

City of Jersey City

**Payroll and Human Resources
Data Processing Services**

Request For Proposal

Prepared by

Unicorn HRO

Submission Date

August 13, 2020

**Presented by David Potter,VP, Sales
Email:dpotter@unicornhro.com
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Address: 25B Hanover Road | Florham Park, NJ | 07932**



August 13, 2020

Ms. Raquel Tosado
Acting Purchasing Agent
394 Central Avenue, 3rd Floor
Jersey City, New Jersey 07307

Dear Ms. Tosado,


Thank you for the opportunity to propose Unicorn HRO's Payroll and Human Resources Data Processing Services for the City of Jersey City. Unicorn HRO is uniquely equipped to provide you an integrated payroll services application that has the flexibility to match your processes.

Unicorn HRO has had the honor of providing very similar HR, payroll, benefit administration, time and attendance, and related services to New Jersey public entities such as Middlesex County, Bergen County, and the Township of Edison.. Our experiences with these other New Jersey public entities give us a wealth of experience, expertise, and know-how that we would be able to deploy on behalf of the City of Jersey City.

In addition, as a New Jersey based company, Unicorn HRO fully understands how the magnitude of the current coronavirus pandemic has impacted our state, especially public entities. In addition to the health and well-being of residents, public entities are also facing severe financial challenges. We are very pleased to be able to offer the City of Jersey City a deferred payment plan, the particulars of which are detailed in the pricing section. The bottom line is that there will no fees due in year one of the agreement.

If you need more information please contact me at 609-303-0466 or via email at dpotter@unicornhro.com. Our address is 25B Hanover Road, Florham Park, NJ 07932. Our website is www.unicornhro.com.

We look forward to establishing a partnership with the City of Jersey City.

Sincerely,

David Potter
VP, Sales

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David Potter, VP, Sales

Table of Contents

1. Executive Summary – Page 4
2. Background – Page 4
3. Project Plan – Page 7
4. Key Dates and Deliverables – Page 11
5. Jersey City Responsibilities/Assumptions – Page 13
6. Staffing – Page 13
7. Timing & Fees – Page 16
8. Support Program – Page 19
9. References – Page 21
10. Additional Materials – Page 23
11. Required Forms

1. Executive Summary

Since 1982, Unicorn HRO's fully integrated HCM solutions have been helping clients save time and money while optimizing their benefits, payroll and human resources. Currently, we bring our extensive HR expertise to more than 300 domestic and international companies representing over 300,000 employees, helping them do business with greater efficiency, profitability, insight, and synergy.

Unicorn HRO's applications and solutions are designed to build the strategic value of our customer's human resources for long-term success. Our solutions are developed and implemented by an experienced team of research & development, quality assurance and systems architecture professionals. Together, their combined expertise, insight, and innovation empower our customers to work with the utmost cost-efficiency and organizational agility at a time when the demand for excellence is equaled only by pressures on bottom-line performance. Unicorn HRO simply gets the job done.

Unicorn HRO has a very strong presence in the NJ public entity vertical. Among our clients are the County of Middlesex, the County of Bergen, the City of Trenton, and the Township of Edison. Although each of these entities is unique, they do share some common attributes such as collective bargaining units, pension reporting, and Chapter 78 benefit contribution requirements that our application and our people are able to handle.

As for pricing, we take pride in offering fair but competitive fees. In addition, our typical agreement is for a three year period, meaning that we do not raise our fees during that period, and we also try to streamline pricing into three areas: one time set up fees, annual fees such as W2's, and recurring monthly fees based on the number of active employees.

Unicorn HRO is headquartered in Florham Park, NJ, Unicorn HRO also has offices in Raleigh, NC, Seattle, WA, Houston, TX, and Dallas, TX.

2. Background

Unicorn HRO is owned by Frank Diassi, and it is privately held. Upon request we can provide you financial information. We have been in continuous operation since 1982, which means we have delivered payroll and supporting services during many different situations, from Hurricanes Katrina and Sandy to the current Coronavirus pandemic. We pride ourselves in coming up with creative ways to meet our clients needs no matter how difficult the circumstance, because at the end of the day employees need to get paid on time and properly – no excuses. During Hurricane Katrina, for example, one of our clients on the Gulf Coast was without power for a few days and was not able to process payroll for their employees. Our staff ran a payroll for them from our North Carolina office, but since flights were delayed drove to a “rendezvous point” nearly 500 miles away to hand-deliver payroll checks to the client.

What sets Unicorn HRO apart from other vendors is our experience, knowledge, expertise, and can-do attitude. Technology does not run itself; people run technology. Our people have on average over 14 years of experience in the payroll/HR space, and this experience insures that we will learn your rules and be able to translate them into our application.

Key Personnel

Frank Diassi, Chairman of the Board and CEO: Frank Diassi, currently Managing General Partner for The Unicorn Group, has originated investments in over 39 entrepreneurial companies. Diassi has over 40 years of experience in business leadership and top executive roles. Diassi is a former Director of Mail-Well Corporation and Chief Executive Officer of Sterling Chemical. He had major corporate experience with Conoco Oil Company for 10 years where he held a senior business unit management position in the petrochemicals area. Diassi received a B.S. degree in chemistry from Rutgers University and a M.B.A. from the University of Chicago Graduate School of Business. For a five-year period beginning in 1978, he was an adjunct member of the faculty of Fordham University Graduate School of Business. Diassi currently serves as a Director of Fiberglass Holdings and is Chairman of the Board of Unicorn HRO.

Timothy Diassi, Executive Vice President and General Manager: Timothy Diassi is the executive vice president and general manager of Unicorn HRO. Since 2000, he has been responsible for overseeing and advancing the company's strategic direction, sales and account management, customer support, new business development and product enhancement efforts. He joined Unicorn HRO in 1995 as a financial and human resources consultant and has since served as the company's director of product management. Throughout the past, he has been directly responsible for reshaping Unicorn HRO from a software vendor to an outsourcing firm supporting the human resources industry with a suite of hosted payroll and employee tracking solutions.

Edward J. Gettings, Senior Vice President of Product Development and Operations: Edward Gettings is the senior vice president of product development and operations at Unicorn HRO. He is responsible for the development and advancement of Unicorn HRO's iCON benefits, payroll processing and human resources services solutions as well as Outsource and iCON support operations. Gettings joined Unicorn HRO in 2002 with nearly 25 years of human resources management and operations experience. During this time, he held several senior management positions that entailed the selection, design, implementation and management of numerous strategic business processes and integrated human resources information system (HRIS) programs. Gettings is a member of World at Work, the International Human Resource Information Systems Management (IHRIM) and Society for Human Resource Management (SHRM).

Cal McGrath, Vice President of Product Management: Cal McGrath joined Unicorn HRO in August 2003 and currently has responsibility for the development and advancement of Unicorn HRO's software solutions. While working for Unicorn HRO, McGrath has managed several client implementations that have included significant customizations. He is a key player in managing the development and deployment of Web-based open enrollment/benefit enrollment functionality and Unicorn HRO's new reporting solution. McGrath has over 10 years of experience in product management services to HR outsourcing companies and their clients with

a specific focus on using technology solutions to support complex benefit plan and administration requirements.

Michelle Steiner, Director of Client Business Solutions: Michelle Steiner joined Unicorn HRO in 1992. Steiner is responsible for working directly with clients and prospects in the sales and implementation roles. In prior positions for the Application Group, Steiner has worked as a technical and application consultant as well as an IT manager. She is an active member of the American Payroll Association (APA) and works with the local APA chapter in Allentown, PA. Steiner has nearly 20 years of experience in the HRIS and payroll areas.

