



HOWARD COUNTY DEPARTMENT OF FINANCE

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To: Lonnie R. Robbins
Chief Administrative Officer

From: Rafiu Ighile 
Director of Finance

Re: ADP Testimony

The Department of Finance, along with Human Resources, DTCS and Procurement sought proposals for an HRIS and Payroll system, that would cover the following functions: Employee Onboarding and Off-Boarding, Employee Lifecycle Management (including Performance Management, Compensation Management, Electronic Employee Files, and Workflows), Organizational Charts, ACA Compliance, Payroll (inclusive of tax filing and reporting wage garnishments and employee verifications), Position Control, and Employee Self Service. Just as important, the County sought a partner to help modernize its payroll and HR processes - helping us to continuously improve. The RFP was issued in March of 2021 and the selection was made by the evaluating committee in December 2021.

After extensive demonstrations of services, two rounds of interviews, and business reference vetting, the County selected ADP to fulfill the desired scope of services and vastly improve on the current manual processes and lack of integration. ADP offered the most comprehensive solution, meeting all the requirements as laid out in the statement of work. Ultimately, the selection of ADP came down to four key points:

- **Complexity** – The other short-listed vendors could not demonstrate efficiency in addressing one of the County's key concerns, its FLSA calculation. ADP has a proven track record for configuring and programming complex multi collective bargaining agreements; as well as the unique configuration requirements for Public Safety departments.
- **Cost** – Most competitive in price, while allowing for a rebuild of customizations currently in place. The annual recurring cost will increase slightly due to the additional modules.

- **Familiarity** – ADP has been the County’s payroll processing vendor for over 20 years. Established relationships and historical knowledge of County payroll/HRIS policies and procedures make this an ideal partnership.
- **History** – The County has over 20 years of data. By selecting ADP, the County can make decisions about the optimal amount of history brought into the new system without limitations or costly data conversion.

The Agreement will cost \$497,153, \$470,653, \$470,653, \$489,479, and \$509,058, in years 1 through 5, respectively. Please note that year 1 includes cost of implementation of \$26,500. Years 1 - 3 are locked and Years 4 - 5 include anticipated 4% increases.

cc: Jennifer Sager