

South Essex Fire Department

COMMITTEE MEETING MEETING AGENDA

Friday, April 8, 2022 - 1:00 PM
Maplewood Township Building, Main Conference Room,
574 Valley St., Maplewood Township, NJ 07040

ORDER OF BUSINESS

1. Call Meeting to Order

2. Roll Call

Committee Member Collum
Committee Member McGehee
Alternate Committee Member Brown
Alternate Committee Member De Luca
Mr. Loehner, Chief Executive Officer

3. Public Comment

Open to the Public for agenda items only. Each speaker shall have one turn and not to exceed 3 minutes. There will be another Public Comment at the conclusion of the meeting. Please identify yourself with your name and address and please remain courteous.

3. Resolution for Separate Action

2022-01 RESOLUTION APPOINTING THE THIRD MEMBER TO THE SOUTH ESSEX FIRE DEPARTMENT

(ROLL CALL)

4. Resolutions on Consent Agenda

2022-02 RESOLUTION AWARDED A CONTRACT FOR PAYROLL SERVICES FOR THE SOUTH ESSEX FIRE DEPARTMENT TO PRIMEPOINT LLC, FOR A ONE (1) YEAR PERIOD IN AN AMOUNT NOT TO EXCEED \$9,173.70 (INITIAL YEAR)

2022-03 RESOLUTION AWARDED A CONTRACT FOR FINANCE SOFTWARE SERVICES FOR THE SOUTH ESSEX FIRE DEPARTMENT TO EDMUNDS GOVTECH, FOR A FIVE (5) YEAR PERIOD IN AN AMOUNT NOT TO EXCEED \$10,250.00 (INITIAL YEAR)

- 2022-04 RESOLUTION AUTHORIZING A CONTRACT WITH SHI INTERNATIONAL, CORP. AS AUTHORIZED RESELLER FOR THE PURCHASE OF GOOGLE WORKSPACE BUSINESS PLUS IN AMOUNT NOT TO EXCEED \$\$10,987.66 PER YEAR FOR THREE (3) YEARS
- 2022-05 RESOLUTION AWARDED A CONTRACT TO BATTAGLIA ASSOCIATES, LLC ON A NON-FAIR AND OPEN BASIS FOR FINANCIAL MANAGEMENT SERVICES FOR THE SOUTH ESSEX FIRE DEPARTMENT AS PER THE TERMS OF THE ATTACHED PROPOSAL NOT TO EXCEED \$48,000

5. Committee Member Reports:

Chief Executive Officer

Fire Chief

Committee Members

6. Old Business

7. New Business

- LEAP Grant
- Chair and Vice Chair Selection
- Scheduling Regular Meeting Dates
- General Agenda Templates

8. Public Comment

Each speaker shall have one turn and not to exceed 3 minutes. Please identify yourself with your name and address and please remain courteous.

9. Adjournment

SOUTH ESSEX FIRE DEPARTMENT

RESOLUTION APPOINTING THE THIRD MEMBER TO THE SOUTH ESSEX FIRE DEPARTMENT

WHEREAS, the Township of South Orange Village ("Village") and the Township of Maplewood ("Township") have created the South Essex Fire Department ("SEFD"); and

WHEREAS, pursuant to the proposed agreement, the Management Committee will select a third member; and

WHEREAS, appointees shall hold office for a term of one (1) year and until the member's successor has been appointed and qualified.

NOW THEREFORE, BE IT RESOLVED, by the Management Committee of the South Essex Fire Department, that: Greg Lembrich is hereby appointed as the third representative to the SEFD.

Committee Members	Motion	Second	Ayes	Nays	Abstain	Absent
Collum						
McGehee						
Vacant						
Alternate Members						
Brown						
De Luca						

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SOUTH ESSEX FIRE DEPARTMENT

**RESOLUTION AWARDING A CONTRACT FOR PAYROLL SERVICES FOR THE
SOUTH ESSEX FIRE DEPARTMENT TO PRIMEPOINT LLC, FOR A ONE (1)
YEAR PERIOD IN AN AMOUNT NOT TO EXCEED \$9,173.70 (INITIAL YEAR)**

WHEREAS, the South Essex Fire Department (the "SEFD") is in need of a vendor to perform payroll services; and

WHEREAS, Primepoint LLC, whose place of business is 2 Springside Road, Westampton, New Jersey 08060, was found to be acceptable as the vendor best capable of providing the needed services to the SEFD; and

WHEREAS, the Chief Executive Officer of the SEFD has recommended that it would be in the best interest of the SEFD to award the Contract to provide for the necessary payroll services to this Vendor, for a one (1) year period starting immediately upon approval of said resolution, in an amount not to exceed \$9,173.70; and

WHEREAS, the parties acknowledge that all other provisions contained in the proposal shall control and be incorporated into any agreement signed.

