




**JACKSON TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

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To: David Harpell, Executive Director
Cc: James Diaz, Asst. Executive Director / Director of Finance
From: Lisa Siemanowicz, Purchasing 
Date: March 5, 2020
Re: Payroll Services, Contract No. CT-20038

A. Overview

Under N.J.S.A. 40A:11-4.1 et seq., competitive contracting may be used by local contracting units in lieu of public bidding for procurement of specialized goods and services the price of which exceeds the bid threshold. For the purpose of IT Computing Services, competitive contracting is afforded because certain criteria, as follows, are met:

1. The governing body passed Resolution No. 2020-011 on January 23, 2020 allowing for competitive contracting for Payroll Services, as enumerated as specialized goods or services.
2. The competitive contracting process shall be administered by an administrator of the contracting unit.
3. The contract will be awarded by resolution of the governing body.
4. A Request for Proposal (RFP) was prepared, under Contract No. CT-20038, which included all requirements deemed appropriate, including the methodology by which the contracting unit will evaluate and rank the proposals.
5. Methodology for evaluation and ranking included in the RFP:
 - a. Experience of the firm and project team in supporting / completing work in environments of similar scale and complexity (25 points).
 - b. Compensation proposal (20 points).
 - c. Financial strength of the firm (20 points).
 - d. Their ability to perform tasks in a timely fashion, including staffing and familiarity with the subject matter as well as their ability to provide guidance and solutions with payroll, tax benefit requisition and any other issues that the Authority may be presented with (20 points).
 - e. Clarity and conciseness of the submittal (5 points).
 - f. Understanding of the scope of work (5 points).

Additionally, the RFP includes line items with the quantities to increase or decrease based on number of employees. These items are on a per unit basis because exact quantities may vary during the term of the contract.

B. Evaluation

The notice of availability of the RFP was published on Wednesday, February 5, 2020 in the Asbury Park Press, which is the Authority's official newspaper. One (1) proposal was subsequently received from Primepoint, LLC. and was opened on March 5, 2020.

The Evaluation Committee (Committee), comprised of Carolyn Mauro, Business Manager, and Lisa Siemanowicz, Purchasing Clerk and Jeffrey Mogila, Purchasing Clerk, and Lindsay Brown, Human Resource, determined, in consultation with legal counsel that their bid is in good form and order.

C. Recommendation

The Committee also determined that Primepoint, LLC. proposal was responsive to the Authority's needs and that they have experience providing the services requested by the Authority since they have provided Payroll Services to the Authority for the past 15 years and the Authority is pleased with their performance.

The total annual contract of \$13,159.00 (quoted) may be adjusted with the addition and/or deletion of Authority employees. Miscellaneous items are on an as needed basis but rates are considered within acceptable limits. In the event these miscellaneous expenses are incurred, the Authority recommends allowing the contract not to exceed \$13,500.00

In the RFP, the Authority requested the help desk lines are sufficiently staffed to answer all incoming calls between 8:00am and 6:00pm EST or if necessary, call back within 30 minutes of an initial message requesting assistance. Primepoint response was that Primepoint's business hours are 8:30am to 5:30pm EST. The RFP also provided a cell phone number for Jim Jacobs, VP of Business Development for Primepoint, in the event the Authority needs to reach someone outside of office hours, which is acceptable to the Authority.

The Committee is recommending Payroll Services, Contract No. CT-20038 be awarded to Primepoint, LLC. in the amount of \$13,500.00 per year for a period of four (4) years, and nine (9) months, effective April 1, 2020 through December 31, 2024, as consistent with N.J.S.A. 40A:11-4.1 et seq.