

## Legislation Text

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**File #:** BILL NO. 17-188, **Version:** 1

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AN ORDINANCE AUTHORIZING THE EXECUTION OF A SOLE SOURCE AGREEMENT WITH ANALYSTS INTERNATIONAL CORPORATION (AIC) APPROVING SCOPE OF WORK AGREEMENTS WITH AIC IN A TOTAL AMOUNT NOT TO EXCEED \$43,300.00 AND AUTHORIZING THE CITY MANAGER TO EXECUTE DOCUMENTS NECESSARY FOR THE SAME BY AND ON BEHALF OF THE CITY. (F&BC 8-7-17)

Issue/Request:

AN ORDINANCE AUTHORIZING THE EXECUTION OF A SOLE SOURCE AGREEMENT WITH ANALYSTS INTERNATIONAL CORPORATION (AIC) APPROVING SCOPE OF WORK AGREEMENTS WITH AIC IN A TOTAL AMOUNT NOT TO EXCEED \$43,300.00 AND AUTHORIZING THE CITY MANAGER TO EXECUTE DOCUMENTS NECESSARY FOR THE SAME BY AND ON BEHALF OF THE CITY.

Key Issues:

- The position responsible for the maintenance of the Lawson ERP system left the city, and the ITS department has been unsuccessful in filling the position. The existing workload cannot be maintained and completely covered by staff intended to back up this position.
- The ongoing maintenance and ongoing upgrade project are requiring resources not available at the City.
- Without the backstop of a support agreement, the City is at an increased risk of extended resolution timeframes for problems. And issues with the final upgrade of the Lawson system, planned for November, would cause issues with users city-wide.
- AIC is a provider that has unique knowledge of the City's environment based on their role in the implementation of the City's Lawson system, and past experience with projects since the time of implementation.
- AIC has offered a short term on-call/ad hoc service contract for a six month term, for an amount not to exceed amount of \$43,400 the rates provided are billed at \$175 per hour.

Proposed City Council Motion:

FIRST MOTION: I move for second reading of AN ORDINANCE AUTHORIZING THE EXECUTION OF SOLE SOURCE AGREEMENT WITH ANALYSTS INTERNATIONAL CORPORATION (AIC) APPROVING SCOPE OF WORK AGREEMENTS WITH AIC IN A TOTAL AMOUNT NOT TO EXCEED \$43,300.00 AND AUTHORIZING THE CITY MANAGER TO EXECUTE DOCUMENTS NECESSARY FOR THE SAME BY AND ON BEHALF OF THE CITY.

SECOND MOTION: I move for adoption of AN ORDINANCE AUTHORIZING THE EXECUTION OF A SOLE SOURCE AGREEMENT WITH ANALYSTS INTERNATIONAL CORPORATION (AIC) APPROVING SCOPE OF WORK

AGREEMENTS WITH AIC IN A TOTAL AMOUNT NOT TO EXCEED \$43,300.00 AND AUTHORIZING THE CITY MANAGER TO EXECUTE DOCUMENTS NECESSARY FOR THE SAME BY AND ON BEHALF OF THE CITY.

Background:

The Systems Analyst position in ITS is responsible for the management of the Lawson system with support of other staff in the department. This position possesses and requires a unique set of technical responsibilities. We had a senior staff person separate from the city leaving a significant void in the support of this critical software.

Existing staff have back filled as much as possible with their existing responsibilities, and the position has remained open. ITS is not in a position where the position will be filled in the near future. The ITS department cannot continue to maintain the current work load much longer, and seek to use salary savings to fund the support needed for the Lawson system.

Without a firm that is competent and available to cover significant problems, should they come up, the timeframe needed to resolve them will be significant. The ramifications of that delay could significantly impact all departments across the city.

Presenter: Stephen L. Marsh, Chief Technology Officer

Recommendation: Staff recommends approval of AN ORDINANCE AUTHORIZING THE EXECUTION OF A SOLE SOURCE AGREEMENT WITH ANALYSTS INTERNATIONAL CORPORATION (AIC) APPROVING SCOPE OF WORK AGREEMENTS WITH AIC IN A TOTAL AMOUNT NOT TO EXCEED \$43,300.00 AND AUTHORIZING THE CITY MANAGER TO EXECUTE DOCUMENTS NECESSARY FOR THE SAME BY AND ON BEHALF OF THE CITY.

Committee Recommendation: A motion was made by Councilmember Faith, seconded by Councilmember Mosby, that this Ordinance be recommended for approval to the City Council - Regular Session, due back on 8/24/2017. The motion carried by unanimous vote.