



Roosevelt Island Operating Corporation

KATHY HOCHUL
Governor

B. J. JONES
President / CEO

BOARD OF DIRECTORS

RuthAnne Visnauskas, Chair, Commissioner of NYSHCR
Blake G. Washington, Director of BUDGET
Marc Jonas Block
Fay Christian
Conway Ekpo
Dr. Michal L. Melamed
Howard Polivy
Prof. Lydia W. Tang
Melissa A. Wade

Agenda Item V. 1. October 22, 2026

PROPOSED RESOLUTION

AUTHORIZATION TO RENEW THE SERVICE AGREEMENT WITH AUTOMATIC DATA PROCESSING, INC. (ADP) FOR PAYROLL PROCESSING AND RELATED HUMAN RESOURCES SERVICES

RESOLVED by the Board of Directors of the Roosevelt Island Operating Corporation of the State of New York ("RIOC"), as follows:

- Section 1. that RIOC is hereby authorized to renew the service agreement with ADP for payroll processing and related human resources services, upon such terms and conditions substantially similar to those outlined in the Memorandum from Dhruvika Amin, Chief Financial Officer and Vice President to the Board of Directors and B. J. Jones, President and Chief Executive Officer, dated October 13, 2026, attached hereto;
- Section 2. that the President and Chief Executive Officer or President's designee is hereby authorized to take such actions and execute such instruments as deemed necessary to effectuate the foregoing; and
- Section 3. that this resolution shall take effect immediately.



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MEMORANDUM

To: RIOC Board of Directors/B.J. Jones, President and Chief Executive Officer
From: Dhruvika Amin, Vice President and Chief Financial Officer
Re: Authorization to Renew the Service Agreement with Automatic Data Processing, Inc.
Date: October 13, 2026

Background

RIOC currently utilizes Automatic Data Processing, Inc. (“ADP”) for its payroll processing and related human resources services. After reviewing RIOC’s current arrangement and the available renewal options, RIOC determined that continuing with ADP provides continuity for the organization while also providing a financial benefit.

ADP has provided satisfactory service to RIOC, and RIOC’s organization is familiar with the platform and the services it provides. Continuing with ADP will allow RIOC to maintain its existing payroll processes and avoid the administrative burden and potential disruption associated with transitioning to a new payroll provider.

As part of the renewal negotiations, ADP provided RIOC with a reduced price compared with our current agreement. In addition, the proposed three-year agreement provides price protection with no annual increases during the three-year term.

Importantly, RIOC will continue to receive the same services currently associated with our ADP account. There are no planned reductions to RIOC’s existing payroll and related services as part of this agreement. However, pricing may fluctuate minimally based on increases or decreases in employee headcount.

Procurement Process

ADP has been providing payroll processing services to RIOC since on or before 2006 to varying service levels. Since 2020, RIOC has engaged with ADP for expanded services, mainly their E-Time online timesheet and processing services. Existing ADP service agreement is due to expire on November 25, 2026. Based on the quality and continuity of the services currently provided by ADP, RIOC has determined that ADP’s work is justified as a single source procurement of a discretionary nature. While reviewing this procurement, ADP was deemed to continue to be competitively priced in the industry and RIOC negotiated a 15% discount with zero

increases for the three-year term. These software services are integral to RIOC operating and maintaining consistent and reliable payroll services.

Recommendation

Based on the quality and continuity of the services currently provided by ADP, the reduced pricing offered through the renewal of the current contract, the absence of annual increases, and the continuation of RIOC's existing services, RIOC intends to proceed with the proposed three-year ADP agreement. The annual cost and requested authorization for these services is \$105,265.97 and the three-year engagement is \$315,797.91.

This agreement with ADP will allow RIOC to maintain continuity in its payroll and HR operations while achieving cost savings and providing predictable expenses over the three-year term.