Agenda Report

TO: CITY COUNCIL

DATE: FEBRUARY 14, 2005

FROM: CITY MANAGER

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH INTELLITIME SYSTEMS CORPORATION TO PURCHASE AND IMPLEMENT VIRTUAL TIME CARD INTERFACE (VTI), A WEB-BASED TIME MANAGEMENT SYSTEM.

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to enter into a contract with Intellitime Systems Corporation in an amount not to exceed $175,000 for the purchase of software and services related to the implementation of Virtual Timecard Interface (VTI), a web based time management system. Competitive Bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services.

BACKGROUND:

In mid-2003, the City issued a Request for Proposal (RFP) for software and implementation services for a web-based time management system. Implementation of the system is intended to increase efficiency and accuracy through the replacement of paper-based time rolls and manual data entry with an on-line, web-based time record that will interface with Personality 2000, the City's automated payroll application.

A total of seven firms responded to the RFP. The proposals were evaluated by a team of City staff that included members of the Departments of Finance, Fire, Human Resources and Water and Power. Based on the evaluation, which is summarized as Attachment A, staff is requesting City Council authorization to issue a contract to Intellitime Systems Corporation.

Under the proposed contract implementation services will include, but are not limited to, software installation and testing, project management, set up of

timekeeping rules, custom design of the on-line time record, set up and testing of the interface with Personality 2000 and the training of and roll-out to City staff. Intellitime's VTI application will not replace the City's current payroll system which is High Line Corporation's Personality 2000 (P2K.) VTI will provide for the on-line capture of productive and leave time for each City employee, creating electronic files that will interface directly with P2K where the actual calculation and production of paychecks will be completed. VTI will replace paper time rolls and significantly reduce staff time spent completing the paper records. When fully implemented, VTI should produce annual cost savings of around $5,000 through reduced printing and record keeping costs. Overtime costs throughout the City are expected to be reduced by approximately $30,000 per year. Additional time and cost savings will be realized in the Payroll section since manual data entry of the information from paper time rolls will be reduced or eliminated. The will allow Payroll staff to concentrate on the auditing of time information to improve accuracy of payroll information and reduce errors that may lead to pay corrections. It will also improve the timeliness and accuracy of the posting of payroll information to the City's financial system.

FISCAL IMPACT:

Funding for the web-based time management project, including software and hardware purchases, implementation and training services is included in the 2005 CIP budget as Project #71898.

Respectfully submitted,
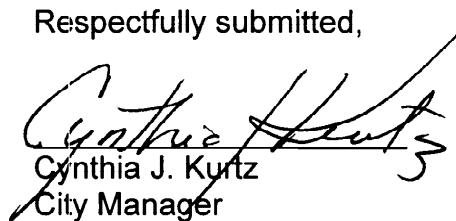
Cynthia J. Kurtz
City Manager

Approved by:
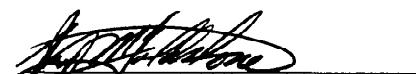
Jay M. Goldstone
Director of Finance

Prepared by:
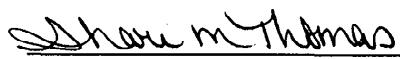
Shari M. Thomas
Deputy Finance Director

Attachment A

Web-Based Time Management System
Scoring Tabulation

Name of Proposing Firm	Comprehensiveness Of Proposed Solution (30 Points)	Prior Experience (25 points)	Other Client References (20 Points)	Price (25 Points)	Local Preference + (5 points)	Total Score
High Line +	27	10	10	22	0	69
Intellitime +	**30**	**22**	**20**	**18**	**0**	**90**
Kronos	18	18	20	5	0	61
ADP	15	15	15	20	0	65
Fastech	25	15	15	5	0	60
WorkBrain	15	10	0	5	0	30
Devine Consulting **	0	0	0	0	0	0

+The top two vendors were asked to provide a hands-on demonstration to the City review team.
** This proposal was incomplete and deemed non-responsive.