Investment Summary

Quote Number 05-2024-201506 2

Company Information

Douglas County Administrator
100 3rd St
Castle Rock, CO 80104-2425
United States

Executive Contact

David Ledbetter
Consultant
dledbetter@berrydunn.com
(303) 660-7400

1600

Total Employees

$81,177.00

Implementation Costs

$289,448.00

Total Annual Investment

Expiration

5/11/2024

ADP Sales Associate

Ken Calkins
District Sales Manager - Vertical
ken.calkins@adp.com
918-810-4887

** 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.

Sales Order

Quote Number 05-2024-201506 2

Company Information

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United States

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Recurring Fees and Considerations

Number of Employees: 1600 on Douglas County Administrator

Per Processing

	Count	Min	Base	Rate	Monthly	Annual
Employment and Income Verification	1600	-	-	-	$0.00	$0.00
• Employment Verification						

Monthly Processing

	Count	Min	Base	Rate	Monthly	Annual
Monthly Sandbox User Acceptance Test Environment	1	-	-	$500.00	$500.00	$6,000.00
Workforce Now Payroll Solutions	1600	-	-	$1.00	$1,600.00	$19,200.00
• Enhanced Payroll						
Workforce Now HCM Solutions	1600	-	-	$8.30	$13,280.00	$159,360.00
• Enhanced HR						
• HCM Analytics						
• Essential Learning						
• Premium Learning Content						
• Enhanced Benefits						
• Recruitment and Talent Acquisition						
• Recruiting Embedded Intelligence						
• Performance and Goal Management						
• Compensation Management						
401(k) / Benefits Feedback - with Empower 401k	1600	-	-	$0.23	$368.00	$4,416.00
Health Compliance	1600	-	-	$0.71	$1,136.00	$13,632.00
Workforce Manager Time and Attendance						
Hourly Employees	1100	-	-	$3.60	$3,960.00	$47,520.00
Salaried Employees	500	-	-	$2.42	$1,210.00	$14,520.00
• Compliance on Demand						
Accruals and Leave	1600	-	-	$0.48	$768.00	$9,216.00
Analytics	1600	-	-	$0.53	$848.00	$10,176.00
Additional Jurisdiction (if applicable)		2+		$11.00/month		
International Employees Rate (if applicable)				$3.10/month		
Unless fully paperless, shipping fees for 3rd party courier delivery will be billed at prevailing rate.						

Annual Processing

	Count	Min	Base	Rate	Annual
Year End Forms, W2s or 1099s	1600	-	-	$3.38	$5,408.00

Total Annual Investment

	Total Annual
Workforce Now Services	$289,448.00

Other Considerations

Hardware and Other Fees	Count	Rate	Total
• Standard Connections - The Hartford	1	$0.00	$0.00
• Standard Connections - UHC (United Health Care)	1	$0.00	$0.00
• Standard Connections - VSP	1	$0.00	$418.00
• Standard Connections - Delta	1	$0.00	$418.00
• Standard Connections - Health Advocate	1	$0.00	$418.00
• Standard Connections - WEX COBRA	1	$0.00	$418.00

Other Considerations

	Count	Rate	Total
Hardware and Other Fees			
• Implementation for 401(k) / Benefits Feedback	25	$200.00	$5,000.00
• Learning Consulting for Implementation of Content Hub	1	$1,000.00	$1,000.00
• Professional Services: Pay Check History Conversion	1	$15,000.00	$15,000.00
Implementation			
• Monthly Sandbox Test Environment Implementation			$1,500.00
• Implementation for Workforce Now Payroll Solutions			$6,000.00
• Custom Report Development - 401K			$9,555.00
• Implementation for Workforce Now HCM Solutions			$12,000.00
• Implementation for Health Compliance			$1,650.00
• Implementation for ADP Workforce Manager			$14,000.00
• Implementation for Accruals and Leave			$7,500.00
• Implementation for Analytics			$1,200.00
• Affordable Care Act (ACA) - Historical Hours Import up to18 months			$3,500.00
• Implementation for Automated Export Services			$1,200.00
• General Ledger File Transmission (FTP of a WFN GL File)			$400.00

Total Other Considerations

	Total Setup
Implementation and One-Time Fees	$278,450.00
Discount Value	($197,273.00)
Total Net Implementation and One-Time Fees	$81,177.00

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.

Billing for all modules bundled under HCM Solutions will begin on the date the ADP Product or Service is available for use by the CLIENT in a production environment. The billing count is based on all unique lives in the database paid in the previous calendar month. Any non-terminated employees based outside the United States will be billed separately as International Employees.

Billing for Workforce Manager will begin on the date Workforce Manager is available for use by the CLIENT in a production environment. The billing count is based on all non-terminated lives in the Time Module, including managers/supervisors that need to approve time cards. Billing for add-on modules will include counts based on those lives specifically added and maintained by the practitioner.

Workforce Manager can only be used for tracking time for US associates only. clients are prohibited for leveraging this solution to track time for anyone located outside the US.

History Conversion: The services noted on this sales order are performed by ADP Professional Services and are for companies with more than 1000 active employees with data coming from a single data base source. Conversion of history from multiple databases must be quoted via a customized statement of work.

