

Agenda Report

TO:

CITY COUNCIL

DATE:

OCTOBER 20, 2003

FROM:

CITY MANAGER

SUBJECT:

AUTHORIZATION TO ISSUE A PURCHASE ORDER IN THE

AMOUNT OF \$225,000 TO MISSION CRITICAL

TECHNOLOGIES FOR PROGRAMMING AND TECHNICAL SUPPORT OF THE HUMAN RESOURCES AND PAYROLL

MANAGEMENT SYSTEM.

RECOMMENDATION

It is recommended that the City Council authorize the issuance of a purchase order in the amount \$225,000 to Mission Critical Technologies for programming and technical support related to the City's Human Resources and Payroll Management System. Competitive Bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services.

It is further recommended that the City Council grant the proposed contract an exemption from the competitive selection process pursuant to Pasadena Municipal Code section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND

The City currently utilizes a Human Resources and Payroll Management System developed by the Highline Corporation. The current version, implemented in April 2002 is utilized to track employee labor hours, leave time, benefits and compensation.

In March 2002, the City of Pasadena began using the services of Mission Critical Technologies for the purpose of providing programming and technical support during a major upgrade of the system. This support augmented existing staff resources in the Department's Information Technology Services Division and has proven vital for the successful operation of the system. In order to ensure the continued proper operation of the system as well as to provide support for the planned implementation of a web-based time and labor management system, which is expected to reduce manual data entry and editing, it is necessary to continue the services of Mission Critical Technologies.

Additionally, there has been a recent retirement in the Information Technology Services Division and there no longer exists an internal staff resource capable of providing complete technical support for the system. The proposed MCT contract is sufficient to compensate for the loss of internal staff until the position can be filled.

The proposed purchase order will provide for services from MCT through October 31, 2004 sufficient to maintain the current support levels described above. Prior to reaching this date, staff will assess the need for further outside support and/or the recruitment for and hiring of permanent ITSD staff.

FISCAL IMPACT

Sufficient funds are available in the Information Services Technology Division's Fiscal Year 2004 Operating Budget Account 501-328530.

Respectfully submitted,

Cynthia J. Kurtz City Manager

Approved by:

May M. Goldstone Director of Finance

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Information Technology Services Director