Alice Williams, Director of Client Services: Alice Williams joined Unicorn HRO in October 1996 and has responsibility for client support for the iCON products through service functions such as Response Line Operations and Outsource Services. Williams works with Unicorn HRO consultants on implementation projects and also works as a liaison between the client base and the Unicorn HRO Development team to resolve issues as well as determine priorities for iCON releases. Prior to joining Unicorn HRO, she worked with a major home healthcare provider in the design of a patient tracking/payroll system for healthcare providers. Williams has 15 years of experience in working with HRIS and payroll solutions.

Experience, Capability, and Responsibility

iCON is the name of Unicorn HRO's flagship cloud-based application solution that provides leading edge HR, payroll outsourcing, time and attendance, and benefits enrollment services.

Unicorn HRO provides flexible payroll application that will improve payroll management for employers of size businesses. Unicorn HRO payroll solutions streamline your payroll process, improve productivity and simplify administration. Unicorn HRO also offers a broad array of online payroll-related services. You can choose to purchase individual payroll services as you like or sign up for a bundled service offering.

The actual processing of your Payroll and HR data is handled on iCON software — one of the most advanced SaaS/Cloud systems ever developed. Our services can be easily tailored for your operations.

Payroll processing is a strong suite for Unicorn HRO. Complicated organizational structure, complex pay schedules, pay groups, pay grades, frequency, or union based rules do not pose a challenge to iCON. The iCON payroll module was specifically designed to accommodate these types of complexities. Our application, which utilizes a Progress Software database, is excellent at processing complex payrolls that other firms struggle with. Payroll is accurate, taxes are processed and filed on time and the system offers the flexibility needed to accommodate all the unique challenges confronting those responsible for processing the City of Jersey City's payroll.

Complete US payroll services are offered including payroll processing, tax filings, W2 preparation, direct deposit, manual checks and more. The system will integrate with Oracle Financials. Additionally, since HR and Benefits run off the same database as the payroll, the

City of Jersey City is insured of data integrity and accuracy. The chance for orphaned records is eliminated. Redundant steps and manual processes will be diminished, significantly reducing the risk of data entry errors. "Time on Task" will be reduced. Most paper will be eliminated. Efficiency and accuracy will be realized. Clearly, the benefits of an HR and payroll solution operating off a single database are undisputed

Unicorn HRO's application has the ability to process biweekly payroll, multiple earnings code with the ability to allocate by both percentage and/or dollar amount. In addition, we have the ability to establish Direct Deposit accounts that are able to disburse funds to multiple banking institutions.

We are able to automate a GTL calculation.

We are able to provide a robust reporting capability (detailed below) that includes biweekly reports for Master Control, Labor Distribution, Payroll Register, Statistical Summary, Payroll Summary, Unused Deduction, Wage Garnishment, Payroll Audit, Unlimited Deductions with automatic remittances to 3rd parties, and separate Deduction Reports.

We are able to calculate employee benefit contributions and determine whether a benefit cost or a 1.5% mandatory NJ contribution is higher. We supply a Check Reconciliation Report and we supply information to your bank for positive pay.

We have our own tax department and use our own employees for tax filing and payment processing services. We have never missed a payroll in nearly 40 years of operation, and our reputation stands on being a trusted partner to our clients. We take our responsibilities extremely seriously because the end recipient of our services our your employees, who deserve nothing less than an accurate paycheck on the designated payday.

3. Project Plan

a. Background Statement

Unicorn HRO is uniquely suited to respond to the City of Jersey City's request for payroll services. Our 30+ year history of hr and payroll solutions to more than 800 customers across varying industries gives us the ability to meet your needs both today and in the future. While the full scope of our available solutions runs the entire landscape of HCM applications "from hire to retire", we are proposing a web based payroll solution for the City of Jersey City that will meet both your present and future needs. We have carefully reviewed the RFP and feel our iCON application, deployed "in the cloud" gives you the best combination of functionality, price and disaster preparedness – three main concerns outlined in your RFP.

All senior members of Unicorn HRO's Executive Team have in excess of 15 years' experience with Unicorn and many more years' experience in the HR, payroll and benefits market place. Our clients' average tenure is 14+ years. Our employee's average tenure is 12+ years. Our experience in this space is second to none and our ability to meet our customers' demands is proven by their tenure.

The system is fully configurable, customizable and scalable. The payroll engine is written on a Progress Software database which is very well suited to the complexities of payroll. We have yet to run into a payroll that we couldn't accommodate and process. This raises an important point, since Unicorn HRO owns the code to the application we have the distinct ability to respond to our customers' unique needs through custom modifications when necessary. While this does not happen frequently, it is a major reason we have won business away from the "big box" payroll vendors who simply do not have the ability to alter their solution to this degree. Middlesex County is a perfect example of this. ADP was not able to meet their complex needs. Unicorn HRO was. We never force a client to fit our application; the application is tailored to you, your rules, your processes and your specifications.

The Software as a Service or SaaS model, deployed in the cloud is the best solution for the City of Jersey City. While we are able to provide the solution either "on-premise" or "cloud based" we feel the SaaS/cloud solution easily addresses all of your needs and specifically one of your major concerns – safety and disaster preparedness. Full access to the iCON application is obtained via the internet, anywhere in the world, through a web browser. Should the City of Jersey City lose power, or should the offices be closed or inaccessible due to a disaster, all the managers and employees will still have access from home or a remote site such as Starbucks through a hotspot. Secure access is obtained via the web using 128 bit SSL encryption using your unique user ID and password. Unicorn HRO clients have their data safely and securely hosted in a Tier 1, military grade data center managed by MFX. This center is complete with raised floor, halon fire suppression, complete diesel powered back up and we back this with our SLA at 99.99% uptime. Unicorn HRO is proud to say we have never missed a payroll and will go above and beyond to make sure our clients and their employees are paid. In fact, during Hurricane Katrina, one of our clients located directly in the storm's path was unable to process their payroll so they called our support center. We stepped in and processed the payroll for them and overnighted the checks, only to find out the FedEx plane was unable to unload its cargo. We cancelled all those checks, reprocessed the payroll and a Unicorn employee physically drove the checks from our facility in Durham, NC and met the payroll manager at a hotel and hand delivered the payroll. This is how seriously we take customer service.

We have illustrated to you our capability and ability to meet your needs, both through the RFP answers and through this Executive Summary. Our references, like John Pulomena at Middlesex County stand at the ready to tell you about his experience with Unicorn HRO. We are pleased to respond to the RFP and welcome the opportunity to serve City of Alcoa.

b. Implementation

Implementation Overview & Experience

Unicorn HRO has a proven methodology that provides a compilation of approaches, instructions, techniques, templates and sample deliverables to facilitate implementation projects. The iCON Methodology addresses the business, technology, payroll and tax requirements for a successful implementation. It also helps to recognize all the requirements for success and increases the chances of quickly and painlessly reaching implementation goals and objectives.

The iCON method focuses on building the processes and skills that enable and encourage adaptive innovation. It is based on a robust, flexible and interchangeable approach that focuses on functional business and management requirements rather than the latest product offerings.

The iCON method has been developed to **ensure that customer’s projects are completed on time and within budget** so that they can begin realizing the business benefits of the technology and functionality that Unicorn HRO’s products offer. The personnel who understand client server technology, advanced business applications and the skills and steps necessary to maximize the use of our software have developed this methodology. These people are our consultants and engineers who have assisted our customers over the years in implementing Unicorn HRO products. Through hundreds of implementations they have learned what works and what doesn’t, and have provided their experiences as the basis of the iCON method to help accelerate our customer’s implementation projects while keeping a focus on quality.