The costs detailed on this sales order include the first five practitioners at no cost. Each additional practitioner after the first five will be billed at $260 per practitioner per month.

Billing for Health Compliance will begin on the date Health Compliance is available for use by CLIENT. The billing count is based on all lives in the database that are marked as either Active or Leave.

Other
ADP’s Fees for Service will be debited directly out of client’s bank account of their choosing forty-five (45) days from invoice date.

Important Professional Services Information

ADP TEST ENVIRONMENT ACCESS (UAT)

Project Description: ADP Workforce Now® Test Environment Access (UAT)

Project Prerequisites: 1) Client is using the current version of ADP Workforce Now and the production database is ready to be copied.

ADP Responsibilities: 1) Create Test Environment copy of Client Database. 2) Provide access to one (1) Client Security Master. 3) Facilitate refresh of Test Environment upon request and up to once per month.

Client Responsibilities: 1) Provide Client Security Master information to assigned Implementation or Service Resource. 2) Client Security Master is responsible for setting up additional client users as required. 3) Confirm access to Test Environment. 4) Request refresh Implementation or Service Resource.

Project Completion Criteria: 1) Client has been provided with access to Test Environment.

Changes in project scope and/or unforeseen internal/external issues such as delays beyond ADP control may impact completion date and project cost. Prices for the statement of work as set on the effective date shall not change, but any changes or additions to the statement of work shall be subject to price changes in the normal course of business, at ADP's discretion.

Upon completion of the project ADP will request confirmation from the Client that the services and deliverables outlined herein have been satisfactorily delivered. Services, including any deliverables, will be deemed accepted by Client if no response has been received within 5 business days of the date of this confirmation request.

In the event that Client terminates this project and work hereunder has already commenced, Client agrees that it is responsible for all costs and fees incurred by ADP prior to the effective date of such termination and such amounts shall be due and payable by Client to ADP according to the Client's previously-established payment terms with ADP.

Important Learning Strategy Consulting Information

CONTENT CONSULTING SERVICES 4 HRS

The Content Consulting Services for implementation provided pursuant to this SOW shall consist of the following (as determined by ADP and Client): 1) A 30 -- 45 minute high level discovery session 2) A 1.5 -- 2 hours of customized content curation 3) A 30 -- 45 minute content and implementation

Scheduling: Client will contact ADP to schedule Consulting Services sessions. ADP will attempt to schedule each session within 5 business days of Client's request.

Deliverables: ADP will provide Client a report that documents: 1) The agreed-upon content recommendations arrived at in connection with the Content Consulting Services 2)Alignment between the recommendations and Client's stated learning goals.

Terms and Conditions: 1) Client is solely responsible for determining whether the ADP Content and the recommendations provided hereunder meet its legal, regulatory and/or industry requirements. 2) Upon completion, ADP will request confirmation from Client that the services and deliverables have been satisfactorily delivered. Services and deliverables will be deemed accepted by Client if no response has been received within four (4) business days of the date of confirmation request.

Summary

Estimated Annual Net Investment:	$289,448.00	Total Net Implementation:	$81,177.00

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: Douglas County Administrator	
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
- New Hire Onboarding / I-9 Workflow
- Compliance Reporting
- Organization Charting
- Policy Acknowledgement
- Total Rewards Statements
- Employee Feedback and Sentiment Surveys

HCM Analytics

- Pre-Configured Key Performance
- Executive Dashboard
- Ability to Customize Additional KPIs
- Pay Equity Storyboard

Essential Learning

- 50 pre-packaged high quality compliance and development courses
- Supports all content formats (including SCORM, xAPI, MP3, MP4, PDF etc.)
- Employee self-enrollments, accessible on Desktop and ADP Mobile App
- Upload custom training content (employee-created or sourced from third-parties)
- Actionable course tracking dashboards and custom reporting capabilities
- Publish & track Instructor-led trainings (hosted virtually or in physical classrooms)

Premium Learning Content

- Access to over 70,000+ modern courses across a variety of themes and industries
- Seamless course selection and catalog curation via Essential Learning

Enhanced Benefits

- Multiple Benefit Plan Types
- Dependent & Beneficiary Tracking
- Employee Open Enrollment with Personalized Decision Support
- Invoice Auditing
- Flexible Rate Structures
- COBRA Event Triggers
- Notifications & Approvals
- Benefit Plan Creation

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

Performance and Goal Management

- Custom Performance Review Templates
- 360 Degree Peer Review
- Employee Goal Management
- Manager Dashboard

Compensation Management

- Performance & Award Alignment
- Configurable Merit Matrix
- Budget and Award Guidelines
- Configurable Workflow

Workforce Now Included Services

Health Compliance

- Business Intelligence and Calculations
- State Reporting for Health Coverage
- Health Coverage Reporting
- Penalty Management

Workforce Manager Time and Attendance

- Multiple Time Collection Methods
- PTO Management & Reporting
- Request & Approval Workflows
- 100% mobile for supervisors and employees
- Rule Based Calculations
- Web Native
- Attestation Toolkit
- 3rd Party Integration Interface

Compliance on Demand

- Federal, state and local regulatory content
- Proactive legislative alerts from ADP
- An ADP client community discussion forum
- Access to ADP compliance experts

Employment 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