

Agenda Report

March 13, 2017

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH INTELLITIME SYSTEMS CORPORATION FOR PHASE 2 OF THE CONFIGURATION OF THE VIRTUAL TIMECARD INTERFACE SYSTEM

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Authorize the issuance of a contract with IntelliTime Systems Corporation for Phase 2 of the configuration of the Virtual Timecard Interface system in an amount not to exceed \$176,020. Competitive bidding is not required pursuant to City Charter section 1002(F), contracts for professional or unique services; and
3. Grant the proposed contract exemption from the competitive selection process of the Competitive Bidding and Purchasing Ordinance, Chapter 4.08 of the Pasadena Municipal Code, pursuant to Section 4.08.049(B) contracts for which the City's best interests are served.

BACKGROUND:

Through a formal competitive selection process, IntelliTime Systems Corporation was awarded a contract in 2005 for the implementation of a Virtual Timecard Interface (VTI), web-based time management system. The VTI system replaced paper-based timecards and manual data entry with an online time record that interfaces with ePersonality, the City's current automated payroll application. Today, VTI is used by almost 1,500 non-safety employees to collect time and cost accounting information that is processed and then uploaded into the financial system. Safety employees in the Police Department still use paper timecards, while safety personnel in the Fire Department use a different web-based time management system, TeleStaff.

More recently, on November 25, 2013, City Council authorized the City Manager to enter into a three-year contract with Tyler Technologies, Inc. to furnish and deliver software, hardware, and services for the Tyler Munis Enterprise Resource Planning

(ERP) System. This contract was awarded through a competitive selection process. Since that time, project implementation has progressed with the Budget, Financial, and Business License modules going live in November 2014, July 2015, and August 2016 respectively. Phase 2 implementation is currently underway, and includes the Human Resources and Payroll module, which is scheduled to go-live in the Fall of this year, and will replace the current ePersonality payroll application. As part of the overall selection and evaluation process, staff did review alternative timekeeping solutions for integration with the Tyler Munis ERP system. From that review, staff concluded that the implementation of an alternative solution to IntelliTime, including the costs for configuration and retraining of thousands of employees, would have adverse fiscal and implementation timeline impacts on the project.

Therefore, in January of this year, staff initiated a purchase order, #1171696, with IntelliTime for \$73,980 for Phase 1 activities, which included assessment of the City's current timekeeping rules, development of the technical scope and configuration requirements necessary to integrate seamlessly with the Tyler Munis ERP system, more specifically, the Human Resources and Payroll module, and completion of the planning phase for the entire project. Based on that analysis, the following configuration and implementation tasks were identified for Phase 2 of the project:

- 1) Incorporate all of the City's timekeeping rules and accruals (based on current Memorandum of Understanding (MOUs), inclusive of Police and Fire Department rules);
- 2) Transition labor cost accounting structure to the new Tyler Munis structure (currently VTI still hosts the old accounting structure from the prior financial system);
- 3) Expand VTI's capability to include Police Department personnel, and the ability to upload TeleStaff time data for Fire Department personnel; and
- 4) Streamline reporting and provide two-way interface capabilities with the Tyler Munis Human Resources and Payroll module.

Staff is recommending authorization to enter into a contract with IntelliTime Systems Corporation to accomplish the Phase 2 tasks outlined above in an amount not to exceed \$176,020. A summary of the contract is as follows:

Professional Services	\$169,244
Contingency Allowance (4%)	<u>\$ 6,776</u>
Contract "Not to Exceed" Amount	\$176,020

If approved, the design and configuration portion of the project is expected to be completed in May of this year, proceeded by system integration, testing, training, and go-live activities, in concert with the Human Resources and Payroll module go-live scheduled in the Fall of this year.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's three year goal to improve, maintain and enhance public facilities infrastructure; to provide a high quality of public service, which adds to the quality of life in the City and increases its attractiveness through more efficient management of resources.

ENVIRONMENTAL ANALYSIS:

The proposed contract is exempt from the CEQA per section 15061 (b) (3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action provides resources to configure the Virtual Timecard Interface (VTI), and will not result in any new development or physical changes.

FISCAL IMPACT:

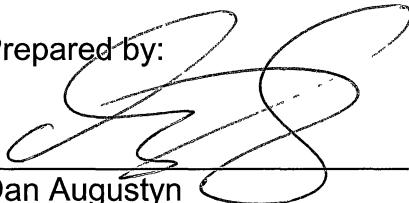
The cost of this action will be \$176,020. Funding for this action will be addressed by the utilization of existing budgeted appropriations in Capital Improvement Program Budget account number #71161(Enterprise – Electronic Timekeeping & Scheduling System). It is anticipated that the entire amount will be spent during the current fiscal year. There are no indirect or support costs anticipated as a result of this contract.

Respectfully submitted,



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