



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 16-1515, Version: 1

Dept/ Agency: One Stop Career Center-NewarkWORKS

Action: Ratifying Authorizing Amending

Type of Service: Professional Service Contract

Purpose: Payroll Services

Entity Name: Community Software Solutions, Inc. (CSS)

Entity Address: 30 Jefferson Plaza, Princeton, New Jersey 08540-9541

Contract Amount: Amount not to exceed \$57,500.00

Funding Source: State of New Jersey Department of Labor and Workforce Development

Contract Period: April 16, 2016 through April 15, 2017

Contract Basis: Bid State Vendor Prof. Ser. EUS

Fair & Open No Reportable Contributions RFP RFQ

Private Sale Grant Sub-recipient n/a

Additional Information:

One (1) Proposal received

WHEREAS, the City of Newark, One Stop Career Center/NewarkWORKS ("City") desires to obtain payroll/fiscal support, reporting and management services for the 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 W-2 distribution to participants;
- Shall provide a single point of contact as the source for all City needs;
- Shall provide support staff 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; and

WHEREAS, pursuant to the competitive contracting provision set forth in the State Local Public Contracts Law N.J.S.A. 40A:11-4.1 (i) and N.J.S.A. 40A:11-5(1)(a)(i), and the Fair and Open process of State Pay-to-Play Law N.J.S.A. 19:44A20.5, the City publicly advertised a Request for Proposals (RFP) for this service on September 19, 2016 and received proposals on March 15, 2016, and;

WHEREAS, the City received one (1) proposal in response to the RFP; and

WHEREAS, the proposal received from Community Software Solutions, Inc. (“CSS”), 30 Jefferson Plaza, Princeton, New Jersey, 08540-9541, was found to be the most advantageous to the City based upon price, experience and all other criteria listed in the Request for Proposal; and

WHEREAS, the Deputy Mayor of Workforce Development and Director of NewarkWORKS desire to enter into a contract with Community Software Solutions, Inc. (“CSS”), for the purpose of providing these services for the contract period of April 16, 2016 through April 15, 2017, in an amount not to exceed Fifty-Seven Thousand Five Hundred Dollars and Zero Cents (\$57,500.00); and

WHEREAS, this contract is being awarded to Community Software Solutions, Inc. (“CSS”), under 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:11-5(1)(a)(i); and

WHEREAS, the Municipal Council adopted the Contractor Pay-to-Play Reform Ordinance, R.O. 2:4-22C, which forbids the award of a contract to a Business Entity, as defined therein, which has made or solicited political contributions to Newark Municipal Candidates, office holders having ultimate responsibility for the award of a contract; candidate committees of the aforementioned candidates; and political or political party committees of the City of Newark or County of Essex; and continuing political committees or political action committees regularly engaged in the support of the City of Newark municipal or County of Essex elections; and certain other political party or candidate committees, in excess of certain thresholds.

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

1. The Mayor and/or his designee, the Deputy Mayor of Workforce Development and Director of NewarkWORKS are hereby authorized to enter into and execute a contract on behalf of the City of Newark with Community Software Solutions, Inc. (“CSS”), 30 Jefferson Plaza, Princeton, New Jersey 08540-9541, for the contract period of April 16, 2016 through April 15, 2017, to provide payroll/fiscal support, reporting and management services for the 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 W-2 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.
2. The total amount of this contract shall not exceed Fifty-Seven Thousand Five Hundred Dollars and Zero Cents (\$57,500.00).
 3. This 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 Contracts Law, including but not limited to N.J.S.A.40A:11-1 et seq., and/or N.J.S. A. 40A:11-5(1)(a)(i).
 4. The Municipal Council hereby ratifies the use of competitive contracting for processing and awarding contracts for services in question to the date of adoption of this Resolution and authorizes its use in the future.
 5. The City was required to and did solicit RFPs for this contract with Community Software Solutions, Inc. and is in compliance 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 Director of Finance 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, Business Unit, NW051; Dept., G15; Div/Proj., M15C0, Account # 72090; Budget , B2015.
 9. An executed copy of said contract shall be filed with the Office of the City Clerk by the Director of NewarkWORKS.
 10. Community Software Solutions, Inc. ("CSS"), certifies 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 Contractor Pay-to-Play Reform Ordinance, R.O. 2:4-22C, as may be amended from time to time. Any such failure to comply shall constitute a breach of the Contract.

STATEMENT

The Resolution ratifies and authorizes the Mayor and/or his designee, Deputy Mayor of Workforce Development and Director of NewarkWORKS to enter into and execute a contract on behalf of the City of Newark with Community Software Solutions, Inc. ("CSS"), 30 Jefferson Plaza, Princeton, New Jersey 08540-9541, for the period of April 16, 2016 through April 15, 2017, 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 Fifty-Seven Thousand Five Hundred Dollars and Zero Cents (\$57,500.00).