NOW THEREFORE, BE IT RESOLVED by the SEFD Management Committee that the Chief Executive Officer is hereby authorized to execute an Agreement, with Primepoint LLC, 2 Springside Road, Westampton, New Jersey 08060, to provide payroll services, for a one (1) year period starting upon approval of this resolution, in an amount not to \$9173.70.

Committee Members	Motion	Second	Ayes	Nays	Abstain	Absent
Collum						
McGehee						
Lembrich						
Alternate Members						
Brown						
De Luca						

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CERTIFICATION OF AVAILABLE FUNDS

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq. and any other applicable requirement, I, Adam Loehner, Chief Executive Officer of the South Essex Fire Department, have ascertained that there are available sufficient uncommitted funds to award the contract specified in the above resolution, in the amount specified below. I further certify that I will encumber these funds upon the passage of this resolution.

Line Item	Description	Amount
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Adam Loehner, Chief Executive Officer of SEFD		Date
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Payroll and HMRS Proposal for: South Orange/Maplewood Fire Joint Meeting

Prepared for: Chris Battaglia

Prepared by: Jerry Hampton

Date: Mar 23, 2022

Primepoint LLC
2 Springside Rd.
Westampton, NJ 08060
609-298-7373
www.primepoint.com



Table of Contents

I. About Primepoint

- A. Primepoint's Technology
- B. Primepoint's Service

II. Transition to Primepoint's Services

- A. Overview
- B. Transitioning to Primepoint Payroll & HRMS

III. Services & Pricing

- A. Per Processing Services
- B. Monthly HRMS Services
- C. Quarterly Services
- D. Year End Services
- E. Total Annualized Fees
- F. Service Implementation Fees
- G. Miscellaneous Services (as needed)

IV. HRMS Functions to Consider

V. References

VI. Acceptance

I. About Primepoint

A. Primepoint's Technology

PRIMEPOINT IS A HUMAN RESOURCE AND PAYROLL MANAGEMENT COMPANY OFFERING
PROPRIETARY CLOUD-BASED TECHNOLOGY THAT INTERGRATES:

Human Resource Management System

Provides the capability to manage an employee's work life from recruitment to separation

Payroll Management/Processing

Advanced technology creates streamlined payroll processing and reporting, as well as improved management of payroll finances and G/L entries

Reporting and remitting to Federal, 50 states & local tax jurisdictions

Time and Labor Management Solutions

SAAS system to manage both employee time worked and time off

Employee Scheduling

EmployeeXperience® Self-service Web Portal

Accessible via computer and Smartphone apps, includes single sign-on to time collection and benefits administration systems, enables on-boarding, online benefits enrollment, employee communications, and much more

Provides an Employee Support Center. We believe that this employee call center is vital to the successful use of an employee portal. This and future generations of employees are technologically aware and expect more sophisticated mobile-friendly tools to easily and quickly access information. We support your employees with not only a great tool, but also great support in its use.

Our Employee Support Center is a standard service at no additional charge

Human Resource Support Services

Includes employee handbooks, HR help desk, job descriptions, and much more.

Benefit Management Including ACA Compliance and Reporting

Primepoint offers tools to measure and manage benefit eligibility and online benefits enrollment via Primepoint's EmployeeXperience®, the outcome of which will enable reporting as required under the Affordable Care Act (ACA)

IT'S JUST A CLICK AWAY, TO LEARN ABOUT PRIMEPOINT'S:

[Philosophy & Culture](#)

[Customer Service](#)

[History](#)

[SAS Certification](#)

[Government Specialist](#)

[Non-Profit Specialist](#)

[Large Employer Specialist](#)

B. Primepoint's Service

We take a different approach to service that creates what we call the



**From your first interaction with us, you'll notice the difference.
And once you become a customer, you'll experience the difference.**



live payroll support based in the US
we don't outsource our support, nor do we
rely on automated answers



hold time that averages 7 seconds
your calls are answered quickly by a service
team that knows you by name



**quick & accurate responses
to your payroll questions**
your dedicated service team is readily available
to answer your questions via phone or email



painless transitions
you'll experience an efficient transition to our service
that starts from your first interactions with us



tailored solutions
we partner with you to tailor solutions to help
make your individual processes more efficient



**streamlined employee support
through the employeeXperience®**
your employees can easily access and manage their
payroll information through our self-service portal



very high customer satisfaction
96% of our customers report being satisfied or
very satisfied with their transition to Primepoint



See the Difference

And if that's not enough, check out the [100 Reasons to Switch](#) to Primepoint

II. Transition to Primepoint's Services

A. Overview

The Implementation Team will be by your side every step of the way.

