

County of Passaic

Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

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Date: Feb 13, 2024 - 5:30 PM

Agenda: RESOLUTION EXERCISING FIRST ONE (1) YEAR OPTION WITH TIMECLOCK PLUS, LLC TO PROVIDE TIME AND ATTENDANCE MANAGEMENT SOFTWARE TO THE COUNTY OF PASSAIC, PURSUANT TO N.J.S.A. 40A:11-4.1 AND RFP-21-003

THIS RESOLUTION WAS REQUESTED BY:
HUMAN RESOURCES

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	2/13/2024
Introduced Date	2/7/2024
Adopted Date	
Agenda Item	10.
CAF#	4-01-20-106-001-213
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

RESOLUTION EXERCISING FIRST ONE (1) YEAR OPTION WITH TIMECLOCK PLUS, LLC TO PROVIDE TIME AND ATTENDANCE MANAGEMENT SOFTWARE TO THE COUNTY OF PASSAIC, PURSUANT TO N.J.S.A. 40A:11-4.1 AND RFP-21-003

WHEREAS, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

WHEREAS, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

WHEREAS, N.J.S.A. 40A:11-4.1 authorizes the County to utilize competitive contracting in lieu of public bidding for procurement of specialized goods and services, the price of which exceeds the bid threshold; and

WHEREAS, N.J.S.A. 40A:11-4.1(a) specifically authorizes the County to utilize competitive contracting for the purchase or licensing of proprietary computer software designed for the County’s purposes; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.3, on December 8, 2020, the Board approved Resolution No. R20201060, authorizing competitive contracting for time and attendance software; and

WHEREAS, on January 28, 2021, the Passaic County Purchasing Agent issued RFP-21-003, Professional Services for a New Automated Time and Attendance Management System for the County of Passaic (“RFP-21-003”), responses to which were unsealed on February 24, 2021; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.5(d), in a memorandum dated April 7, 2021, a review committee recommended a contract award to TimeClock Plus, LLC, after reviewing the proposals received and ranking them based on a methodology for the awarding of competitive contracts, which included technical, management and cost-related criteria; and

WHEREAS, on April 13, 2021, the Board passed Resolution No. R20210341, authorizing a contract award to TimeClock Plus, LLC to provide time and attendance software to the County for a three (3) year term, commencing April 1, 2021 and expiring March 31, 2024, in an amount not to exceed two hundred sixty-seven thousand six hundred twenty-four dollars and thirty-one cents (\$267,624.31), with the Board retaining two (2) one (1) year options to be exercised at the discretion of the Board; and

WHEREAS, the Director of Human Resources is recommending to exercise the first one (1) year option with TimeClock Plus, LLC to provide time and attendance software to the County from April 1, 2024 to March 31, 2025, in an amount not to exceed fifty-eight thousand six hundred eighty-three dollars and fifteen cents (\$58,683.15); and

WHEREAS, funds are available in Account No. 4-01-20-106-001-213, or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2024 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

WHEREAS, this matter was discussed at the February 7, 2024 Administration and Finance Committee meeting, and is being recommended to the Board for approval; and

NOW, THEREFORE, LET IT BE RESOLVED, pursuant to N.J.S.A. 40A:11-4.1, the Board of County Commissioners of the County of Passaic exercises the first one (1) year option with TimeClock Plus, LLC to provide time and attendance software to the County of Passaic for a one (1) year term, commencing April 1, 2024 and expiring March 31, 2025, in an amount not to exceed fifty-eight thousand six hundred eighty-three dollars and fifteen cents (\$58,683.15), in accordance with the terms and conditions set forth in RFP-21-003.

LET IT BE FURTHER RESOLVED, that the Clerk of the Board shall print, in the official

newspaper, a brief notice stating the nature, duration, service, and amount of the contract awarded to TimeClock Plus, LLC and maintain a copy of this Resolution on file and available for public inspection in the Office of the Clerk to the Board.

LET IT BE FURTHER RESOLVED, that the Clerk of the Board, County Counsel, Director of Human Resources, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.

SF

February 13, 2024