



Legislation Text

File #: 12-1085, Version: 1

Dept/ Agency: Economic & Housing Development

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

Type of Service: EUS Contract

Purpose: Payroll and fiscal management for various NewarkWORKS programs

Entity Name: Corporate Staff Services, Inc.

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

Contract Amount: \$68,500.00

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

Contract Period: April 16, 2012 through April 15, 2013

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

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

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

Additional Information:

WHEREAS, NewarkWORKS has a need to provide payroll and fiscal management support for the Summer Youth Work Experience Program, Temporary Jobs Program, the Transitional Jobs Program and the Newark Prisoner Re-entry Initiative (the "Programs"); and

WHEREAS, NewarkWORKS requires specialized expertise to ensure NewarkWORKS meets its database, payroll, debit card, fiscal management and staff services support for these Programs; and

WHEREAS, under the Local Public Contracts Law, N.J.S.A. 40A:11-1 et. seq. (the "LPCL"), a municipality may enter into a contract for the performance of services without competitive public bidding if the services being procured qualify as extraordinary unspecifiable services; and

WHEREAS, the services necessary to implement and perform the Programs qualify as extraordinary unspecifiable services because the services to be provided are of a specialized and qualitative nature requiring expertise, extensive training and proven reputation in the field of endeavor, and the services cannot be reasonably described by written specifications; and

WHEREAS, Corporate Staff Services, Inc. ("CSS"), located at 30 Jefferson Plaza, Princeton, New Jersey 08540, was previously under contract with NewarkWORKS to provide payroll and fiscal management services, and NewarkWORKS was satisfied with the services provided; and

WHEREAS, due to the unique nature of the work performed by CSS and its experience in providing fiscal management software technology and payroll services to agencies like NewarkWORKS, the City of Newark wishes to ratify and authorize the execution of a contract with CSS for such services for the period of April 16, 2012 to April 15, 2013, in the amount of \$68,500.00; and

WHEREAS, CSS has demonstrated that it is qualified by its training and experience to provide the required services in the manner and on the terms and conditions set forth in the contract; and

WHEREAS, CSS has executed a "Business Entity Disclosure Certification" and a "c.271 Political Contribution Disclosure Form," copies of which are attached hereto and made a part hereof, and accordingly this contract is being awarded in accordance with the provisions of the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, et seq.; and

WHEREAS, CSS has executed a "City of Newark Stockholder Disclosure Certificate," a City of Newark "Political Contribution Disclosure Form" and a "Certification of Compliance with Executive Order on Pay-to-Play Reform," copies of which are attached hereto and made a part hereof, and accordingly this contract is being awarded in accordance with the provisions of the City of Newark's Executive Order MEO-07-0001; and

WHEREAS, the execution of this contract is subject to and contingent upon, the prior written approval of New Jersey's Director of the Division of Local Government Services ("the Director"), and accordingly this contract is being awarded in accordance with the provisions of the Memorandum of Understanding between the Director and the City of Newark.

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

1. The Mayor and/or his designees, the Deputy Mayor/Director of the Department of Economic and Housing Development and/or the Acting Deputy Director of Operations for NewarkWORKS, are hereby authorized to enter into and execute a contract with CSS for the provision of fiscal management software/technology and payroll services for a total contract amount of \$68,500.000, for the period commencing April 16, 2012, and terminating on April 15, 2013.
2. Attached hereto are two (2) Certifications of Funds which state that there are available legally appropriated funds for the purposes set forth hereinabove in the combined total amount of \$68,500.00., and that the line appropriation of the official budget which shall be charged is as follows: Business Unit,NW051 Dept. ID,G11,Div/Proj. M1140, Activity A, Acct. No. 72090, Budget B2012: and Business Unit,NW051,Dept. ID,010, Div/Proj.,0109, Activity A, Acct.No. 72090, Budget Ref. B2012
3. This contract is hereby ratified from April 16, 2012, to the date of adoption of this authorizing resolution.
4. The contract is awarded as an Extraordinary Unspecifiable Service pursuant to the provisions of the State Local Public Contracts Law (N.J.S.A. 40A:11-5(1)(a)(ii)).
5. The Certification of Extraordinary Unspecifiable Service, as required by N.J.A.C. 5:34-2.3(b), is attached hereto and shall be filed in the Office of the City Clerk with the original resolution.
6. A copy of the Comptroller's Certification and the fully-executed contract herein authorized and ratified shall be filed in the Office of the City Clerk by the Department of Economic and Housing Development.

7. There shall be no advance payments made against this contract in accordance with N.J.A.C. 40A:5-16.
8. The Determination of Value Letter is attached hereto and shall be filed with the Office of the City Clerk with the original resolution by the Department of Economic and Housing Development.
9. CSS has completed and submitted a City of Newark Political Contribution Disclosure Form and a Business Entity Disclosure Certificate, which certify that CSS has not made any reportable contributions to a political or candidate committee in the City of Newark in the previous one year, and their contract will prohibit CSS from making any reportable contributions through the term of contract.
10. A request for a waiver to award a non-fair and open contract for professional service or extraordinary unspecifiable service (EUS), a copy of which is attached hereto, shall be submitted to New Jersey's Director of the Division of Local Government Services ("the Director"), and this Resolution's ratification and authorization of this contract are subject to, and contingent upon, the Director's written approval of said waiver request being provided prior to this contract's execution.
11. A notice of this action shall be published in the newspaper authorized by law to publish a legal advertisement and as required by law within 10 days of its passage. In accordance with N.J.S.A. 40A:11-5(1)(a), said notice shall include a brief statement as to the nature, duration, service and amount of this contract, and shall indicate that this Resolution and contract are on file and available for public inspection in the Office of the City Clerk.

STATEMENT

This resolution ratifies and authorizes the Mayor and/or his designees, the Deputy Mayor/Director of the Department of Economic and Housing Development and/or the Acting Deputy Director of Operations for NewarkWORKS, to enter into and execute a contract with Corporate Staff Services, Inc., located at 30 Jefferson Plaza, Princeton, New Jersey 08540, for the provision of fiscal management software and technology and payroll services in the amount of \$68,500.00, for the period commencing April 16, 2012, and terminating on April 15, 2013.