

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS  
777 North Capitol Street, NE  
Washington, DC 20002-4239**

**RESOLUTION AUTHORIZING THE ENGAGEMENT OF A PAYROLL PROCESSING FIRM  
FOR FISCAL YEARS 2011-2015**

**WHEREAS**, COG's Accounting Office is currently responsible for all payroll-processing functions; and

**WHEREAS**, following the announcement that the staff associate responsible for payroll processing will be retiring, the Chief Financial Officer and the Executive Director determined that it would be cost efficient and effective to outsource the payroll function; and

**WHEREAS**, the selection of a payroll processing firm was completed through a competitive procurement basis by a technical selection committee comprised of staff appointed by the Executive Director.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

The Executive Director is authorized to enter into a contract with ADP to provide payroll processing and related services for the period beginning April 14, 2010 through COG's Fiscal Year 2015. The Executive Director is further authorized to extend the period of performance for an additional three fiscal years at COG's option based on the performance and cost effectiveness of the payroll outsourcing. The estimated initial implementation cost is \$26,000 and the first annual payroll processing fee is \$30,000.

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Nicole Hange, Board Clerk