- Made up of experienced professionals
- Has a wealth of experience transitioning customers
- Will be your direct contact during transition, when systems go live, and until all your expected services and solutions are completed and running smoothly

After the transition, South Orange/Maplewood Fire Joint Meeting will be assigned to Primepoint's Government Service Team (with direct phone and email access).

- Trained and experienced to serve government clients with their unique and complex needs
- Able to implement process improvements when needed or uncovered
- Turnover is very low, so you get to know the team members and the team members get to know you

NEW CUSTOMER SURVEY RESULTS

PRIMEPOINT IS KNOWN FOR PAINLESS TRANSITIONS WITH 97% OF TRANSITIONED CUSTOMERS SAYING THEY WERE VERY SATISFIED OR SATISFIED WITH THEIR CHANGE TO PRIMEPOINT AND THE TRANSITION WAS AS EASY AS OR EVEN EASIER THAN THEY EXPECTED.

Very Satisfied: 78%

Satisfied: 19%

Somewhat Satisfied: 2.6%

Not Satisfied: 0%

B. Transitioning to Primepoint Payroll & HRMS

INITIAL PHASE

When: Typically 6-8 weeks prior to 1st payroll date

Duration: 1 hour

An Implementation Team Member will arrange a phone meeting to obtain the login credentials of your current system and to obtain additional information needed to establish your company up in our system. An HR Solutions team member will arrange a phone meeting to discuss the timing and priorities in rolling out the HR system functions you have selected.

DISCOVERY PHASE

When: Preliminary data analysis has been performed

Duration: Varies

Your assigned Implementation Team Member will communicate with you via emails/phone to discuss questions uncovered during data analysis and discuss custom configuration projects, i.e. custom reports, earning codes and pay rates, data integrations, etc.

SYSTEM INTRODUCTION PHASE

When: After last payroll is run with current provider

Duration: Estimated 1-2 hours

Your assigned Implementation Team Member will conduct a GoToMeeting introduction on general system navigation and employee maintenance. Business users will now be responsible to maintain all data in Primepoint's System.

PROCESS PHASE

When: Day of your 1st payroll processing

Duration: Estimated 1-2 hours

Your assigned Implementation Team Member will conduct a GoToMeeting session to assist in executing the first payroll process.

HRMS ROLL-OUT PHASE

When: Varies

Duration: Varies based on amount of technology purchased

Depending on the specific HRMS functions you purchased, a Systems Support and/or HR Support Team Member will conduct GoToMeeting Training with the appropriate HR contact(s).

HOW DID WE DO? PHASE

When: Approximately 1 month after 1st payroll processing

Your Relationship Manager will call or meet with you to review & evaluate the sales process and the implementation process of the payroll system and HRMS functions.

Specific Dates - To Be Determined

Payroll training dates will be coordinated by your assigned Implementation Team member.

T&L training dates (if applicable) will be coordinated by your assigned T&L Team member.

Technology training dates will be coordinated by an HR Support and/or Systems Support Team member.

III. Services & Pricing

Totals below are based on quantities provided to Primepoint in the discovery process.

Actual totals will be based on actual quantities.

A. Per Processing Services

NAME	PRICE	QTY	SUBTOTAL
Processing Service	\$25.00	1	\$25.00
Per Pay Processed	\$1.25	71	\$88.75
Full Tax Service	\$12.00	1	\$12.00
Federal & 1 State			
Direct Deposit Service	\$5.00	1	\$5.00
Direct Deposit Service - Per Transaction	\$0.30	71	\$21.30
Delivery Method: Paperless	\$0.00	1	\$0.00
Agency Check - Remitted by Primepoint	\$3.00	1	\$3.00
New Hire Reporting	\$2.00	0	\$0.00
Only charged when a new employee is hired			
Group Term Life	\$10.00	1	\$10.00
EmployeeXperience®	\$0.00	1	\$0.00
Secure, online employee self-service portal			
Business Access	\$0.00	1	\$0.00
Payroll and Employee Management Portal			

Per Processing Total \$165.05

B. Monthly HRMS Services

NAME	PRICE
Report Builder	\$100.00
<u>Report Builder</u> gives you the ability to create customizable queries that open in MS Excel.	

