

Consent Agenda

Agenda Item #	7G
Meeting Date	November 24, 2008
Prepared By	Abel Castillo IT Manager
Approved By	Barbara B. Matthews City Manager

Discussion Item	Single Reading Ordinance Authorizing the Purchase of Additional Software Modules (Job Applicant Center, Employee Access Center, and Informix Database) from Sungard Public Sector
Background	<p>The FY 2009 budget includes funding for the implementation of an Intranet and the purchase of E-Gov hardware and software that will allow customers to pay bills on-line and do other business electronically. Staff is recommending the purchase of new software modules for the City's current Sungard Public Sector system. These modules are described in more detail below:</p> <ul style="list-style-type: none"> • The Job Applicant Center will provide the opportunity for employment applications to be submitted online. The Human Resources Office will be able to track applications and resumes, as applicants go through the evaluation, interview, and other stages of the employment process. • The Employee Access Center software will allow employees to access and update their personal information, including benefits information. Employees will be able to review and print their leave records, W-2's and pay records through an Intranet. The Intranet will also be accessible to employees from home through a secure Internet connection. • The Informix Online database engine will allow the City to take full advantage of recent upgrades to the financial software. The Finance Department will be able to accept online credit card payment for invoices issued by the City. The public will also be able to make payment by credit card at the Finance Department window. A database conversion will be needed for the upgrade to the Informix Online database engine. <p>Because purchase of these applications from Sungard Public Sector is the only cost effective option which will allow full integration with the City's financial system, the City Manager has determined that the purchase meets the criterion of sole source procurement. A memo outlining the basis for her determination is included as part of this agenda packet.</p>
Policy	A contract may be awarded for a good, service or construction item without the requirement of competitive bidding when, under such regulations as the City Administrator may establish, the City Administrator determines, in writing, that there is only one available source for the good, service or construction item or if a specific manufacturer's product is required to ensure compatibility with

	<p>existing installed equipment and so notifies the City Council. The City Administrator's determination shall be subject to review and approval by the City Council by resolution.</p> <p><i>Takoma Park Code Section 7.08.080, Article 3</i></p> <p>The City Council approves contracts for purchases that exceed \$10,000.</p>										
Fiscal Impact	<table> <tr> <td>Job Applicant Center:</td> <td>\$7,208</td> </tr> <tr> <td>Employee Access Center</td> <td>\$8,428</td> </tr> <tr> <td>Informix Database</td> <td>\$15,857</td> </tr> <tr> <td>Database Conversion</td> <td>\$6,000</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total \$37,493</td> </tr> </table> <p>The FY 2009 budget includes \$39,000 for these projects.</p>	Job Applicant Center:	\$7,208	Employee Access Center	\$8,428	Informix Database	\$15,857	Database Conversion	\$6,000	Total \$37,493	
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Total \$37,493											
Attachments	<p>Draft single reading ordinance</p> <p>Memo dated November 21, 2008 from City Manager Barb Matthews regarding sole source procurement</p>										
Recommendation	<p>Staff recommends that the City Council adopt the single reading ordinance authorizing the purchase of new software modules for the City's current Sungard Public Sector system.</p>										
Special Consideration											

Introduced by:

Single Reading Ordinance

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2008-**

**AUTHORIZING THE PURCHASE OF ADDITIONAL MODULES
FOR THE SUNGARD PUBLIC SECTOR**

WHEREAS, the FY 2009 budget includes funding for the implementation of an Intranet and the purchase of E-Gov hardware and software that will allow customers to pay bills on-line and do other business electronically; and,

WHEREAS, the objectives of the Intranet and E-Gov projects are best met through the full integration with the City's existing financial, human resources and payroll software applications which were purchased from Sungard Public Sector; and,

WHEREAS, staff has therefore recommended the purchase of new software modules from Sungard Public Sector to implement the Intranet and E-Gov projects; and,

WHEREAS, in accordance with Section 7.08.080 of the City Code, the City Manager has determined that the purchase of additional modules for Sungard Public Sector software meets the requirements for a sole source procurement; and,

WHEREAS, the City Council has reviewed the City Manager's determination relative to the designation of the Sungard Public Sector modules as a sole source procurement and concurs with her determination; and,

WHEREAS, sufficient funds are available in the FY 2009 budget to purchase the Job Applicant Center, Employee Access Center, Informix Online database engine, and database conversion from Sungard Public Sector.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

Section 1. The City Manager or her designee is authorized on behalf of the City to enter into a contract in the amount of \$37,493 with Sungard Public Sector for purchase of the Job Applicant Center, Employee Access Center, Informix Online database engine, and database conversion.

Section 2. The City Council has reviewed the determination of the City Manager relative to the designation of Sungard Public Sector for a sole source procurement and concurs with her determination.

Section 3. This Ordinance shall be effective immediately.

Adopted this _____ day of November, 2008 by roll call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

Memo

To: City Council
From: Barbara B. Matthews, City Manager
Date: November 21, 2008
Re: Sole Source Procurement

Section 7.08.070 (D) of the Code of the City of Takoma Park allows a contract to be awarded for a good, service, or construction item without competitive bidding if the City Manager determines that there is only one available source for the good, service, or construction item or if a specific manufacturer's produce is required to ensure compatibility. After careful research and consideration, I believe that the purchase of certain Sungard Public Sector Software System modules (Job Applicant Center, Employee Access Center, and Informix Database) recommended by the Information Systems Director meets this criterion.

The basis of my determination is outlined below:

- One of the goals of the employment tracking software is to minimize data entry for the Human Resources and payroll staff. This requires full integration with the City's existing financial, human resources, and payroll applications which would be provided by the Sungard Job Applicant Center module. Use of any other applicant tracking software would require the City to either replace its existing financial, human resources, and payroll applications to achieve full integration or, alternatively, a customized program would need to be created and purchased in addition to the third-party software.
- A primary objective of the proposed Intranet is to allow employees to access and update their personal information (including benefits information), as well as review and print their leave records, W-2's and pay records. These records are maintained in the current Sungard applications.
- The E-Gov project is intended to enhance the City's level of customer service by allowing customers to pay certain bills and invoices online and to utilize credit cards at the Finance Department payment window. These bills and invoices include stormwater, rental license, and refuse collection fees. Full integration with the existing Sungard miscellaneous receivables and cash receipts applications is required.