



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 13-0566, Version: 1

Dept/ Agency: Economic & Housing Development

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

Type of Service: Management and administration of certain payroll and fiscal functions.

Purpose: To support Newark One Stop Career Center-Newark WORKS, Summer Youth Work Experience Program (SYWEP)

Entity Name: Corporate Staff Services, Inc.

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

Contract Amount: \$68,500.00

Funding Source: : City of Newark, 2013 Budget

Contract Period: April 16, 2013 - April 15, 2014

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

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

() Private Sale () Grant () Sub-recipient () n/a

Additional Information:

WHEREAS, the City of Newark, One Stop Career Center/NewarkWORKS (“City”) desires to obtain 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 W-2 distribution to participants;
- Shall provide a single point of contact as the source for all of 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:11-4.1b(2)], and the fair and open process of State Pay-to-Play Law (N.J.S.A. 19:44A-20.5), 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., hereinafter, "CSS", 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 in the RFQ; and

WHEREAS, the Deputy Mayor/Director for the Department of Economic and Housing Development desires to enter into a contract with CSS, for the purpose of providing these services for the contract period from April 16, 2013 to April 15, 2014, in an amount not to exceed Sixty-Eight Thousand, Five Hundred Dollars (\$68,500.00); and

WHEREAS, this contract being awarded to CSS complies with 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 designee, the Deputy Mayor/ Director of the Department of Economic and Housing Development or his designee, are hereby authorized to enter into and execute a contract on behalf of the City of Newark with Corporate Staff Services, Inc., hereinafter, "CSS", 30 Jefferson Plaza, Princeton, New Jersey 08540-9541, for the contract period April 16, 2013 to April 15, 2014, 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 W-2 distribution to participants;
 - Shall provide a single point of contact as the source for all of 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.

2. The total amount of said contract shall not exceed Sixty-Eight Thousand, Five Hundred Dollars (\$68,500.00).
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 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 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 the 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 for RFQs for this contract with CSS 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 a 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 011, Dept. 010, Division/Project 0109, Account 72090, BudRef B2013
9. An executed copy of said contract shall be filed with the Office of the City Clerk by the Deputy Mayor/ Director of the Department of Economic and Housing Development.
10. CSS shall certify that it has neither made nor will make a prohibited contribution in violation of any applicable state laws 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 designee, the Deputy Mayor/ Director of the Department of Economic and Housing Development or his designee, to enter into and execute a contract on behalf of the City of Newark with Corporate Staff Services, Inc., 30 Jefferson Plaza, Princeton, New Jersey 08540-9541 , for the period April 16, 2013 to April 15, 2014, to provide payroll/fiscal support, reporting and management services for the Summer Youth Work Experience Program and Temporary Jobs Program (SYEP), for an amount not to exceed Sixty Eight Thousand Five Hundred Dollars (\$68,500.00). 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) 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.