HRMS Monthly Total \$100.00

C. Quarterly Services

NAME	PRICE
PERS Report	\$0.00
PFRS Report	\$0.00

Quarterly Total \$0.00

D. Year End Services

NAME	PRICE	QTY	SUBTOTAL
Year End Processing & Filing	\$40.00	1	\$40.00
Per W-2	\$3.50	71	\$248.50
W-2 Delivery Method: Local Courier	\$7.00	1	\$7.00
ACA Reporting Base Fee	\$2,000.00	1	\$2,000.00
Per 1095C	\$10.00	71	\$710.00
1095C Delivery Method: Local Courier	\$7.00	1	\$7.00

Year End Total \$3,012.50

E. Total Annualized Fees

NAME	PRICE	QTY	SUBTOTAL
Per Processing Service Fees	\$165.05	24	\$3,961.20
HRMS Monthly Service Fees	\$100.00	12	\$1,200.00
Quarterly Service Fees	\$0.00	4	\$0.00
Year End Service Fees	\$3,012.50	1	\$3,012.50

Annualized Total \$8,173.70

F. Service Implementation Fees

NAME	PRICE
Customized Service and System Configuration including Standard Training Standard Training is defined as "training to competency" with a maximum of 5 hours of web-based training. Additional training is available upon request at the rates indicated at the rates listed under Miscellaneous Services. One Time Fee includes historic payroll data import from the current calendar year in which service begins. See Miscellaneous Services Section for fee to import additional historic payroll data.	\$1,000.00

One Time Implementation Total \$1,000.00

G. Miscellaneous Services (as needed)

NAME	FEE
Additional Tax Jurisdictions	\$7.00/jurisdiction/month
Agency Checks	\$1.50/check - Remitted by Client \$3.00/check - Remitted by Primepoint
Check - Void & reissue	\$1.25/check
EFT Reversal (+ \$75 if funds are not available)	\$1.55/reversal
Payroll Check Credited via Wire Transfer	\$30.00/wire transfer
Amended Tax Returns (1st-3rd Quarters)	\$100.00 + \$50.00/agency
Amended Tax Returns (4th Quarter including W-2C and W-3C)	\$300.00 + \$50.00/agency
Additional Training	\$150.00/hour GoToMeeting or at Primepoint
Next Day Delivery: Local Courier (Get Quote for National Courier)	\$7.00/delivery
Primepoint Check Service	\$5.00 Base & \$0.50/transaction/processing
Paper Checks/Stubs with Sealing Service (\$0.15.Check/Stub Without Sealing Service)	\$5.00 Base & \$0.15/check/stub/processing
Labor Law Poster Replacement Plan	\$5.00/Poster/month
Workers Comp Pay As You Go Service	\$12.00/month
General Ledger Service	\$10.00/processing + \$100/hr Set Up Fee
Importing of Historic Payroll Data	\$300.00/year + \$0.15/check

IV. HRMS Functions to Consider

HRMS FUNCTIONS	MONTHLY FEE	IMPLEMENTATION FEE
<u>Document Management</u> This module gives you the ability to upload company documents and forms for convenient administrative access and for employees to view in the self-service portal, EmployeeXperience. You can also upload a document that, upon logging into the EmployeeXperience, requires employee(s) to download and acknowledge reading. A record is kept of all acknowledgements.	\$50.00	\$250.00
<u>Time and Labor Management</u>	Request Quote	Request Quote
<u>Recruitment Management & Applicant Tracking</u> This module gives you the ability to create and accept online employment applications so you can streamline the hiring process. Document Management is required.	\$250.00	\$1,500.00
<u>OSHA Reporting</u> This module gives you the ability to record OSHA & Workers Comp accidents/injuries and generate the required 300 and 301 reports.	\$50.00	\$200.00
<u>Onboarding</u> This module gives you the ability to electronically on-board new employees. New hires will receive an email with a link to enroll into the EmployeeXperience, Primepoint's self-service portal. Once enrolled, new hires are asked to complete their system profile and important employment documents i.e. W-4, I-9, etc.) Document Management is required.	\$150.00	\$1,500.00
<u>Full Workflow</u> This module gives you the ability to create electronic processes that can allow for approvals, capture of electronic signatures, completion of digital forms and communication. For example, when you have a new hire you can use a workflow to notify department heads or executives of the changes and then communicate to tell IT to set up the email address or computer of the employee. Changing employee salaries or pay rates may need approval from one or more staff members. A workflow can be triggered to request electronic signatures from approvers. This function will enhance efficiency for the payroll/HR administrators, converting paper-driven processes to electronic processes, and centralizing the storage of important transactions with the HRMS system. Includes Onboarding which gives you the ability to electronically on-board new employees. New hires will receive an email with a link to enroll into the EmployeeXperience, Primepoint's self-service portal. Once enrolled, new hires are asked to complete their system profile and important employment documents i.e. W-4, I-9, etc.) Document Management is required.	\$300.00	\$3000.00
<u>Employee Events Management</u> This module will automatically track all system field changes, including the user who made the change, value of the field prior to the change, and date & time of the change. Users can log employee events in real-time, i.e. accidents, disciplinary actions, meeting notes, etc. Users can also schedule future events and be prompted when scheduled.	\$100.00	\$250.00

