File #: 19-433, **Version:** 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:
Approve the award of Change Order #2 to Contract 16-083, Advanced Scheduling/ Timekeeping Software and Implementation Services, to NOVATime Technology, Inc. for an amount not to exceed $15,000 and a total award of $805,235

DEPARTMENT: Finance Department

SUBMITTED BY: Rachel Mayer, Director

BOARD/COMMISSION REVIEW:
N/A

BACKGROUND:
On April 5, 2016, City Council awarded Contract 18-083 to NOVATime Technology, Inc. to implement and host a new advanced scheduling and timekeeping software. The City is currently in the third year of the seven-year term, which expires in 2023.

In September 2018, the City Manager approved Change Order #1 to the contract, adding $6,250 to allow NOVATime to host a test environment.   During the implementation of the Human Resources/Payroll modules of the Tyler Munis ERP, Finance staff determined that a test environment was required for the NOVAtime software in order to test the integration between the time and attendance system in NOVATime and the Human Resources/Payroll modules within the Tyler Munis ERP. The additional costs included implementation and a monthly hosting fees based on the number of City employees. It was anticipated that the test environment would only be required until Human Resources/Payroll modules in the Munis ERP launched in January 2019.

DISCUSSION:
The complexity of the conversion from Naviline to Munis, along with some complications in the mapping between Novatime and Munis required the timeline for the Human Resources/Payroll modules to be pushed back to July 1, 2019. Additionally, with the recent upgrade of the Munis ERP Financial modules in December 2018, staff has determined that it is appropriate to maintain a test environment in NOVATime for the duration of the contract term.   Software systems are continually being updated to provide improved functionality. However, before upgrading software systems, staff must test the functionality and integrations between software systems to ensure a seamless transition for internal staff and the public.

This change order is being requested to continue the use of the testing environment through the end of the contract term, which will allow staff to review the connections between the two systems without deactivating the live programs. This will allow staff to continue reviewing the process and test

potential changes. The additional costs represent the monthly hosting fees.

FISCAL IMPACT:
CIP: N/A

NOVATime maintenance and upgrades are expensed to the software and hardware maintenance account listed below. A total of $93,615 is budgeted for the NOVATime maintenance in 2019. The remainder of this contract will be budgeted appropriately in subsequent years.

Account Number	Fund Description	Total Budget Amount
15101100-531312	General Fund	$93,615