

Agenda Report

June 14, 2021

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZATION TO ENTER INTO ANNUAL SOFTWARE MAINTENANCE AND SUPPORT CONTRACTS WITH INTELLITIME SYSTEMS CORPORATION FOR THE CITY'S 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);
2. Authorize the City Manager to enter into a contract without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with Intellitime Systems Corporation for software maintenance and support for the City's Virtual Timecard Interface (VTI) system in an amount not to exceed \$91,250 for the twelve month period beginning July 1, 2021;
3. 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; and
4. Authorize the City Manager to execute future annual maintenance and support contracts, including an amount for any as-needed services, for as long as the City utilizes the VTI system.

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. Today, VTI is used by almost 1,900 City employees to collect time, leave balances and cost accounting information to process employee payroll.

In September 2019, the VTI system was expanded and enhanced to integrate with the Tyler Munis Enterprise Resources Planning (ERP) system as part of the successful launch of Phase 2 Human Resources and Payroll module of the ERP project. The reconfiguration included incorporating all of the City's timekeeping rules based on current Memorandum of Understanding (MOUs) to automate all pay calculations, updating the labor cost accounting structure to the new Tyler Munis structure, expanding VTI's capability to include Police Department personnel, and streamlining reporting and providing two-way interface capabilities with the Tyler Munis Human Resources and Payroll module.

Annual maintenance and support fees on the expanded VTI system were approximately \$68,000 annually for FY 2020 and FY 2021 and budgeted in the Department of Information Technology (DoIT) operating budget. Intellitime is the only vendor that can provide support to the VTI system. In addition, major upgrades such as new server hardware, operating systems or database versions and significant changes to the financial or payroll software interfaces and substantial reconfigurations of rules are not included as part of the annual maintenance and support fee. In FY 2021, the costs for these as-needed services totaled around \$17,000, but can fluctuate, and are budgeted in the Finance Department's operating budget. Intellitime is the only vendor that can provide support modifications to the VTI system.

Given the ongoing maintenance, support and professional services to maintain the VTI system, staff recommends authorization of a contract with Intellitime Systems Corporation for the twelve month period beginning July 1, 2021 in the amount of \$91,250 to cover the annual maintenance and support cost, estimated at \$68,000, and an additional \$23,250 to provide a bank of professional services hours to cover any as-needed services that may occur throughout the period as well.

Staff is further recommending authorization for the City Manager to establish future annual contracts inclusive of prices, terms and conditions for the aforementioned services in amounts equal to what's included in the DoIT and Finance Department operating budgets for these purposes, as approved by City Council annually. Fees for these services are invoiced annually and any changes thereto are subject to staff review and if needed, negotiation with the vendor. These services can also be discontinued at any time by the City.

There are no other contracts open with Intellitime.

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:

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:

The total cost of this action is \$91,250. Funding for this action will be addressed by the utilization of existing budgeted appropriations in accounts 50114005-811400 (IT-Ops-Applications) and 10115006-811400 (Payroll). Future costs for annual maintenance and support and any as-needed services on the VTI system will continue to be included in the DoIT and Finance Department operating budgets on an annual basis. There are no indirect or support costs anticipated as a result of this action.

Respectfully submitted,



For PL

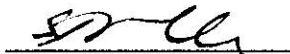
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STEVE MERMELL
City Manager

Attachment A: Taxpayer Protection Amendment