HRMS FUNCTIONS	MONTHLY FEE	IMPLEMENTATION FEE
<u>Role Based Security</u> This module gives you the ability to create user roles within the system. Roles can limit system access and/or edit rights. System users will then be assigned to the role appropriate for their position.	\$50.00	\$200.00
<u>Employee HR Profile</u> This module gives you the ability to organize and maintain important information about each employee. (Performance Reviews, Education & Training Tracking, Compliance, Emergency Contacts, Dependents, Company Property, Education, Positions, etc.)	\$100.00	\$250.00
<u>Benefits Management</u> *ACA Reporting and Compliance This module gives you the ability to manage all forms of employee benefits. The system will help you monitor benefit eligibility for variable-hour employees, keeping you in compliance with ACA. The system will also produce the required year-end ACA reporting. *Employee Online Benefits Election This function gives your employees the ability to elect benefits via the employee self-service portal. Benefits Management and Document Management are required.	\$100.00 + \$3/EE (for BM with ACA R&C) + \$2/EE (for BM with Benefits Election)	\$1,500.00
<u>Position Management</u> 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.	\$150.00	\$1,000.00

V. References

Burlington City Ken MacMillan - CFO 609-386-0200 x 120 195 employees Started 1/1/05 Previously InHouse	Burlington Township Jodi Botlinger 609-239-5832 192 employees Started 7/2/10 Previously used ADP
City of Asbury Park Mary Kay Callahan - Payroll 732-502-5715 726 employees Started 1/1/04 Previously used ADP	City of Hoboken Maria Pepe - Assistant Comptroller (201) 420-2022 650 employees Started 10/23/14 Previously used ADP
City of New Brunswick Ida Patron - Payroll Manager 732-745-5045 680 employees Started 1/4/14 Previously used ADP	County of Union Lily Duran - Payroll Manager 908-727-4088 2800 employees Started 4/8/14 Previously used a Local Service
Ewing Township Joanna Mustafa – CFO 609-883-2900x7601 423 employees Started 1/13/12 Previously used ADP	Princeton, A Municipal Corporation Jacqueline Nagin – CFO 609-497-7621 228 employees Started 1/9/09 Previously used ADP
Monroe Township Marianne Tyler – Payroll 856-728-9800 x252 240 employees Started 1/1/06 Previously used ADP	Montgomery Township Darleen Hamilton 908-359-8211 x224 334 employees Started 1/1/09 Previously used ADP

VI. Acceptance

BY SIGNING THIS PROPOSAL, SOUTH ORANGE/MAPLEWOOD FIRE JOINT MEETING:

- agrees to pay Primepoint the fees described above,
- understands that the fees will be paid at the agreed upon frequency and method,
- understands that you are solely responsible for ensuring its pay rules are in full compliance with all Federal and State labor laws,
- authorizes Primepoint to move forward with the set-up of the above services.

☐ By checking this box, I accept the terms of this proposal and agree to the terms of the **Primepoint Service Agreement**.

Primepoint:



South Orange/Maplewood Fire Joint Meeting:

Mar 23, 2022

Jerry Hampton

Proposal is valid for 90 days.

SOUTH ESSEX FIRE DEPARTMENT

RESOLUTION AWARDING A CONTRACT FOR FINANCE SOFTWARE SERVICES FOR THE SOUTH ESSEX FIRE DEPARTMENT TO EDMUNDS GOVTECH, FOR A FIVE (5) YEAR PERIOD IN AN AMOUNT NOT TO EXCEED \$10,250.00 (INITIAL YEAR)

WHEREAS, the South Essex Fire Department (the "SEFD") is in need of a vendor to provide financial software; and

WHEREAS, Edmunds GovTech, whose place of business is 301 Tilton Road, Northfield, NJ 08225, was found to be acceptable as the vendor best capable of providing the needed services to the SEFD; and

WHEREAS, the Chief Executive Officer of the SEFD has recommended that it would be in the best interest of the SEFD to award the Contract to provide for the necessary payroll services to this Vendor, for a five (5) year period starting immediately upon approval of said resolution, in an amount not to exceed \$10,250.00(initial year); and

WHEREAS, the parties acknowledge that all other provisions contained in the proposal shall control and be incorporated into any agreement signed.

