

Dear Chairman McTernan and Members of the Board:

Please accept this letter as our report and recommendation for the award of a Payroll, Time and Attendance, and Human Resources Services contract, pursuant to N.J.S.A. 40A: 11-1 et seq. Based on a review of the proposals submitted, and in conjunction with our legal counsel, it is our recommendation that the Board award a *1* year contract with four, 1-year options to renew, with up to a total contract term of 5 years to Prime Point.

I. BACKGROUND

On or about *September 19, 2018*, the Board published a Request for Proposal in the *Star Ledger and NBPA website*. Proposals were required to be received by the Purchasing Agent on or before *10:00 am on October 19, 2018*. Two proposals were received, one from Primepoint LLC (“Primepoint”), and one from ADP Inc. (“ADP”).

II. RANKING OF THE PROPOSALS AND EVALUATION CRITERIA

As set forth in the RFP solicitation, proposals were to be evaluated based on the following criteria:

CRITERIA	POINTS
A. Qualifications	5
B. Time and Attendance System	20
C. Payroll Services	20
D. Cost	15
E. Human Resources System	15
F. Reporting	15
G. Customer Support Capabilities	<u>10</u>
Total	100

Based on the application of these criteria to the proposals submitted, the proposals may be ranked as follows:

1. Primepoint
2. ADP

III. SUMMARY OF THE PROPOSALS

A. Primepoint

Primepoint offices are located in Mt. Holly, NJ. Primepoint proposed proprietary SaaS technology that integrates Human Resource Management System, Benefits, Payroll Management and Processing, and Employee Self Service. Primepoint has extensive experience working with municipalities and currently has many municipality clients.

B. ADP

ADP is headquartered in Roseland, New Jersey. ADP did not respond to specific questions within in the bid. ADP included generic information regarding their services.

IV. APPLICATION OF CRITERIA TO PROPOSALS

Each proposal herein addressed, or attempted to address, each of the criteria specified above. The following is a breakdown of the points awarded to each company for each separate criterion.

	ADP	Primepoint
Qualifications (0-5 Points)	4	5
Time and Attendance System (0 – 20 Points)	15	20
Payroll Services (0-20 Points)	20	20
Cost (0-15 Points)	12	15
Human Resources System (0-15 Points)	15	15
Reporting (0-15 Points)	15	15
Customer Support Capabilities (0-10 Points)	5	10
Total (0-100 Points)	86	100

i. CONCLUSION

Based on the above analysis of the several criteria and weighted costs, it is recommended that the Board award the contract for Payroll, Time and Attendance, and Human Resources Services to Primepoint. Primepoint received the most points of the submissions.