Objective

The primary objective of the iCON method is to allow our customers to achieve their business objectives on time, on budget and within the expectation of all stakeholders of the Unicorn HRO business system. In summary, the objectives are as follows:

- Set realistic client expectations
- Establish a shared vision of the business objectives
- Form a shared vision of the implementation process
- Implement and develop Unicorn HRO products in a consistent and predictable manner
- Enforce the quality of the implementation and solutions developed
- Ensure customer satisfaction and build strong customer relationships
- Eliminate surprises
- Realize and attain clients’ business objectives
- Implement effectively resulting in a quick ROI

Standard Implementation Methodology: Overview of Phases and Deliverables

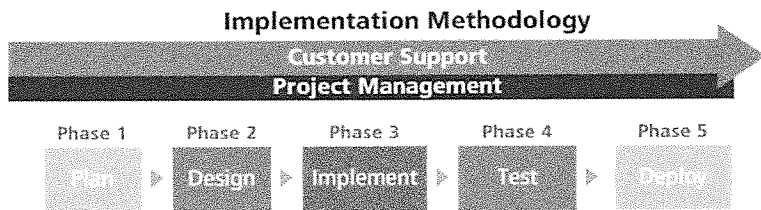
Phase	Key Functions	Phase Deliverables
1. Migration	Migration of Data/App if necessary Connectivity and Access Security Planning	TBD
2. Design	Project Plan and Kick-off Meeting Plan and Information Gathering Design Application Build and Unit Test Application (no data) Data Conversion Planning	Completed design forms Develop Project Plan Develop Data and Testing Plan Application Unit Test Client Sign-off: Design Phase

Gap Analysis if Needed

3. Development	Complete Application Setup/Build Data Conversion System Tests, Stress Tests, Parallels User Acceptance Testing System Documentation Interface Development Reporting Implement/Test Security Cutover and Communications Planning	System Prep and Testing Results UAT Results Data Conversion completed Interfaces and Reports Accepted Security Implemented Client Sign-off: Dev Phase
4. Deployment	End User Training User Documentation Cutover and Communications Go Live	User Training Complete Go Live
5. Post-Launch	Client/Unicorn HRO Meeting	Project Review Sign-off on Project Completion

c. Method of Accomplishment

Our Implementation Methodology is based on lessons learned from hundreds of customer projects. It provides a well-organized approach to implementation and eliminates risk by identifying tasks that are part of each major phase of the project.



Phase 1: Plan Exhibit 1 below

The Plan Phase is the discovery component of your implementation and is designed to uncover, quantify and qualify your requirements. The transition plan is first evaluated through the Process Consulting Methodology. This critical preparatory step will result in a thorough understanding by the stakeholders at the City of Jersey City and the staff at Unicorn HRO of the expectations for the implementation. A document is produced at the conclusion of this first phase that will be signed off on and relied upon by the entire team through implementation.

Phase 2: Design

The focus of the Design Phase is to develop a clear definition of the solution and to create a firm understanding of what must be done to implement the product.

Phase 3: Implementation

The Implementation Phase involves performing the tasks and activities that have been specified in the Plan and Design Phase of the methodology.

Phase 4: Test

The Test Phase is the operational phase of the methodology where the system is exercised before being placed into production.

Phase 5: Deployment

The Deployment Phase is the operational phase of the methodology where the system is placed into production and the initial end-user support begins.

4. Key Dates & Deliverables

Unicorn HRO has the experience, expertise and personnel to accomplish a implementation of NJ public entity the size of the City of Jersey City. We have worked with similar NJ public entities such as the Counties of Middlesex and Bergen, and municipalities such as the Township of Edison and the City of Trenton. All these entities have thousands of employees, multiple collective bargaining units, and NJ specific requirements such as Chapter 78 benefit calculations and PERS pension reports.

We also understand that the original live date of January 2021 may need to be pushed back due to the impact of the COVID 19 pandemic. Furthermore, we understand that one of the City's requirements is a 3- month parallel phase whereby the City would be running its current system and a new system concurrently. Below are two options. Option A would give the City a January 2021 live date, but with only 2 parallel payroll runs, not a three-month parallel period. Option B would give the City an April 2021 live date and a three- month parallel period.

Please note that in the payroll business live dates usually (but not necessarily) occur at the beginning of a quarter, due to tax accumulators and other factors. Therefore, standard live dates are January 1, April 1, July 1. We have the ability to go live mid-quarter if desired. In any case, if Unicorn HRO were to win the City of Jersey City's payroll business and we went live at any point in 2021, we would be responsible for filing all 2021 W2's for the entire year.

City of Jersey City
Key Dates and Deliverables
Option A: January 2021 Live Date

Date	Checkpoint	Description	Responsible Party	
On or Before			City of Jersey City	Unicom HRO
Thursday, August 13, 2020	•	RFP Due		•
August, 2020		Vendor Evaluations/Demos	•	•
September, 2020		City Council Resolution/Approval	•	•
September, 2020		Contract Execution	•	•
1st week of October, 2020		Implementation Kickoff Call	•	•
October, 2020		Consulting, Conversion, and Testing engagements	•	•
November, 2020		Training	•	•
December, 2020		Database Delivered and 2 Test Pay runs	•	•
January, 2021		Go Live	•	•

City of Jersey City
Key Dates and Deliverables
Option B: April 2021 Live Date

Date	Checkpoint	Description	Responsible Party	
On or Before			City of Jersey City	Unicom HRO
Thursday, August 13, 2020	•	RFP Due		•
August- September, 2020		Vendor Evaluations/Demos	•	•
October, 2020		City Council Resolution/Approval	•	•
October, 2020		Contract Execution	•	•
1st week of November, 2020		Implementation Kickoff Call	•	•
November, 2020		Consulting, Conversion, and Testing engagements	•	•
December, 2020		Training	•	•
January -March, 2021		Database Delivered and Test Pay runs	•	•
April, 2021		Go Live	•	•

5. Jersey City Responsibilities/Assumptions

As detailed below, Unicorn HRO has specific roles for City personnel both during the implementation period and post live. Our philosophy is that we are joint partners in a large and complex undertaking that ultimately will impact every City employee, so we both start with the exact same goal: 100% end user satisfaction.

In order to meet that goal the City will need to assemble an implementation team, detailed below. It is our assumption that the City's Implementation Team and Unicorn HRO's team will work together to meet all due dates and assignments. We recognize that the City employees are already very busy and burdened with many responsibilities and tasks, so we will do everything in our power to make assignments clear, doable, and time-realistic. During the Kick-Off call roles and responsibilities will be assigned, and from then we use Microsoft Project to keep all job on task and on time.