NOW THEREFORE, BE IT RESOLVED by the SEFD Management Committee that the Chief Executive Officer is hereby authorized to execute an Agreement, with Edmunds GovTech, 301 Tilton Road, Northfield, NJ 08225, to provide financial software, for a five (5) year period starting upon approval of this resolution, in an amount not to \$10,250.00 for the initial year.

Committee Members	Motion	Second	Ayes	Nays	Abstain	Absent
Collum						
McGehee						
Lembrich						
Alternate Members						
Brown						
De Luca						

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CERTIFICATION OF AVAILABLE FUNDS

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq. and any other applicable requirement, I, Adam Loehner, Chief Executive Officer of the South Essex Fire Department, have ascertained that there are available sufficient uncommitted funds to award the contract specified in the above resolution, in the amount specified below. I further certify that I will encumber these funds upon the passage of this resolution.

Line Item	Description	Amount
	Adam Loehner, Chief Executive Officer of SEFD	Date
	###	



Sales Proposal prepared for South Orange Village Township Fire, NJ

Prepared by: Mark Pryzbylowski, Regional Sales Director

Proposal Date: 11/02/2021

Expiration Date: 02/28/2022

Software Services - Subscription		Annual Fees
Finance Super Suite - 5 Year		\$2,250.00
		Annual Fees: \$2,250.00
Hosting Services		Annual Fees
Hosting (Level I)		\$3,000.00
		Annual Fees: \$3,000.00
Professional Services - Implementation		One-Time Fees
Standard Finance Implementation I		\$3,000.00
		One-Time Fees: \$3,000.00
Conversion Services		One-Time Fees
Finance - Base Conversion		\$2,000.00
<i>Chart of Accounts</i>		
<i>Summary Account Financial Information for 3 years + current fiscal year budgets</i>		
- <i>Opening/Ending Balances</i>		
- <i>Summarized Year to Date Activity</i>		
- <i>Vendor Master Information</i>		
- <i>Current Calendar Year 1099 Payment Totals</i>		
- <i>Fixed Asset Master Information</i>		
		One-Time Fees: \$2,000.00

Total Year 1 Investment:

\$10,250.00

Implementation & Project Management

Edmunds GovTech has a goal to make the transition from a legacy system as painless as possible. Project management includes planning, monitoring, and reporting of progress to ensure the success of the software implementation. The Client's Project Manager and an Edmunds GovTech Project Manager will work in concert to identify the scope of the project, estimate the work involved, and create a project schedule with appropriate resources. The project plan is then developed to describe the tasks that will lead to a successful implementation. The project is carefully planned, implemented, monitored, and controlled. Problem resolution, risk management, opportunity management, change management, software configuration management, and data management are included, identified, and documented throughout the project. Project Managers and Training and Implementation Employees have been involved in hundreds of similar successful projects

Edmunds Cloud Provides

Convenience and Resiliency
Fast and secure access to information from anywhere, anytime
Expansive data storage
Redundant data backups to 3 locations in the US
Maintains workflow during and after a crisis
Always access the most current data available
Empowers mobile and citizen engagement apps to work efficiently

Payment Terms

Any annual Subscription Fees: 100% will be invoiced upon execution of the contract for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to the anniversary of the term date.

The term of the support agreement is 60 months commencing upon 90 days after the Effective Date.

All one-time Professional Services Fees: 100% will be due upon receipt of the invoice.

All invoices are payable with Net 30 terms.

**Please return executed Sales Orders
via DocuSign or Email to:**

Edmunds GovTech

SalesOrders@EdmundsGovTech.com

P: 888.336.6999 | F: 609.645.3111

www.EdmundsGovTech.com



SOUTH ESSEX FIRE DEPARTMENT

RESOLUTION AUTHORIZING A CONTRACT WITH SHI INTERNATIONAL, CORP. AS AUTHORIZED RESELLER FOR THE PURCHASE OF GOOGLE WORKSPACE BUSINESS PLUS IN AMOUNT NOT TO EXCEED \$\$10,987.66 PER YEAR FOR THREE (3) YEARS

WHEREAS, the South Essex Fire Department (the "SEFD") is in need of a vendor to provide software; and

WHEREAS, SHI International Corp., was found to be acceptable as the vendor best capable of providing the needed services to the SEFD; and

WHEREAS, the Chief Executive Officer of the SEFD has recommended that it would be in the best interest of the SEFD to award the Contract to provide the necessary software to this Vendor, for a three (3) year period, in an amount not to exceed \$10,987.86 per year; and

WHEREAS, the parties acknowledge that all other provisions contained in the proposal shall control and be incorporated into any agreement signed.

