



Legislation Text

File #: ID 14-0519, **Version:** 1

AGENDA INFORMATION SHEET

DEPARTMENT: Materials Management

ACM: Bryan Langley

AGENDA DATE: September 16, 2014

SUBJECT

Consider adoption of an ordinance of the City of Denton, Texas providing for, authorizing, and approving a hosted website service for employee payroll direct deposit and W2 image service, which is available from only one source and in accordance with Chapter 252.022 of the Texas Local Government Code such purchases are exempt from the requirements of competitive bidding; and providing an effective date (File 5304 awarded to Ceridian HCM, Inc. in the three (3) year not-to-exceed amount of \$65,000).

FILE INFORMATION

The City of Denton Accounting Department has been using the Ceridian HCM, Inc. service since 2013. This service is a hosted website for posting of payroll direct deposit advices and W2 forms for easy access for the employees. This service has saved the City printing costs for direct deposits as well as reprinting costs when employees request additional copies of their pay stubs. Employees can also opt out of getting a printed copy of their W2 form and will be able to easily print their current year as well as past year information as needed.

The Technology Services department could not identify any local vendors that could provide this service. Therefore, procuring this hosted service from the above vendor is the best value for the City of Denton

RECOMMENDATION

Technology Services recommends awarding this hosted service to Ceridian HCM, Inc a three (3) year not-to-exceed amount of \$65,000. The City is billed \$.20 per pay check processed for each pay period. This amount will vary depending on the number of active employees for the pay period. There are also separate costs for the W2 services and processing. All costs are shown on the attached Exhibit 1-Pricing Sheet.

PRINCIPAL PLACE OF BUSINESS

Ceridian HCM, Inc.
Newark, NJ

ESTIMATED SCHEDULE OF PROJECT

This expenditure is for the time period of October 1, 2014 through October 31, 2017.

FISCAL INFORMATION

Funding is budgeted in Technology Services operating account number 830400.7854 beginning October 1, 2014.

EXHIBITS

Exhibit 1: Contract Pricing
Exhibit 2: Single Source Memo
Exhibit 3: Ordinance

Respectfully submitted:

Chuck Springer, 349-8260
Director of Finance

For information concerning this acquisition, contact: Kevin Gunn at 349-8595.