6. Staffing

Project Organizational Structure & Staffing

The organizational structure of an implementation project is as important as a solid methodology. The Unicorn HRO team will be led by SVP Ed Gettings, VP of Product Development Cal McGrath, Director of Client Services Alice Williams, and Director of Client Business Services Michelle Steiner. We recommend that your project include the following members:

- Executive Sponsor — a member of your senior management group who will act as "Project Champion" within your organization
- Steering Committee — a senior management team composed of the managers of all areas involved within the project
- Core Project Team — reports on the progress of the project to the steering committee and must approve all major policy and process changes
 - Project Manager — manages your project and ensures that task and goals stay on target

Subject Matter Experts

Subject matter experts (SMEs) are critical to the success of the project. The City of Jersey City SME's will assist defining business requirements, assisting in system set up according to City of Jersey City defined rules, evaluating and resolving data conversion questions. The City of Jersey City will work with UHRO SME's to evaluate best practices, system set up and testing. It is through this process of design, construction and testing that ensures there is sufficient knowledge transfer to the City of Jersey City's staff. SMEs work under the direction of the Project Manager. SME areas include the following areas of expertise:

- Human Resources

- Benefits Administration
- Payroll
- Financial
- Technical

Infrastructure – UHRO will provide TEST and Production environments with secure access to all members of the team. This infrastructure is managed by UHRO. The City of Jersey City’s team will require workstations with internet access. The City of Jersey City will be responsible for data extracts of defined data elements from the source system and for placing the data in UHRO provided formats. UHRO will be responsible for all data loads and for producing data edit reports for team review.

Metrics and Feedback – regular project status reports are provided that identify all key project milestones, progress against them and issues to be resolved. This is reviewed with the team on a regular basis to ensure all items in the critical path are being addressed in accordance with the plan.

Phase	Key Objectives and Deliverables
1. Planning	<ul style="list-style-type: none"> ▪ Determine engagement objectives and identify key issues or problem areas ▪ Develop and agree on project scope, plan, timing, resources, budget and milestones ▪ Identify stakeholders and project team members
2. Information Gathering	<ul style="list-style-type: none"> ▪ Data gathering and measurement ▪ Client questionnaire distributed and client responses analyzed ▪ Review of any existing system or functional documentation ▪ Organization details
3. Discovery	<ul style="list-style-type: none"> ▪ Facilitated Process Review Sessions with team members ▪ Review current HR admin processes and operation ▪ HRIS, Payroll and Time/Attendance functional review ▪ Key processes review (New Hire, Term, Payroll) ▪ Process strengths and weaknesses ▪ Identify Data Sources ▪ Identify Data Flows ▪ Data Deficiencies

Phase	Key Objectives and Deliverables
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4. Gap Analysis	<ul style="list-style-type: none"> ▪ Chart current process and system data flows for client review and sign-off ▪ Establish Future Vision through application of “Best Practices” and streamlined processes ▪ Perform Gap Analysis to identify problems, suggest root causes and isolate efficiency issues
5. Final Report and Recommendations	<ul style="list-style-type: none"> ▪ Include systems, tools, end-to-end processes, data flow, process transformation or re-engineering, organizational change ▪ Short-term and/or long-term as desired ▪ Review options, measure each vis-à-vis advantages and risks ▪ Present trade-offs on cost, timing, functionality, resources, and/or efficiencies for each recommendation
6. Operationalizing the Strategy	<ul style="list-style-type: none"> ▪ Goal is to improve and implement ▪ Prepare a project plan incorporating the newly defined vision and processes ▪ Assign implementation resources, internal and/or external ▪ Determine communication channels ▪ Execute project plan: Design, Build, Test, Deploy ▪ Documentation of procedures and processes ▪ Change Control ▪ Training ▪ Communications: Employee, Manager, Stakeholder, other

7. Timing and Fees

Notes On Pricing

1. The pricing grid below pertains for the initial three years of the agreement and both option years. In other words, no price increase for a total period of five years.
2. Implementation fees are due when the system goes live. There are no fees due at contract signing.
3. Due of the impact of the Covid 19 crisis, and how it effects public entities, Unicorn HRO is very pleased to be able to offer the City of Jersey City a special no interest/deferred payment option in year one. Essentially you would not be charged for year one recurring fees, which would instead be amortized over years two and three of the agreement. Our thinking is that this option would assist you if there are revenue shortfalls due to the impact of Covid 19. If this is an option you would like to explore as you go forward in the evaluation process please let us know.
4. Our pricing has three standard components: 1) initial one-time implementation fees, 2) annual recurring fees such as W2 forms which would not be due until 2022, and 3) monthly recurring fees. For the City of Jersey City we are offering a bundled package with a flat monthly fee that can accommodate up to 4,200 employees.

City of Jersey City

One Time Implementation*	Billed when live			Total Cost
	# of EE's	Fee		
ICON Implementation				Included
Workforce Management Implementation				Included
ACA Module				Included
Benefits Administration Set Up				Included
Carrier Interfaces: Horizon Medical, Horizon Dental, Express Scripts, and P&A Group	4			Included
General Ledger Interface to FOW System				Included
Total Implementation Fees				\$ 150,000.00
Annual Recurring	Billed annually in anniversary month			Total Cost
	# of EE's	Rate/ EE		
W2 Processing**	4000	\$ 4.00		\$ 16,000.00
ACA Module				\$ 4,000.00
1095 Fulfillment***	3400	\$ 1.50		\$ 5,100.00
Estimated Annual Recurring Fees				\$ 25,100.00
Monthly Recurring	Billed monthly			Total Cost
	# of EE's	Per EE / Month		
iCON (includes payroll, HR, benefits administration, employee self service portal, new hire reporting, FTE position control, FMLA)	Up to 4,200 employees			Included
Workforce Management with Scheduling	Up to 4,200 employees			Included
	# of EE's			
Payroll Processing(biweekly group)	Up to 4,200 employees			Included
	# of Interfaces	Rate / Interface		
Tax Deposits and Filings	# of Entities	Rate / Entity		
Federal (per FEIN)	1			Included
State	1			Included
Local	1			Included
Custom Reporting	# of Creators	Rate / Creator		
Cognos Reporting	2			Included
Monthly Recurring Fees				\$ 31,250.00

Shipping charges are billed as incurred + 5% handling fee

NSF fees - \$55 per insufficient funds transaction

Garnishments: \$2 per garnishment incurred

* Implementation based on 800 hours

**Based on 3260 civil service ee's, 140 Library ee's, and 600 summer ee's

***Based on 3260 civil service ee' and 140 Library ee's

Optional Services

1. Timeclocks

We offer a variety of options for timeclock devices. Please note the following:

1. Timeclock devices are not necessary to run our Workforce Management Time and Attendance system. Computers, laptops, tablets, and smartphones can be used at no extra charge. Tablets or laptops can be set up in centralized locations to accommodate multiple workers.
2. If timeclocks are desired, we offer a variety of options for both sale and lease. We normally like to have a detailed discussion with your team in order for us to best determine that type of timeclocks that will best suit your needs. For example, there may be high-traffic areas, maintenance areas, engine rooms, workshops, etc. that would require more sturdy and durable devices than in some other areas. There are also a variety of devices such as touchscreens, fingerprint readers, and palm print readers. In the questions to the RFP, the City indicated that the number of timeclocks could be between 35 to 80. Significant discounts can be negotiated depending on the number of clocks, but we would need to know more details before pricing them out.

2. Applicant Tracking/Recruiting

In reading through the RFP and the questions and answers, it is unclear to us if the City desires a fully functional Applicant Tracking system or a partially functioning one. For example, the City indicated that it desired a “configurable online application” and “an interview notification and tracking” system.

We offer a fully functional Recruiting module that offers the features the City is looking for plus many more. We suggest that we have a more detailed discussion of the City’s recruiting requirements so that we have a better idea of what you are looking for.

8. Support Program

Professional Services

Consulting

Unicorn HRO offers a variety of consulting services designed to improve a company's business processes, as well as provide installation and full life-cycle planning and management services for Progress-based application development projects.

A Unicorn HRO consulting solution may take the form of a short-term engagement, a strategic alliance, or a combination of services customized to meet our customer's needs and exceed their business requirements. Whatever its shape or form, a consulting solution is supported by highly skilled professionals with unmatched experience and expertise.