NOW THEREFORE, BE IT RESOLVED by the SEFD Management Committee that the Chief Executive Officer is hereby authorized to purchase said software from SHI International Corp to provide Google Workspace Business Plus software, for a three (3) year period, in an amount not to exceed \$10,987.88 per year.

Committee Members	Motion	Second	Ayes	Nays	Abstain	Absent
Collum						
McGehee						
Lembrich						
Alternate Members						
Brown						
De Luca						

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CERTIFICATION OF AVAILABLE FUNDS

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq. and any other applicable requirement, I, Adam Loehner, Chief Executive Officer of the South Essex Fire Department, have ascertained that there are available sufficient uncommitted funds to award the contract specified in the above resolution, in the amount specified below. I further certify that I will encumber these funds upon the passage of this resolution.

Line Item	Description	Amount
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Adam Loehner, Chief Executive Officer of SEFD

Date



Pricing Proposal
Quotation #: 21759812
Created On: Mar-17-2022
Valid Until: Mar-31-2022

South Essex Fire Department

Adam Loehner

56 Sloan Street
South Orange
07079
Phone: 973-378-7715 ext. 2
Fax:
Email: aloehner@southorange.org

Inside Account Executive

Sergio Ramalho

290 Davidson Ave
Somerset, NJ 08873
Phone: 732-507-1541
Fax:
Email: Sergio_Ramalho@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Google Workspace Business Plus: New/Renewal 3-year Google Workspace Business Plus Google - Part#: GAPPS-BUS-PLUS-1USER-12MO Coverage Term: Apr-01-2022 – Mar-31-2023 Note: Year 1 - SouthEssexFD.org	78	\$140.87	\$10,987.86
2 Google Workspace Business Plus: New/Renewal 3-year Google Workspace Business Plus Google - Part#: GAPPS-BUS-PLUS-1USER-12MO Coverage Term: Apr-01-2023 – Mar-31-2024 Note: Year 1 - SouthEssexFD.org	78	\$140.87	\$10,987.86
3 Google Workspace Business Plus: New/Renewal 3-year Google Workspace Business Plus Google - Part#: GAPPS-BUS-PLUS-1USER-12MO Coverage Term: Apr-01-2024 – Mar-31-2025 Note: Year 1 - SouthEssexFD.org	78	\$140.87	\$10,987.86
Total			\$32,963.58

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the SHI Online Customer Resale Terms and Conditions, unless a separate resale agreement exists between SHI and the Customer.

SOUTH ESSEX FIRE DEPARTMENT

RESOLUTION AWARDING A CONTRACT TO BATTAGLIA ASSOCIATES, LLC ON A NON-FAIR AND OPEN BASIS FOR FINANCIAL MANAGEMENT SERVICES FOR THE SOUTH ESSEX FIRE DEPARTMENT AS PER THE TERMS OF THE ATTACHED PROPOSAL NOT TO EXCEED \$48,000

WHEREAS, the South Essex Fire Department (the "SEFD") is in need of a vendor to perform financial management services; and

WHEREAS, Battaglia Associates, LLC, whose place of business is 25 Sandalwood Drive, Warren, NJ 07059, was found to be acceptable as the vendor best capable of providing the needed services to the SEFD; and

WHEREAS, the Chief Executive Officer of the SEFD has recommended that it would be in the best interest of the SEFD to award the Contract to provide for the necessary financial management services to Battaglia Associates, LLC starting immediately upon approval of said resolution, in an amount not to exceed \$48,000 for implementation and ongoing services; and

WHEREAS, the parties acknowledge that all other provisions contained in the proposal shall control and be incorporated into any agreement signed.

NOW THEREFORE, BE IT RESOLVED by the SEFD Management Committee that the Chief Executive Officer is hereby authorized to execute an Agreement, with Battaglia Associates LLC, 25 Sandalwood Drive, Warren, NJ 07059 upon approval of this resolution, in an amount not to \$48,000.

Committee Members	Motion	Second	Ayes	Nays	Abstain	Absent
Collum						
McGehee						
Lembrich						
Alternate Members						
Brown						
De Luca						

#

CERTIFICATION OF AVAILABLE FUNDS

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq. and any other applicable requirement, I, Adam Loehner, Chief Executive Officer of the South Essex Fire Department, have ascertained that there are available sufficient uncommitted funds to award the contract specified in the above resolution, in the amount specified below. I further certify that I will encumber these funds upon the passage of this resolution.

