



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

File #: 14-0556, Version: 1

**Dept/ Agency:** One Stop Career Center-NewarkWORKS

**Action:** (X) Ratifying (X) Authorizing (X) Amending

**Type of Service:** Professional Service Contract

**Purpose:** Contract Amendment for the Renewal of Youth Payroll Services Contract

**Entity Name:** **Community Software Solutions, Inc.**

**Entity Address:** 30 Jefferson Plaza, Princeton, NJ 08540-9541

**Contract Amount:** \$68,500.00

**Funding Source:** State of New Jersey Department of Labor & Workforce Development

**Contract Period:** April 16, 2014 through April 15, 2015

**Contract Basis:** ( ) Bid ( ) State Vendor (X) Prof. Service ( ) EUS

(X) Fair & Open (X) No Reportable Contributions ( ) RFP (X) RFQ

( ) Private Sale ( ) Grant ( ) Sub-recipient ( ) N/A

**Additional Information:**

Resolution 7R3-I 080713: Acceptance of Grant Award/Funds

Resolution 7R3-c (s) 062513, Authorized Original Contract

**WHEREAS**, The City of Newark, One Stop Career Center/NewarkWORKS (“City”) desires to continue to obtain payroll/fiscal support, reporting and management services for the Summer Youth Work Experience Program and Temporary Jobs Program; and

**WHEREAS**, pursuant to the competitive contracting provision set forth in the State Local Public Contract Law N.J.S.A. 40A:11-4.1b(2), and the fair and open process of State Pay-to-Play Law N.J.S.A.19:44A 20.3 through 20.25, the City publicly advertised a Request for Qualifications (RFQ) for this service on February 27, 2013 and received proposals on March 7, 2013; and

**WHEREAS**, the City received one proposal in response to the RFQ; and

**WHEREAS**, the proposal received from **Corporate Staff Services, Inc. “CSS”** hereinafter referred to as **Community Software Solutions, Inc. “CSS”** (see attached name change documentation), located at 30 Jefferson Plaza, Princeton, New Jersey 08540-9541 was found to be the most advantageous to the City based on the criteria listed within the RFQ; and

**WHEREAS**, the Director for the Department of Economic and Housing Development was authorized via Resolution 7R3-c(s) 062513, to enter into a contract with **Community Software Solutions, Inc.**, the *original contract* was for a term of one year from April 16, 2013 through April 15, 2014 for an amount not to exceed Sixty-eight Thousand Five Hundred Dollars and No Cents (\$68,500.00); and

**WHEREAS**, the original contract (paragraph 4 Section C.) provides for the option to renew the contract for one additional year (see *original contract documents attached*); and

**WHEREAS**, the Acting Director for the Department of Economic and Housing Development desires to amend the original contract with **Community Software Solutions, Inc.** for an additional one year term for an amount not to exceed sixty-eight thousand five hundred dollars and no cents (\$68,500.00); and; and

**WHEREAS**, the Acting Director for the Department of Economic and Housing Development desires to continue the contract with **Community Software Solutions, Inc.** for the purpose of providing the balance of the payroll services for a second year from April 16, 2014 to April 15, 2015, (refer to original contract attached) in an amount not to exceed Sixty-Eight Thousand, Five Hundred Dollars and No Cents (\$68,500.00); and

**WHEREAS**, the contract amendment shall extend the term of the original contract authorized by Resolution 7R3-c(s) 062513 for one additional year commencing on April 16 2014 through April 15, 2015 in an amount not to exceed Sixty-Eight Thousand, Five Hundred Dollars and No Cents (\$68,500.00)

**WHEREAS**, the original contract awarded to **Community Software Solutions, Inc., (formerly Corporate Staff Services, Inc. (CSS))** followed the fair and open procedures of the State Pay-to-Play Law, N.J.S.A. 19:44A-20.5, and the State Local Public Contracts Law, including but not limited to N.J.S.A. 40A:11-4.1(b) (2) and/or N.J.S.A. 40A:11-4.5; and

**WHEREAS**, the Mayor of the City of Newark signed into Law Executive Order Number MEO-07-0001 (hereinafter "Pay to Play Executive Order"), which requires reporting of political contributions to Newark Municipal Candidates and prohibits certain political contributions during the duration of the contract.

