

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK
AUTHORIZING AN AMENDMENT TO CONTRACT BID23003
TO PRIMEPOINT LLC FOR PAYROLL AND RELATED SERVICES**

WHEREAS, the Chief Financial Officer under the Department of Finance is responsible for payroll services of municipal funds; and

WHEREAS, on April 17, 2023 pursuant to Resolution # 131-4.23, the Township Council authorized an agreement with Primepoint LLC for Payroll and Related Services, in an amount not-to-exceed \$357,080.00, with a five-year contract term, April 15, 2023 – April 14, 2028; and

WHEREAS, several employees with the Administration and Finance departments that work closely with the software have met with Primepoint LLC about a new module regarding position management; and

WHEREAS, on May 15, 2024 Primepoint LLC submitted a proposal for Position Management with a one-time implementation fee of \$1,000.00 and monthly fee of \$200.00; and

WHEREAS, the Chief Financial Officer has reviewed the proposal and recommends authorizing an amendment to the agreement with Primepoint LLC to add the Position Management module with an increase of \$10,000.00 to the current authorization, for a revised authorization amount of \$367,080.00; and

NOW THEREFORE, BE IT RESOLVED, on this 29th day of July 2024 that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an amendment to the agreement with Primepoint LLC for Payroll Services, for the position management module with a one-time implementation fee of \$1,000.00 plus \$200.00 per month with an increase of \$10,000.00 to the current authorization, for a revised authorization amount of \$367,080.00, pursuant to Contract BID23003.

CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, hereby certify have been made available for this purpose in the IT Operating – Software Maintenance Account 5-01-20-140-000-183 for services ending June 30, 2025 and the balance of funds shall be certified upon the appropriation of funds in FY2026. Contract BID23003.

Cavel Gallimore
Chief Financial Officer

Justine Progebin
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
MEHTA				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
HUTCHINSON				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on July 29, 2024.

Lisa Russo
Township Clerk



HRMS Function Proposal for: Township of North Brunswick

Prepared for: Stephanie Benanti

Created by: Brian Libby
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Date: 05 / 15 / 2024

Primepoint LLC
2 Springside Road
Westampton, NJ 08060
800-600-5257
<https://primepoint.com/>

On behalf of the entire Primepoint family, I want to thank you for allowing us the pleasure of serving you and your team at Township of North Brunswick. It's an honor we do not take for granted.

I am pleased to submit this proposal of expanded HRMS system functions for your consideration.

HRMS Functions

HRMS FUNCTION	MONTHLY FEE
<p>Position Management</p> <p>This very powerful function will help you to view your business’s staff in a new and much more efficient manner. It will assist with budget analysis, information reporting, help identify open positions, clarify the organizational structure, and much more including things unique to your business. You’ll move from an employee-centric to a position-centric view of your staff, which will provide you with new insights into your business. Our HR team will help you create organizational positions, and apply to those positions all the important attributes, such as pay ranges (min - max), wage allocations, training, education, certifications, licenses, or whatever applies to your business. Additionally, this function streamlines your HR functions by making maintenance of employees more efficient and comprehensive as they may move from one position to another.</p>	<p>\$200.00</p>

Total Monthly HRMS Fee \$200.00

One Time Implementation Fee

NAME	PRICE
<p>Implementation of HRMS Functions Listed Above</p> <p>Customized Function Configuration including Standard Training</p> <p>Standard Training is defined as "training to competency" with a maximum of 4 hours of web-based training. Additional web-based training available upon request at \$150.00/hour.</p>	<p>\$1,000.00</p>

Total \$1,000.00

Which contact at your company should Primepoint reach out to in order to implement the above function(s)?

Acceptance

BY SIGNING THIS PROPOSAL, TOWNSHIP OF NORTH BRUNSWICK:

- agrees to pay Primepoint the fees described above,
- understands that the monthly fee will be added to your invoice,
- understands that the fees will be paid at a net 30 days from invoice date,
- agrees to pay the entire non-refundable implementation fee the month following the start of implementation,
- authorizes Primepoint to move forward with the set-up of the above services.

Primepoint:

Township of North Brunswick:

Brian Libby

05 / 15 / 2024

Brian Libby

Proposal is valid for 90 days.