Line Item	Description	Amount
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Adam Loehner, Chief Executive Officer of SEFD		Date
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SOUTH ESSEX FIRE DEPARTMENT

RESOLUTION AWARDING A CONTRACT TO BATTAGLIA ASSOCIATES, LLC ON A NON-FAIR AND OPEN BASIS FOR FINANCIAL MANAGEMENT SERVICES FOR THE SOUTH ESSEX FIRE DEPARTMENT AS PER THE TERMS OF THE ATTACHED PROPOSAL NOT TO EXCEED \$48,000

WHEREAS, the South Essex Fire Department (the "SEFD") is in need of a vendor to perform financial management services; and

WHEREAS, Battaglia Associates, LLC, whose place of business is 25 Sandalwood Drive, Warren, NJ 07059, was found to be acceptable as the vendor best capable of providing the needed services to the SEFD; and

WHEREAS, the Administrator of the SEFD has recommended that it would be in the best interest of the SEFD to award the Contract to provide for the necessary financial management services to Battaglia Associates, LLC starting immediately upon approval of said resolution, in an amount not to exceed \$48,000 for implementation and ongoing services ; and

WHEREAS, the parties acknowledge that all other provisions contained in the proposal shall control and be incorporated into any agreement signed.

NOW, THEREFORE, be it resolved by the SEFD Management Committee that the Administrator is hereby authorized to execute an Agreement, with Battaglia Associates LLC, 25 Sandalwood Drive, Warren, NJ 07059 upon approval of this resolution, in an amount not to \$48,000.

#

CERTIFICATION OF AVAILABLE FUNDS

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq. and any other applicable requirement, I, Adam Loehner, Administrator of the South Essex Fire Department, have ascertained that there are available sufficient uncommitted funds to award the contract specified in the above resolution, in the amount specified below. I further certify that I will encumber these funds upon the passage of this resolution.

Line Item	Description	Amount
	Adam Loehner, Administrator of SEFD	Date

#

BATTAGLIA ASSOCIATES, LLC

Established 2003

TAXPAYER ID# 41-2107433

The monthly fee for our services will be broken into two phases:

Implementation: \$2,250/month

Ongoing: \$4,500/month

Implementation covers the period of time prior to the entities go-live date and includes set up of the entities payroll system and financial management software as well as preparing a chart of accounts as presented by the Administrator. The implementation period ends once the first pay period begins in payroll and/or when accounts payable goes live.

Fees do not include preparation of the Annual Financial Statements or Annual Debt Statement. Additional projects considered outside of the original scope of services will be billed at the following hourly rates subject to prior approval:

Senior Management: \$150.00

Client Manager: \$100.00

Associate/Clerical: \$65.00

Battaglia Associates LLC

Accepted by:

South Orange/Maplewood Joint Meeting

Gary Battaglia, President

25 Sandalwood Drive

Warren, NJ 07059

(201) 452-7164

gary@atnum.com

Dated: ____/____/____

Approved by Resolution No. _____

Disclosure:

Battaglia Associates LLC has a working relationship and /or partnership agreement with the following companies which may or may not, currently or in the future, contract with the Borough: Access to Energy, First Byte, INSYNC, InterGlobe Communications, MUNIDEX, MUNIDEXBA and PrimePoint.

BATTAGLIA ASSOCIATES, LLC

Established 2003

TAXPAYER ID# 41-2107433

03/17/2022

Township of South Orange Village
76 South Orange Avenue – 3rd Floor, suite 302
South Orange, New Jersey 07079
Attn: Adam Loehner, Village Administrator

Dear Mr. Loehner,

As requested, please find below a proposal for financial management services for the South Orange/Maplewood Joint Meeting Fire Entity:

Battaglia Associates will assign staff to perform the following services:

- Provide general assistance and advice to the Village Administrator in the management of and execution of financial management services.
- Provide technical and policy information and assistance to the Governing Body.
- Direct and coordinate the day-to-day operations of the Finance Department as well as provide guidance via internet and phone support as needed.
- Interface with the auditors and Division of Local Government Services on all routine financial business matters.
- Administer the central accounting system of the Borough, utilizing Edmunds' MCSJ Financial Software.
- Review internal controls
- Review financial operations and business/work processes in the Finance Department and drive changes to improve efficiency, promote economies of scale and enhance performance.
- Reconcile all bank accounts each month
- Submit payroll and all third-party payments utilizing Primepoint's payroll platform.
- Prepare and process all accounts payable in accordance with entities' regularly scheduled meetings.

Chris Battaglia, CMFO, CTC, QPA will be overseeing and coordinating this engagement with support services provided by Gregory Bock. Greg will be the main point of contact, while other members of our team may assist with specific projects as needed. Both Chris and Greg have prior experience working with the Village's finance department which will aid in a seamless transition.