
From: Mack, Robert E. - Dir Organizational Effectiveness & Payroll <MackRE@jea.com>
Sent: Thursday, October 10, 2019 12:15 PM
To: Van Den Heuvel, Sharon - Dir ERP Systems; Orfano, Joseph E. - Treasurer
Subject: FW: ADP - Payroll Services

FYI, figured I better let you know I committed you both too! 😊

Thanks & sorry....

Robb Mack

Director, Organizational Effectiveness and Payroll
JEA Human Resources
Direct: (904) 665-5778



From: Mack, Robert E. - Dir Organizational Effectiveness & Payroll
Sent: Thursday, October 10, 2019 12:13 PM
To: Kendrick, Jonathan A. - VP & Chief Human Resources Officer <kendja@jea.com>
Subject: RE: ADP - Payroll Services

Jon,

It is very apparent to me we may be getting ahead of ourselves trying to forge a contract before we clearly understand what we're trying to buy.

In order for HR/TS/Finance to assess the contents & expectations of the contract, I believe we need additional scoping conversations with ADP to establish clear visibility as to who is going to be responsible for what and how the hand-offs will occur. I don't know how effective pricing from either side can be established without this. At first pass there are services listed in section 14 we would not expect to purchase (ex. Benefit Services 14.2, HCM Services 14.3, Onboarding Services 14.5, etc.) and then services we would expect that are not included (ex. time & attendance, vendor payments, tax payments & reporting, etc.).

At this point as each area is beginning to engage more resources, the questions are coming faster than we have answers or information to respond.

My suggestion is we immediately schedule another face to face with ADP and include the next level staff in the discussion to establish a high level scoping document before we finalize a contract. **If you and Shawn are consumed with the ITN responsibilities, Sharon Joe O. and I can organize this if you would like.**

Robb Mack

Director, Organizational Effectiveness and Payroll
JEA Human Resources
Direct: (904) 665-5778



From: Kendrick, Jonathan A. - VP & Chief Human Resources Officer <kendja@jea.com>
Sent: Wednesday, October 9, 2019 4:12 PM
To: Mack, Robert E. - Dir Organizational Effectiveness & Payroll <MackRE@jea.com>
Subject: Fw: ADP - Payroll Services

Robb,

I was about to reply to your earlier email when this popped up. Procurement is still working through things so please pitch in if you can help them speed it along.

Thanks.

Jon

From: Eads, Shawn W. - VP & Chief Information Officer
Sent: Wednesday, October 9, 2019 4:10 PM
To: Beard, Heather Burnett - Manager Procurement Contracts; Hill, Miriam R. (COJ OGC); Kendrick, Jonathan A. - VP & Chief Human Resources Officer
Subject: RE: ADP - Payroll Services

I would suggest you reach out to Rob Mack and Sharon Van Den Heuvel for help with Section 14.

From: Beard, Heather Burnett - Manager Procurement Contracts <bearhb@jea.com>
Sent: Wednesday, October 9, 2019 3:17 PM
To: Hill, Miriam R. (COJ OGC) <hillmr@jea.com>; Eads, Shawn W. - VP & Chief Information Officer <eadssw@jea.com>; Kendrick, Jonathan A. - VP & Chief Human Resources Officer <kendja@jea.com>
Subject: ADP - Payroll Services

Shawn & Jonathan,

Jenny asked me to take a first pass at ADP's master services agreement. I am going to need someone from the JEA business to review Section 14 of the attached agreement to verify the services are adequate and that JEA can comply with the requirements. Can you put me in touch with the right person to review this with? I know this is a sensitive issue so I wanted to get direction straight from you. In the meantime I am having ADP fill out JEA's cloud matrix form, and Elaine Selders is performing a price check to ensure JEA is receiving fair pricing.

Miriam,

Please review my edits and add anything additional you think I missed. Here is a link to the contract JEA is proposing to

<https://www.omniapartners.com/publicsector/contracts/supplier-contracts/adp>

Thanks,

Heather Beard, Esq.
Manager, Procurement Contract Administration
(904) 665-7606
Cell (904) 238-6066

