City of Norman, OK

Master

File Number: K-1718-81

File ID:	K-1718-81	**Type:**	Contract	**Status:**	Consent Item
Version:	1	**Reference:**	Item 25	**In Control:**	City Council
Department:	Information Technology	**Cost:**	$250,175.00	**File Created:**	12/05/2017
File Name:	IntelliTime Time and Attendance			**Final Action:**	

Title: CONTRACT K-1718-81: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND INTELLITIME SYSTEMS CORPORATION IN THE AMOUNT OF $250,175 FOR THE PURCHASE OF SOFTWARE, HARDWARE, AND TO PROVIDE PROFESSIONAL SERVICES FOR THE INSTALLATION, CONFIGURATION, DATA CONVERSION, TRAINING, AND PROJECT MANAGEMENT OF TIME AND ATTENDANCE SOFTWARE.

Notes: ACTION NEEDED: Motion to approve or reject Contract K-1718-81 with IntelliTime Systems Corporation in the amount of $250,175; and, if approved, authorize the execution thereof.

ACTION TAKEN:_____

Agenda Date: 12/19/2017

Agenda Number: 25

Attachments: Intellitime Scanned contract

Project Manager: Kari Madden, Operations Manager

Entered by: kari.madden@normanok.gov

Effective Date:

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File K-1718-81

Body

BACKGROUND: In 2016, the City of Norman hired Plante Moran PLLC Information Technology (IT) consulting to aid in the evaluation and selection of replacement systems for the City's aging Enterprise Resource Planning (ERP) software. Time and Attendance management systems that handle the daily schedules and time management for all city employees was identified as an important area of focus in the replacement and enhancement of the City's information systems. IntelliTime (software name) software was chosen to manage this important piece of the City's business. In August of 2017 the City's Finance Committee approved a plan to replace the current ERP System and purchase IntelliTime Systems Corporation's solution for the Time and Attendance portion of the project.

DESCRIPTION: The City's IT Department is presently supporting two (2) different environments to support the City of Norman data and systems management requirements; a Microsoft Windows-based environment leveraging virtual server infrastructure with industry-leading storage systems; and an IBM iSeries environment. The iSeries system used by the City was purchased in 1995, has been updated numerous times, and operates a software

solution by HTE/Sungard/Superion. The iSeries system hardware is aged, as are many of the features and processes of the present application running on it. The solution interfaces to the City's public safety systems as well as other applications, such as meter reading and traffic citations.

The iSeries ERP system contains software modules that support important City functions such as: building permits; mobile field code and building inspections; general ledger and fixed asset accounting; budget preparation and monitoring; payroll; treasury and accounts receivable; accounts payable and purchasing; human resource functions; utility billing and customer account maintenance; municipal court administration; on-line and telephone bill pay systems for utility billing and permitting; and occupational licensing.

Currently all City Departments use manual and paper processes to track time and hourly work attendance; overtime; vacation and sick leave; and other types of City-approved leave as there are no automated means to do so within the current ERP system.

The City's IT Department, ERP Management Committee, and Plante Moran PLLC consulting, recommends the execution of a plan to automate the City's Time and Attendance services by adding software through IntelliTime (software name). This system will be leveraging our enterprise data storage solution, virtual server environment, and will provide better efficiencies for tracking employee time and attendance by interfacing directly with the Human Resources module of the new ERP Solution. IT recommends this solution, which provides improved services, data tracking, and enhanced decision making for the City's Time and Attendance operations.

The Council, acting as Trustees of the Norman Municipal Authority (NMA), will consider resolutions to implement a five-year financing plan for the ERP Systems replacement ("NMA Sales Tax Revenue Notes, Series 2017B"). This ERP System Replacement financing plan is anticipated in the City's Capital Improvement Plan. Once this financing is completed, funds will be available in the Capital Fund, ERP Project Replacement, Design (account 050-9529-419.62-01, project BG0070). These funds include the total cost for software, services, hardware, storage, consulting, and contingency.

RECOMMENDATION: The City's IT Department, ERP Management Committee, and Plante Moran PLLC consulting recommends approval of contract K-1718-81 between the City of Norman and IntelliTime Systems, Inc. in the amount of $250,175.