



City of San Antonio

Agenda Memorandum

File Number:16-4950

Agenda Item Number: 28.

Agenda Date: 9/29/2016

In Control: City Council A Session

DEPARTMENT: Mayor and Council Support

DEPARTMENT HEAD: Christopher D. Callanen

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT: Council Payroll Services Contract

SUMMARY:

This ordinance authorizes the execution of a contract 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 (Council Aides) beginning October 1, 2016 through September 30, 2018 in an amount of \$100,000 with two options to extend the term of the contract for one additional year in the amount of \$50,000 per year. The total amount of the contract will not exceed \$200,000 over the course of four years.

BACKGROUND INFORMATION:

The Mayor and City Council members employ the services of Council Aides in serving constituents. The Council Aides are contract employees of the Mayor or individual Council members and funding for their salary, health insurance and parking is provided through the Mayor and Council budgets.

In order to facilitate payroll services the following services are required: preparation and issuance of payroll checks, preparation of payroll tax liabilities, issuance and preparation of payroll reports, employee processing services, COBRA administration services and processing of health care reimbursements, deductions, and host.

A Request for Proposals was issued May 25, 2016 with a pre-submittal conference conducted on June 7, 2016. Seven (7) proposals were received by the June 24, 2016 submission deadline. Two (2) proposals were deemed non-responsive for evaluation as they either failed to meet the pricing requirements of the RFP or failed to submit any of the proposal requirements of the RFP. An evaluation/selection committee was formed and met on August 2, 2016 to evaluate and discuss submissions. The evaluation/selection committee recommended

Soria, Inc. dba Corporate Payroll Administrators, Inc. for award.

The evaluation of each proposal was based on a total of 100 points: 30 points allotted for experience, background, qualifications; 20 points allotted for proposed plan; 15 points allotted for pricing; 20 points allotted for Small Business Economic Development Advocacy (SBEDA) Program The Emerging Small Business Enterprise Prime Contract Program and the Minority/Women-Owned Business Enterprise Prime Contract Program were each allotted 10 points, respectively; In addition, 10 points were allotted for the Local Preference Program (LPP); and 5 points for the Veteran-Owned Small Business Preference Program (VOSB). A summary of the RFP scoring is attached.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Emerging Small Business Enterprise (ESBE) and Minority/ Women-Owned Business Enterprise (M/WBE) Prime Contract Program with twenty (20) evaluation preference points awarded to Soria, Inc. dba Corporate Payroll Administrators, Inc. as they are certified ESBE and M/WBE firm located within the San Antonio Metropolitan Statistical Area.

In accordance with Local Preference Program, the recommended Respondent received 10 points for being headquartered within the incorporated San Antonio City limits.

There were no proposals submitted from veteran-owned small business Respondents for this contract; therefore, the Veteran-Owned Small Business Preference Program was not applied.

This contract with Corporate Payroll Administrators, Inc. will include an initial term of two (2) years with two (2), one (1) year options to renew; not to exceed \$200,000.00.

ISSUE:

The execution of this contract will allow Soria, Inc. dba Corporate Payroll Administrators, Inc. to provide payroll services for the contract employees of the Mayor and Council members.

ALTERNATIVES:

If this contract is not approved, staff would need to re-issue a Request for Proposals seeking payroll services and work with Soria, Inc. dba Corporate Payroll Administrators, Inc. on a transition to a new firm in order to minimize disruption to payroll services.

FISCAL IMPACT:

This ordinance authorizes a contract with Soria Inc. dba Corporate Payroll Administrators Inc. in an amount of \$100,000 for the first two years of the contract with two options to extend the term of the contract for one additional year in the amount of \$50,000 per year. The total amount of the contract will not exceed \$200,000. Funding for this contract is included in the Adopted FY 2017 General Fund. Funds for the remaining years of this contract are contingent upon subsequent funding approval.

RECOMMENDATION:

Staff recommends the approval of this payroll services contract with Soria, Inc. dba Corporate Payroll Administrators, Inc.

This contract is procured by means of Request for Proposals and Discretionary Contract Disclosure Form is attached.