File #: 20-328, **Version:** 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:
Approve the award of Change Order #3 to Contract 16-083, Advanced Scheduling/Timekeeping Software and Implementation, to NOVAtime Technology, Inc. for an amount not to exceed $40,000 and a total award of $845,235.

DEPARTMENT: Finance Department

SUBMITTED BY: Rachel Mayer, Director

BOARD/COMMISSION REVIEW:
N/A

BACKGROUND:
In April 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 fourth year of the seven-year term, which expires in 2023.

In September 2018, the City Manager approved change order #1 for $6,250 to allow NOVAtime to host a test environment while the City implemented the HR/Payroll modules in the Tyler Munis ERP for a January 1, 2019 go-live date.

Change order #2 was approved by the City Council in May 2019 for $15,000 to extend the use of the test environment for an additional year through the end of 2019 after it was determined that the HR/Payroll modules would not go live at the beginning of 2019. The HR/Payroll modules went live on July 1, 2019.

DISCUSSION:
Change order #3 is requested to add $40,000 to Contract 16-083. The breakdown is as follows:
- $25,000 to continue the use of the test environment through the end of the seven-year contract term.
- $15,000 for professional services to evaluate the current set-up and provide on-site training for payroll staff and department end users during 2020.

The timekeeping system is a complex set of rules with many variables. In order to accurately calculate and report an employee's time, the system needs to determine the employee work status (i.e. part-time/full-time, hourly/salaried), whether union rules apply, whether the pay is affecting accruals such as sick or vacation pay and other factors. Because of the complexity, it is beneficial to have a test environment where a rule modification can be tested. This reduces the potential of affecting an employee's pay and time accruals in the live system.

In addition to the test environment, staff is requesting training and support. The City has used NOVAtime for four years. During that time, many modifications have been made to the system. Staff is looking for a review of the current structure to ensure that rules added over time are defined in the most efficient way possible. In addition, the staff who originally participated in the implementation have since left the City. Bringing in a trainer will help the newer staff learn the functions of the system.

If the additional funds are not awarded, staff run the risk of making changes to the system that will impair the accuracy of the system. It is staff's goal to maintain the system with the highest accuracy to ensure proper staff payment.

FISCAL IMPACT:
CIP #: N/A

The cost for the NOVAtime software is budgeted in the Software and Hardware Maintenance account listed below. The requested award of $40,000 is within budget.

Account Number	Fund Description	Total Budget Amount
15101100	GENERAL FUND	$248,209