PTO Management & Reporting
- Request & Approval Workflows
- Rule Based Calculations
- Scheduling
- Mobile Access

### Recruitment and Talent Acquisition

- Mobile-first, branded career site for applicants
- Seamless job posting on 25,000+ job sites
- Candidate communications using email and mobile text
- Industry and Geographic Compensation Benchmarks
- Requisition management and reporting
- Talent communities
- Interview scheduling and offer letter management

### Employment and Income Verification

- Commercial Employment and Income Verifications
- Social Services Verifications
- Workers Compensation Verifications
- Client access to Electronic Reports and Tools
- Immigration Verifications

Thank you for your consideration