Regardless of the challenge, Unicorn HRO Service's goal is to provide business solutions that enable our customers to fully leverage the unique capabilities of their Progress-based application and maximize their investment in ICON.

Education/Training

Unicorn HRO Education Services provides a selection of courses taught by subject matter experts either via the web or in our facilities located in New Jersey and North Carolina. On-site training is also available for the convenience of our customers who wish to take our interactive, 'hands-on' courses directly at their workplace.

Technical Support Services

Unicorn HRO offers four levels of technical support to our customers based upon the lifecycle phase of their Progress product. In addition to phone-in, fax, and e-mail support options, Technical Support Services also leverages the capabilities of the Internet to provide Unicorn HRO customers with product information, technical bulletins and downloadable patches.

Unicorn HRO Technical Support Services provides the highest level of assistance to our customer's IS organizations and application developers to ensure that successful and efficient use of our products.

Unicorn HRO is dedicated to providing exemplary service to our customers. We will assign you a highly trained, dedicated Implementation Manager who will assist you during the conversion process. After you are 'live' on the application, you will then be transferred to Account Management who available from 8 a.m. to 8 p.m. Monday – Friday. You will also be provided with a pager number for after hours and emergency support.

Unicorn HRO' Account Managers are highly skilled in Payroll and Human Resources practices. Many Unicorn HRO employees are Certified Payroll Professionals (CPP), Professionals in Human Resources (PHR), and Certified Public Accountants (CPA).

Your Unicorn HRO Account Manager will form a project team with members of your organization. This team will carefully define your business processes, detail the shortcomings in your current solution, and then identify how the Unicorn HRO system should be configured to meet your information and reporting requirements. Our Training Specialists will then prepare your team to use the Unicorn HRO application. After your company goes 'live' and your system is fully implemented your relationship with Unicorn HRO has just begun. We will continue to service your account by keeping you informed of updates and changes in the industry as well as the latest technology trends.

Service Level Agreement

Service Area	Service Type	Service Level Standard
Change Process	Move, Add, Change	1-3 Business Days
	Additional Existing Product	3-5 Business Days
	Request for New Service	15-60 Business Days
Help Desk – Designated ASP UnicornHRO) Application Support	Availability to Report Problems	7 days per week, 24 hours per day 8:30 to 8:30 EST normal Business Day
	Availability to Report Problems	
Problem Resolution	Priority 1 Service Restoration	1 hour during normal Business Day
	Priority 2 Service Restoration	4 hours during normal Business Day
	Priority 3 Service Restoration	1 Business Day
Application Availability	Application Availability	99.9%, 7 days per week, 24 hours per day

Availability Definitions

Application Availability: the percentage of time that an application is available for a user to start up the application after the user has already logged on to the Unicorn HRO servers. Unicorn HRO and Customer agree that UnicornHRO will not be deemed to have breached the Service Level Agreement unless both (a) Application Availability achieved is less than ninety-eight percent (98%) of the committed service level standard for more than two consecutive months and (b) such failure to achieve the committed service level standard is caused by Unicorn HRO or the Designated ASP.

Unicorn HRO reserves the right to schedule outages for Maintenance purposes. Such scheduled Maintenance times will not be considered scheduled availability for the purposes of calculating availability. Customer will be notified in advance of proposed scheduled Maintenance time and commercially reasonable efforts will be made to minimize any business impact to Customer.

Problem Priority Definition

Priority	Description	Criteria	Resolution Target
P1*	Multiple Customers affected or Major Application Outage	Data Center outage, major power outage, Telco outage, Exchange server down, file server down	1 Hour during Business Day
P2	Loss/degradation of one application	One Customer or multiple customers	4 Hours during Business Day
P3	Single user impacted	Connectivity, Configuration, Password Resets	8 Hours during Business Day

***Any Payroll Failure or Emergency will be tagged as a P1 priority.**

9. References

Unicorn HRO has been providing payroll, HR, tax filing, and benefits administration services since 1982 to a wide variety of companies across the United States. Our average client size is over 700 employees, and we have numerous clients with over 1,500 employees. Our strength in the marketplace is configuring our application to the unique needs of our clients. We have many clients who have highly complex and unique situations that require the full breadth of our expertise and experience. For example, we have many clients in healthcare, including hospitals, that have union agreements and require 24/7 staffing. We also have clients in the public sector – one in particular has 24 union agreements, each with their own separate rules regarding paid time off, overtime hours, and benefit calculations.

Six years ago Unicorn HRO was selected as the payroll outsourcing, HR, and time and attendance vendor for Middlesex County, NJ. They have around 2,000 employees and 24 separate unions. Prior to us they had ADP. They did have employee self-service. They spend an enormous amount of time entering data in their many different systems, none of which exchanged data easily with the other. There was no central system that everyone within the organization considered the primary system – payroll considered the ADP system primary, but HR had their own system as did the benefits department. Because none of the systems had all the functionality needed, each department also used a multitude of Excel spreadsheets to help them manage their daily tasks. Because of so many disparate systems, it was nearly impossible for the senior management of Middlesex County to get timely reports, relevant information, or actionable business intelligence.

Since consolidating payroll, HR, benefits administrations, and other functions within the Unicorn HRO iCON cloud-based application, they have been able to streamline, improve, and deliver services to their employees in a more efficient and cost-effective manner.

Please feel free to contact any of the following references:

1. The County of Middlesex: A 2,000 employee public entity.
75 Bayard Street
New Brunswick, NJ 08903
Contact: Joe Pruitti, Chief Financial Officer
Tel: 732-745-33173
Email: joe.pruitti@co.middlesex.nj.us
2. The County of Bergen
A 3,000 employee public entity
1 Bergen County Plaza
Hackensack, NJ 07601
Contact: Michael Belluci, Deputy County Administrator
Tel: 201-336-7347
Email: mbelluci@co.bergen.nj.us

3. The Middlesex County Improvement Authority

A 500 public entity
101 Interchange Plaza
Cranbury, NJ 08512
Contact: John Haber, Controller
Tel: 609-409-5023
Email: j.haber@mciauth.com

4. The Middlesex County Joint Health Insurance Fund

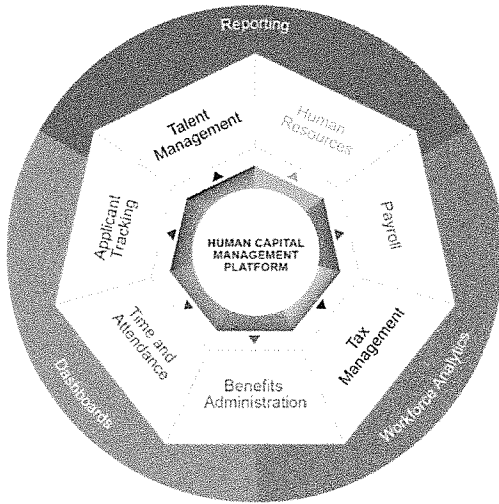
A 4000 employee public entity benefit group
75 Bayard Street
New Brunswick, NJ 08903
Contact: David Hissey, Administrator
Tel: 610-388-0600
Email: dhissey@naimc.com

5. The Township of Edison

A 1000 employee public entity benefit group
100 Municipal Blvd.
Edison, NJ 08901
Contact: Ken DeRoberts, Dir. Of Financial Operations
Tel: (908) 930-0232
Email: kdr@governmentstrategygroup.com

10. Additional Materials

Overview of iCON, Unicorn HRO's HCM application



ICON is designed for the Middle-Market

- HR/Payroll/Benefits Administration needs
- Improve Human Resource administration processes
- Designed to process multiple FEINs, Companies, and locations, and consolidate reporting across the entire enterprise
- API/Integration to meet client or vendor needs
- Increase operational efficiency
- Drive down your Total Expenses
- Perpetually maintain best in class technologies
- Deliver superior service levels to your employees

In designing ICON, Unicorn HRO LLC has created a visionary business tool that delivers the functionality and technology required to meet the challenges of today, while providing a foundation that anticipates, and is prepared to meet, the strategic business challenges of tomorrow. The vision that drives the design of ICON is based on years of HR and payroll application development and a keen appreciation for the contribution of technology to the achievement of business objectives. In practical terms, what does this mean for your organization?

