

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED  
ORDINANCE OR RESOLUTION ADOPTED BY CITY COUNCIL.**

**AN ORDINANCE**

**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT IN THE  
AMOUNT OF \$100,000.00 WITH SORIA, INC., DBA CORPORATE  
PAYROLL ADMINISTRATORS, INC., TO PROVIDE PAYROLL  
SERVICES TO THE OFFICE OF THE MAYOR AND CITY COUNCIL  
FOR ELECTED OFFICIALS' CONTRACT EMPLOYEES BEGINNING  
OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2018, WITH TWO ONE-  
YEAR RENEWAL OPTIONS.**

\* \* \* \* \*

**WHEREAS**, the Mayor and City Council members, as individual employers, contract for the services of administrative assistants to assist in serving their constituents and funding for the salary, and the partial reimbursement for health insurance and parking is provided to the administrative assistants through the Mayor and Council budgets; and

**WHEREAS**, a Request for Proposals for Payroll Services ("RFP") was issued May 25, 2016 and seven proposals were received by the June 24, 2016 submission deadline, two of which were deemed non-responsive because they either failed to meet the pricing requirements of the RFP or failed to submit any of the proposal requirements of the RFP; and

**WHEREAS**, an Evaluation Committee comprised of staff from Finance and the Office of the City Council met on August 2, 2016 to evaluate and discuss the proposals, and based upon the criteria set out in the RFP, the Committee recommends that the City Council award a Professional Services Contract to Soria, Inc., d/b/a Corporate Payroll Administrators, Inc., for these services; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The terms and conditions of a two-year Professional Services Agreement with Soria, Inc., d/b/a Corporate Payroll Administrators, Inc., in an amount not to exceed \$100,000, with two one-year renewal options, are authorized and approved. The City Manager, or her designee, is authorized to execute the Professional Services Agreement, a copy of which, previously executed by Soria, Inc., d/b/a Corporate Payroll Administrators, Inc., is attached to this Ordinance as Exhibit I.

**SECTION 2.** Funding in the amount of \$100,000.00 for this Ordinance is available in Fund 11001000, Cost Center 116020001, and General Ledger 5201040, and is available in the Fiscal Year 2016 budget.

**SECTION 3.** Payment in the amount up to \$100,000.00 is authorized to be made to Soria, Inc., d/b/a Corporate Payroll Administrators, Inc., and should be encumbered with a purchase order.

**SECTION 4.** Additional funding for this Ordinance and payment up to \$100,000.00 is contingent upon City Council approval of subsequent budgets for the duration of the Agreement.

**SECTION 5.** This Ordinance shall take effect immediately upon the receipt of eight affirmative votes; otherwise it shall be effective ten days after its passage.

**PASSED AND APPROVED** this 29<sup>th</sup> day of September, 2016.

**M A Y O R**  
Ivy R. Taylor

**ATTEST:**

**APPROVED AS TO FORM:**

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Leticia M. Vacek, City Clerk

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City Attorney