



Regional Transit Authority  
2817 Canal Street  
New Orleans, LA 70119-6301

504.827.8300

[www.norta.com](http://www.norta.com)

RESOLUTION NO. 24-026

STATE OF LOUISIANA

PARISH OF ORLEANS

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### AUTHORIZATION TO RENEW ADP TIMEKEEPING AND PAYROLL SERVICES

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Introduced by Commissioner Daniels, seconded by  
Commissioner Neal.

**WHEREAS**, To authorize the Chief Executive Officer to execute the annual renewal of ADP timekeeping and payroll services for an amount not to exceed \$351,509.56; and

**WHEREAS**, after the transfer of Operations and Transportation Departments from TransDev Services to RTA, RTA expanded the ADP services in March 2020 to include all RTA personnel to ADP Workforce Now (800) with 13 InTouch Bar-code Time Clock subscriptions. The agreement was amended to include the remaining operations staff that had transitioned from Transdev to RTA direct employ. This amendment included the incorporation of a Time and Attendance solution for hourly and union staff; and

**WHEREAS**, RTA leases 13 punch/code entry time clocks from ADP for an annual cost of \$22,682.40. The training department requested an additional time clock at or near its location at ENO. RTA is purchasing a 14<sup>th</sup> time clock for the East New Orleans facility. Should the lease continue at the given rate (\$1,744.80 per month), the annual fees would be \$24,427.20; and

**WHEREAS**, the current purchase order dating from 2022 has depleted funds. RTA seeks funding for a two-year agreement with ADP for timekeeping and payroll services and the upgrade and purchase of timeclocks; and



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**WHEREAS**, RTA seeks to enter into a two-year agreement with ADP in which the services rate increase is identified as 1% at year 1 and 2% at year two. Previous renewals were subject to annual market rate increases based on the subscription; and

**WHEREAS**, ADP annual services from July 2024-June 2025 would be no more than \$133,344.46 which would include a one percent (1%) increase in service rates. Year two (2) of annual service with the two percent increase in service rates totals \$136,005.10, resulting in a total ADP subscription cost of \$269,349.56; and

**WHEREAS**, RTA seeks to upgrade to biometric timeclocks and purchase them instead of leasing. The total cost of Smart Card Clocks with Quickpunch Plus is \$82,160.00. Given the annual fee of leasing the clocks, the purchase will have paid for itself within four years; and

**WHEREAS**, the subscriptions will be locally funded from account 01-2900-02-7140-171-00-00-00000-00000 for an amount not to exceed **THREE AND FIFTY ONE THOUSAND, FIVE HUNDRED AND NINE DOLLARS AND FIFTY SIX CENTS (\$351,509.56)**; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Regional Transit Authority (RTA) that the Chairman of the Board, or his designee, continue ADP timekeeping and payroll services.



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THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS:	<u>8</u>
NAYS:	<u>0</u>
ABSTAIN:	<u>0</u>
ABSENT:	<u>0</u>

AND THE RESOLUTION WAS ADOPTED ON THE 25<sup>TH</sup> OF JUNE 2024.

A handwritten signature in black ink that reads "Mark Raymond, Jr." with a stylized flourish at the end.

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MARK RAYMOND, JR.  
CHAIRMAN  
BOARD OF COMMISSIONERS