



Meeting Date: August 28, 2025 **Agenda Type:** Consent Items for Action

From: Beth Perez **Reviewed by:** Adriana Sanchez
Human Resources & Learning Director of People & Culture
and Development Manager

Submitted by: David Hubbard **Approved by:** Ryan Kelso
Chief Administrative Officer Chief Executive Officer

RECOMMENDED ACTION: Authorize the CEO Or His Designee to Negotiate and Execute a Guaranteed Price Agreement with ADP, Inc., for Workforce Now HCM Solutions and ADP DataCloud Services

BACKGROUND

ADP Inc. has been the provider to New Braunfels Utilities (“NBU”) for workforce solutions for several years. This includes providing administrative tools for payroll, benefits, including employee enrollment, and, most recently, employee training courses.

The Agreement is a new Price Agreement based on a previous Enterprise Agreement that encompasses the entirety of the services. NBU purchases these services utilizing an exemption due to the cost, complexity, and time to replace them with an alternative solution. The Agreement with ADP Inc. is for a twenty-four-month term.

The costs of these services have historically not met the threshold requiring Board review. Recent cost increases and the addition of the learning and development modules have increased these costs.

NBU staff requests that the Board of Trustees approve the Professional Services Agreement with ADP Inc. for Workforce Now HCM Solutions, and ADP DataCloud Services.

This item is being presented to the Board because the total amount of this contract exceeds \$250,000.00.

FINANCIAL IMPACT

The cost for each twelve-month period of the agreement with ADP Inc. is \$199,066.37, with a total not-to-exceed cost of \$398,132.74. These funds are currently budgeted within the Fiscal Year 2026 through Fiscal Year 2028 NBU Board approved O&M budget.

LINK TO STRATEGIC PLAN

People and Culture

Stewardship

EXHIBITS

1. 2025 Update Price Agreement
2. 2025 ADP Quote
3. 2022 ADP Addendum to the MSA Agreement
4. 2022 ADP Workforce Now Master Service Agreement
5. 2007 ADP Contract