Most organizations are involved in the ongoing redesign of business processes as a means for continuously improving performance. While these processes are driven by objectives that may be similar among various companies, process design is organization centered. That is, it depends on the strategies, resources, and structure of a particular organization. The HRIS market has responded to this change by evolving from transaction-focused to cost effective process-focused models.

Unicorn HRO has taken the concept of process-focused design well beyond the current paradigm. Rather than deliver an application that is built around static business process models, ICON recognizes that process models evolve and change. Designed from the bottom up with the fundamental building blocks of all HR and payroll processes, ICON provides each user with the ability to construct, quickly and easily, his or her own processes. ICON can be structured around the jobs of users, events that take place in the employee life cycle, or any other model that is effective for your organization and the individual user. By simply cutting and pasting various functions and processes, users organize system information so that it mirrors the way that they actually work. This ability to define processes at the time that they are executed and to organize work the way it is performed gives ICON a “virtual” quality that is consistent with the evolving nature of organizations.

- Number of Clients: 257
- Number of Employees 205,600 total employees on system

iCON HCM Detail

Unicorn HRO's flagship SaaS solution, the **iCON** Application Suite supports your entire employee life cycle. This robust, scalable and completely integrated suite includes:

- Human resources
- Benefits administration/enrollment
- Payroll and Business Applications
- Human capital analytics & reporting
- Workforce Management
- Employee Self Service/On-Boarding
- Recruiting

iCON – Modules

The Workforce Management Time and Attendance Module

iCON's time and attendance tracks much more than just time, a true workforce management solution:

- Time Entry: via internet, mobile app, clocks, or desktop
- PTO – balances, requests, and approval workflow
- Time – utilization of various data collection methods and workflow approval
- Scheduling
- GPS Tracking

The Human Resources Module

iCON's human resources module manages all HR information for your employees including:

- Certifications, Skills, Education and Job review information
- Absence history and disciplinary actions
- Compensation and salary history information
- Training module
- FMLA module
- Position management
- Employee file storage and retrieval
- Job Title Information
- OrgChart
- Income & Job Verification Services
- Position Control Assignment tied to budget
- Disciplinary Action & Tracking
- End-User/Employee/Security: Organization Security, Function Security, Function Security Copy
- Email Administration:
- Organizational Units: Enables the creation and editing of hierarchically based organizational units (OUs), such as divisions, positions, and cost centers.
- 200 Standard Reports, Dashboards
- Workflow, approval process

The Benefits Administration Module

With iCON, you can easily set up and configure your benefit plans and then allow employees to enter changes for open enrollment, new-hire enrollment and life events as needed through Employee Self-Service. Employees can review their benefits options at work or home and access all necessary plan information in one centralized online repository. The module supports:

- Ensures Affordable Care Act compliance
- Benefits Administration
- Health & Welfare Plans
- Voluntary Plans
- FSA, HSA.
- Pre- and post-tax dental, health and welfare plans
- Basic and supplemental life plans
- Flexible spending and Health saving accounts
- Complex eligibility rules
- Variety of benefit-costing algorithms
- 401(k), 403(b) plans

The Payroll Module

Your value buys in the marketplace, iCON showcases the capabilities you would expect to find in expensive international systems. iCON easily provides your payroll processing functions, including:

- Multiple company processing in single database
- Unique, dynamic real-time processing
- Garnishment processing
- Unlimited payroll processing groups
- 401K, Retirement /pension – automated employer and employee deduction
- Compensation, Union Rate Indexes
- Tax Accumulators, W-2 History, Tax Elections
- Wage Accumulators
- GL Account Distribution
- Time and Attendance Details

Reporting

- Standard reports
- Ad Hoc reporting with Cognos
- Human Capital Analytics (HCA) Dashboards
- Compliance reporting (VETS, OSHA, EEO)
- ACA Compliance, Reporting
- Tax Filing, W2 Printing

Recruiting

- Job Board Integration
- COMPLIANCE REPORTING
- On-Boarding
- Candidate/Resume Management & Workflows
- Activate New Hire/On-Boarding

EMPLOYEE SELF SERVICE – English & Spanish

- Personal Data
- Dependents
- Salary History
- Skills Information
- Certifications
- Training Classes
- Training Enrollment
- On-Boarding
- W-4
- I-9
- E-Verify
- Automated Policy Approval and Audit Trail
- Paid Time Off
- Payroll
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- Direct Deposit Account
- W-2 History
- Workforce Management
- Hours Entry, Mobile, Clock or via Internet
- Billable & Non-Billable hours
- Benefits
- Benefit/Open Enrollment
- Life Events
- Benefit Statement
- Total Compensation Statement

SaaS Hosted, Technical Specifications

Information Security Statement

Unicorn HRO understands the importance of maintaining the security of your personal and payroll information. We utilize advanced industry accepted security practices, including digital certificates, encryption and passwords to protect your personal and payroll information.

We employ technological means for the backup and recovery of client information, detection and prevention of viruses and malware and site monitoring. We maintain advanced firewalls and other computer hardware and software to protect against unauthorized access or alteration to client data.

Digital Certificates

Secure Sockets Layer (SSL) provides a method to verify that you are logging on to our server and not a site that is impersonating our server. Our server sends a digital certificate to your browser program before you log on with us. SSL lets you verify the identity of a server by viewing the site's certificate. A certificate is a way of associating a public key to a name. You can verify that you are logged on to our server by viewing our certificate through your browser program.

Data Encryption

Once the server is authenticated via SSL, your browser and our server will establish a secret symmetric key. This symmetric key allows your browser and our server to exchange encrypted data and is valid for a single session only. If you log out and later come back to our website, your browser and our server will negotiate a different symmetric key automatically.

Passwords

Unicorn HRO provides for the creation of a unique username and password for each user in your organization that must be entered each time a user logs on. Passwords are securely hashed before storage in the database. Please be aware that passwords can remain in your browser's cache, which may allow access if your computer is left unattended.

Cookies

Unicorn HRO issues a session "cookie" only to record encrypted authentication information for the duration of a specific session. The session "cookie" does not include either the username or password of the user. Unicorn HRO does not use "cookies" to store confidential user information, instead an advanced security method utilizing encoded session IDs has been implemented.

Timeout Feature

To provide additional protection, a timeout feature is used on selected parts of our website. This feature automatically logs you out of your account after an extended period of time.

Secure Private Cloud

Unicorn HRO utilizes advanced hardware and software security systems with real-time network monitoring and management. Systems are protected by firewalls, attack detection and anti-virus software. Data is hosted on 64-bit Enterprise Linux with RAID10 redundancy for enhanced security and stability. Daily offsite backups provide additional level of protection. Non-H2O fire suppression and redundant environmental systems (power, HVAC, network) are also utilized to protect the availability of Unicorn HRO internet services.

