



Agenda Report

April 23, 2018

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZE INCREASE TO PURCHASE ORDER CONTRACT 1180455 WITH INTELLITIME SYSTEMS CORPORATION BY \$125,001 FOR A TOTAL NOT-TO-EXCEED OF \$200,000 FOR ADDITIONAL PROFESSIONAL SERVICES RELATED TO CONFIGURATION OF THE VIRTUAL TIMECARD INTERFACE (VTI) 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); and
2. Authorize the City Manager to increase purchase order contract 1180455, with Intellitime Systems Corporation by \$125,001, thereby increasing the total not-to-exceed amount from \$74,999 to \$200,000; and
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the City Council grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) 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.

On March 13, 2017, City Council authorized the City Manager to enter into a new contract with IntelliTime Systems to integrate the system with the Tyler Munis Enterprise Resources Planning (ERP) system. Launch of the Phase 2 Human Resources and Payroll modules of the ERP system is dependent on the completion of the IntelliTime System (VTI) configuration. The scope of work in the contract included:

- 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.

Intellitime completed the scope of the work as originally designed. Thereafter, during expanded testing of the system, additional operating practices were uncovered that were not reflected in the labor agreements, which now, need to be configured in the system. In addition, new labor agreements were approved by Council over the last year that must be incorporated into the timekeeping system. Overall, the City's labor agreements and pay calculations are very complex and are the main factors contributing to the ongoing configuration efforts. The goal is to eliminate manual processes, improve accuracy, and prevent inconsistent interpretation of pay rules. Other enhancements were also recommended to increase automation functions and add additional testing cycles to ensure a 100% accurate citywide payroll.

A purchase order was opened in July 2017 with IntelliTime Systems Corporation in the amount of \$74,999 for time and materials related to an enhancement and configuration changes needed as a result of expanded system testing. After review of the entire scope by the vendor, the level of effort is estimated to exceed the authorized amount. Additional changes may also be required as testing continues. Therefore, staff recommends an increase to the purchase order by \$125,001 for a total not to exceed amount of \$200,000 in order to complete the new changes required and ensure additional capacity exists for any unanticipated changes moving forward.

The IntelliTime Corporation is the sole vendor authorized to make configuration changes to their software and therefore it is recommended that the City Council grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served.

COUNCIL POLICY CONSIDERATION:

The proposed 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.

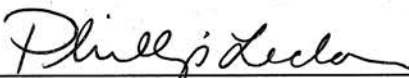
ENVIRONMENTAL ANALYSIS:

This contract is exempt from 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 will not result in any new development or physical changes.

FISCAL IMPACT:

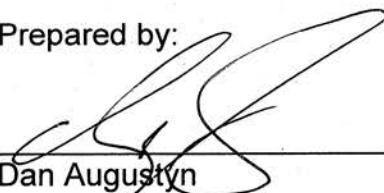
This action will increase Purchase Order #1180455 with IntelliTime Systems Corporation by \$125,001. Funding for this action will be addressed by the utilization of existing budgeted appropriations in Capital Improvement Program project #71149 - Enterprise Resource Planning System. It is anticipated 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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STEVE MERMELL
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