**NOW THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY, THAT:**

1. The Mayor and or his/her designee, the Acting Director of the Department of Economic and Housing Development or his/her designee, are hereby authorized to enter into and execute a contract amendment on behalf of the City of Newark with **Community Software Solutions, Inc., (formerly Corporate Staff Services, Inc. (CSS)), 30 Jefferson Plaza, Princeton, New Jersey 08540-9541**, for an addition one year period, for the term of April 16, 2014 through April 15, 2015, to provide payroll/fiscal support, reporting and management services for the Summer Youth Work Experience Program and Temporary Jobs Program including, but not limited to, the following services:
  - Shall be responsible for payroll including calculations and retention of data; funding of debit cards, printing of select checks; and, pay stub creation and distribution;
  - Shall train staff working with participants on debit card usage and avoiding debit card fees;
  - Shall assist with data collection to include worksite figures of participant entry and

assignment; total numbers; and, incomplete applications;

- Shall be responsible for tax compliance including timely payments, timely reporting and W2 distribution to participants;
- Shall provide a single point of contact as the source for all City needs;
- Shall provide support to work with City staff and worksites; and
- Shall be responsible for reporting and will provide the requested reports plus additional reporting requested by the City.

The total amount of said renewal contract shall not exceed Sixty-Eight Thousand, Five Hundred Dollars and No Cents (\$68,500.00).

2. The Municipal Council hereby ratifies this contract from April 16, 2014 to the date of adoption of this resolution.
3. This amended contract is being awarded pursuant to the fair and open procedures of the State Pay to Play Law, N.J.S.A. 19:44A-20.5, State and Local Public Contract Law, including but not limited to N.J.S.A.40A:11-4.1(b)(2) and/or N.J.S. A. 40A:11-4.5, and is in compliance with Executive Order MEO-07-0001, effective March 31, 2007.
4. The Municipal Council hereby ratifies the use of competitive contracting for processing and awarding contracts for services in question from February 27, 2013, to the date of adoption of this Resolution and authorizes its use in the future.
5. The City was required to and did solicit RFQs for this contract with **Community Software Solutions, Inc.** and is compliant with applicable state and local laws.
6. There shall be no advance payments pursuant to N.J.S.A, 40A:5-16.
7. There shall be no waivers, amendments or modifications to the Contract without the approval of the Municipal Council.

8. Attached hereto is the Certification of Funds from the Municipal Comptroller of the City of Newark, which states (1) that there are sufficient funds for the purpose set forth hereinabove and (2) that the line appropriation of the official budget which shall be charged is **Fund NW051, Dept. G13, Division/Project 3M310, Account 72090, Budget Ref. B2013.**
  
9. An executed copy of said contract amendment shall be filed with the Office of the City Clerk by the Acting Director of the Department of Economic and Housing Development.
  
10. **Community Software Solutions, Inc.** certify that it has neither made nor will make a prohibited contribution in violation of any applicable State or City ordinances, including but not limited to, the Newark Executive Order on Pay to Play Reform (MEO-07-0001), as may be amended from time to time. Any such failure to comply shall constitute a breach of the Contract.

### **STATEMENT**

Resolution ratifying and authorizing the Mayor and or his/her designee, the Acting Director of the Department of Economic and Housing Development, to enter into and execute a contract amendment renewing the contract between the City of Newark with **Community Software Solutions, Inc.**, 30 Jefferson Plaza, Princeton, New Jersey 08540-9541, for an additional one year term - April 16, 2014 to April 15, 2015, to provide payroll/fiscal support, reporting and management services for the Summer youth Work Experience Program and Temporary Jobs Program for an amount not to exceed Sixty Eight Thousand Five Hundred Dollars and No Cents (\$68,500.00). This contract amendment is being awarded pursuant to the fair and open procedures of the State Pay to Play Law (N.J.S.A. 19:44A-20.5) and State Local Public Contracts Law, including but not limited to N.J.S.A. 40A:11-4.1(b)(2), and is in compliance with Executive Order MEO-07-0001, effective March 31, 2007.