Disaster Recovery

Unicorn HRO offers access to geographically remote disaster recovery facilities if necessary - along with required hardware, software, and Internet connectivity - in the event our production facilities were to be rendered unavailable.

Unicorn HRO Disaster Recovery for iCON HRIS SaaS

The following briefly describes the Disaster Recovery services for customers using the iCON SaaS application and services.

Unicorn HRO reserves the right to change these policies at UHRO's discretion.

These policies address the following topics:

- Overview
- Network Access
- Disaster Recovery Administration Services
- Disaster Recovery Testing
- Disaster Recovery Operations
- Miscellaneous

OVERVIEW

- Hot-site mimics Unicorn HRO's Production environment at MFX Datacenter in Ridgefield Park, NJ
- Hot site allows for production back-up capabilities when there is significant failure at the production facility
- Hot site provides redundant functionality
- Data and access remain secure at all times
- Hot site allows users (customer) to continue processing HR updates and payrolls

The Disaster Recovery

The Disaster Recovery services consist of system administration, system management, and system monitoring activities that UHRO provides for the iCON application listed in the Service Level Agreement (SLA). Disaster Recovery services are provided by UHRO from an alternate data center facility (hereafter referred to as "Hot Site") that is separate from the primary data center hosting facility at MFX Datacenter in Ridgefield Park, NJ used for all Unicorn HRO SaaS and Outsource Client Administration Services. The services are provided under the terms of the SLA. The Disaster Recovery Option includes license fees, technical support fees, and services fees for iCON Programs, licenses for iCON Programs and technical support. The Disaster Recovery Option does also include services related to customer customizations of the iCON Programs necessary to run the applications at the Hot site.

The Disaster Recovery Option is available for all UHRO SaaS and Payroll Service customers.

NETWORK ACCESS

Unicorn HRO will provide industry standard network and systems specifications that will facilitate the customer's remote access to its systems installed at the Hot site. The specifications identify technologies that are intended to maximize the reliability and security of remote network access.

The customer will access its systems using encrypted internet connectivity through an alternate web site.

The customer is responsible for ensuring that its network and systems comply with specifications that UHRO provides.

UHRO is not responsible for network connections or for issues, problems or conditions arising from or related to network connections, such as bandwidth issues, excessive latency, network outages, and/or any other conditions that are caused by an Internet Service Provider, or the network connection.

DISASTER RECOVERY ADMINISTRATION SERVICES

Hardware Set Up

The Disaster Recovery services utilize server configuration and infrastructure at the Hot site that is similar to the server configuration and infrastructure on the primary site with the exception of the amount of disk storage.

Managing Data

In an effort to facilitate Hot-site system efficiency, UHRO will manage the movement and location of all database files and objects within the UHRO database. This includes managing the relocation of data files, online redo log files, and database control files.

Capacity Planning

UHRO will apply to the Hot-site production database all changes made to the primary site production database environment.

Diagnostic and Tuning

UHRO will monitor system performance and adjust system configurations in an effort to optimize the performance of the Hot-site environments.

Unicorn HRO iCON Application Administration

UHRO will perform application administration functions on the Hot site, which may include:

- track patch activity of primary site production environment
- replicate patches applied on the primary site production environment to the Hot-site environment
- database startup/shutdown

DISASTER RECOVERY OPERATIONS

In the event of a disaster, UHRO will recover production data and iCON Programs at the hot-site in Bethlehem PA and reestablish production service on the hot-site. During the period of time that production services are active on the hot-site, customer will have access to the hot-site. During this period, UHRO will endeavor to provide a business impact assessment that includes a schedule for restoring full service.

Disaster Recovery Testing

UHRO will endeavor to test the Disaster Recovery transition to the hot site twice a year. The tests will facilitate validation of the following:

- UHRO iCON application synchronization between primary site and hot site
- Failover of primary site production service to hot-site and automatic rerouting of customer secure Internet access to the Hot-Site
- Hot-site mimics Production environment
- Hot site will allow for production back-up capabilities when there is significant failure at the production facility
- Hot site provides redundant functionality
- Data and access remain secure at all times
- Hot site will allow users to continue processing HR updates and payrolls

Disaster Recovery Procedure – Changing to the Hot Site

- Identification of issue
- Evaluate prognosis for recovery
- If UHRO experiences significant outage for client; no access, no input capabilities, no processing capabilities; that persist for 4 hours, the primary site will switch to the Hot site
- UHRO notifies client that the Hot site will now be brought on line
- Transactions now processed by system at Hot-site data center and data stored at Hot-site data center

Disaster Recovery Procedure – Changing Back to the Primary Site

- Database backup files created at Hot-site and delivered to primary site
- Database backup files restored, and system tested
- Customers directed to use original URL's again (requests to URL to Hot-site system are redirected to primary system)

Backup

Network Intrusion Detection/Prevention

Through our Unicorn HRO / MFX relationship, our partner MFX employs Network IDS/IPS Sensors (iSensor) on its network servicing the Unicorn HRO Production (Live) environment. These Sensors provide a critical layer in our —defense in depth model and are monitored by both MFX professionals as well as our trusted Security partner (Dell SecureWorks) and all of its NOC facilities throughout North America.

Managed iSensor Intrusion Prevention System (IPS) Benefits:

- Protect information systems and data 24x7 without increasing in-house headcount
- Guard against the new and emerging threats
- Filter out “noise” and manage real attacks that require attention
- Satisfy compliance regulations
- Defend your network with real-time threat intelligence

Full traffic, deep packet inspection takes place with complete local event aggregation and correlation on an Inspector appliance. Additionally, Global correlation with Internet based events provides a robust and complete IDS/IPS Solution to protect the Unicorn HRO assets. The appliances feature thousands of unique signature-based countermeasures, including custom rules and other proprietary detection mechanisms and provide protection from both inbound and outbound malicious traffic.

Countermeasures are continually reviewed and updated to protect against Zero-Day attacks and other emerging threats. Upon detection of malicious traffic, (e.g. matching a known malicious threat signature), the configurable iSensor will immediately drop or block the malicious traffic. The Network Operations Center (NOC) alerts the MFX Security Team and the Unicorn HRO staff on these incidents and any other suspicious detection to provide hands-on diagnosis and mitigation of any additional threats.

Leveraging global threat visibility, proprietary toolsets and unmatched expertise, the Dell Secure Works CTU (Counter Threat UnitSM) actively monitors the cyber threat landscape and performs in-depth analysis of emerging threats and zero-day vulnerabilities. The CTU uses the knowledge gained to develop countermeasures to protect Managed Security Service customers like Unicorn HRO and MFX to provide additional threat intelligence capabilities.

**CITY OF JERSEY CITY
REQUIRED ADMINISTRATIVE FORMS**

PROJECT: Payroll and Human Resources Data Processing Services
RESPONDENT: UNICORN HPO

RESPONDENT'S CHECKLIST

Item	Respondent Initials	Purchasing Review
A. Non-Collusion Affidavit (notarized)	DP	
B. Statement of Ownership Disclosure*	DP	
C. Mandatory Affirmative Action Language (submit with Proposal or after notification of award but prior to signing contract) (EXHIBIT A)	DP	
D. With Proposal or after notification of award but prior to signing a contract, submit a copy of <u>one</u> of the following three documents: 1. A valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or 2. Unexpired Certificate of Employee Information Report; or 3. Employee Information Report Form AA302, (if first time doing business with Jersey City)	DP	
E. Americans with Disabilities Act (APPENDIX A)	DP	
F. Supplier Diversity Bidder Questionnaire (with Bid Proposals or within 24 hours of Bid Opening)		
G. Business Registration Certificate	DP	
H. Original signature(s) on all required forms.	DP	
I. Acknowledgment of Receipt of Addenda*		
J. Disclosure of Investment Activities in Iran Form	DP	

*Failure to include these documents with the Proposal will result in an automatic Rejection of the Proposal.

CITY OF JERSEY CITY


PROJECT: Payroll and Human Resources Data Processing Services

The undersigned is (an individual)
(a corporation) under the laws
(a partnership)

of the State of New Jersey having offices

at 25 B HANOVER Rd., Florham Park and submits this Proposal in

response to the City's RFP.

Signed: 

Name: FRANK P. DIASSI

Title: CHAIRMAN

Company: UNICORN HR0

Address: 25 B HANOVER Rd.
FLORHAM PARK, NJ 07932

NON COLLUSION AFFIDAVIT

**STATE OF NEW JERSEY
CITY OF JERSEY CITY sis:**

I certify that I am FRANK P. DIASSI
of the firm of UNICORN HRO, LLC

the Respondent making the proposal for the above named project, and that I executed the said proposal with full authority so to do; that said Respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the City of Jersey City relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by (N.J.S.A.52: 34-25)

(Signature of Respondent) *Frank P. Diassi*
Frank P. Diassi

SUBSCRIBED AND SWORN TO
BEFORE ME THIS DAY August 10, OF 20 20

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF New Jersey
MY COMMISSION EXPIRES: 20 23.

Diane E. Giaimo

Diane E Giaimo
Notary Public
New Jersey
My Commission Expires 4-28-2023
No. 2043828

**NOTE:
THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS
PROPOSAL**

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: UNICORN HRO, LLC

Organization Address: 25 B HANOVER RD., FLORHAM PARK, NJ 0793

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
FRANK P. DIASSI	141 Route 206, Florham Park, NJ 07932

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the City of Jersey City is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with City of Jersey City to notify the City of Jersey City in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the City of Jersey City to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	FRANK P. DIASSI	Title:	CHAIRMAN
Signature:	<i>[Handwritten Signature]</i>	Date:	8/10/20

SIGNATURE: *[Handwritten Signature]*
 TITLE: Chairman

SUBSCRIBED AND SWORN TO
 BEFORE ME THIS 10th DAY OF August OF 20 20
 (TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)
 NOTARY PUBLIC OF
 MY COMMISSION EXPIRES: 20 23

[Handwritten Signature: Diane E. Giaimo]

(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL).

Diane E Giaimo
 Notary Public
 New Jersey
 My Commission Expires 4-28-2023
 No. 2043828

(REVISED 4/13)

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A (Continuation)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

The undersigned vendor certifies on their company's receipt, knowledge and commitment to comply with:

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

The undersigned vendor further agrees to furnish the required forms of evidence and

understands that their contract/company's bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Representative's Name/Title (Print):

FRANK P. DIASSI

Representative's Signature:



Name of Company:

UNICORN HRO, LLC

Tel. No.:

609-303-0466

Date:

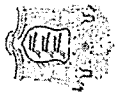
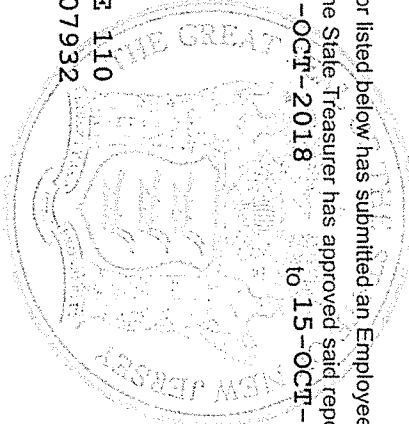
8/10/20

Certification 49541

CERTIFICATE OF EMPLOYEE INFORMATION REPORT
RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-OCT-2018 to 15-OCT-2021

UNICORN HRO, LLC
25B HANOVER ROAD, SUITE 110
FLORHAM PARK NJ 07932



Elizabeth M. Maher Muoio
ELIZABETH MAHER MUOIO
State Treasurer

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the City of Jersey City, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature, arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Representative's Name/Title: Frank P. Diassi
Representative's Signature: [Signature]
Name of Company: UP CORN HHO, LLC
Tel. No.: 609-303-0466 Date: 8/10/20



**CITY OF JERSEY CITY
DEPARTMENT OF BUSINESS ADMINISTRATION
OFFICE OF DIVERSITY AND INCLUSION**



SUPPLIER DIVERSITY BIDDER QUESTIONNAIRE

The City of Jersey City is committed to ensuring that its utilization of vendors reflects the diversity of its community. Please complete this form to assist us with monitoring our supplier diversity performance.

Business Name: Unicorn HRO, LLC
Address: 25 B HANOVER ROAD, Florham Park, NJ 07932
Phone: 609-303-0466
Email: dpotter@unicornhro.com
Contact Name: David Potter

Please indicate if your business qualifies as any of the following: (See definitions for clarification)

- Minority Owned
- Woman Owned
- Veteran Owned
- Disability Owned
- Lesbian, Gay, Bisexual, Transgender Owned
- None

Please indicate if your business is currently certified by an authorized certifying body as any of the following:

- Minority Business Enterprise
- Woman Business Enterprise
- Veteran Business Enterprise
- Disability Owned Business Enterprise
- Lesbian, Gay, Bisexual, Transgender Business Enterprise
- Disadvantaged Business Enterprise
- Small Business Enterprise
- None

01/07/10

Taxpayer Identification# 271-441-892/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.


If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME: UNICORN HRO, LLC	TRADE NAME:	
ADDRESS: 25 B HANOVER RD FLORHAM PARK NJ 07932	SEQUENCE NUMBER: 1534254	
EFFECTIVE DATE: 01/07/10	ISSUANCE DATE: 01/07/10	
FORM-BRC (04-08) D205846V	 Director New Jersey Division of Revenue	
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

CITY OF JERSEY CITY

ADDENDUM ACKNOWLEDGEMENT FORM
REQUEST FOR PROPOSALS FOR
PAYROLL/HR SERVICES

The undersigned acknowledges receipt of the following addenda to the RFP document:

THE COMPLETED ACKNOWLEDGEMENT OF ADDENDA FORM SHOULD BE RETURNED WITH PROPOSAL PACKAGE: NOT TO BE SENT SEPARATELY

NOTE: Failure to acknowledge receipt of all addenda will cause the Proposal to be considered non-responsive and Proposal will be rejected. Acknowledged receipt of each addendum must be clearly established and included with the Proposal pursuant to N.J.S.A. 40A:11-23.2 (e).

Addendum No. 1 Dated 3/19/20
Addendum No. 2 Dated 5/12/20
Addendum No. 3 Dated 5/13/20
Addendum No. 4 Dated 6/23/20
Addendum No. 5 Dated 7/7/20
Addendum No. _____ Dated _____
Addendum No. _____ Dated _____
Addendum No. _____ Dated _____

Name of Vendor: UNICORN HRO, LLC
Street Address: 25B HANOVER ROAD
City, State, Zip: FLORHAM PARK, NJ 07932
Authorized Signature: D. P. Potter
Date: 8/10/20

CITY OF JERSEY CITY, NEW JERSEY 07307
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

COMPANY NAME:

PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____	Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): FRANK P. DIASSI

Signature: *Frank P. Diassi*

Title: CHAIRMAN

Date: 8/10/20