



MEMORANDUM

To: Mayor and City Council

From: Justin Vaughn, Assistant Director of Administration/Human Resources

Date: February 20, 2017

Re: Consider approval to enter into a contract with Online Business Systems for the project management of the Time and Attendance System replacement (ATICC Project, a subproject of the PIER Project); for the total amount of \$47,600; and authorizing the City Manager to sign any necessary documents.

2030: Sustainable City Government

Introduction: The City has engaged Online Business Systems to provide Project Management and Ad-Hoc services to support the transition of our Time and Attendance system as well as the Utility Billing system in the amount of \$47,600.

Analysis: The City of Coppell has recently been involved in the planning of several large scale software and hardware deployments that will replace existing legacy systems across the enterprise. As a part of this process, the strategy of utilizing professional project management has been championed by the Information Services Department. As a part of the discovery process for the replacement of the City's ERP, the PIER project team identified the replacement of Ceridian, the City's current time and attendance software. We will replace Ceridian with Tyler Technologies Executime software. This project was identified as a sub project of PIER and was slated to be implemented in advance of the broader ERP implementation. The project team also identified the transition of the Utility Billing software as a sub project of PIER to be handled outside of the larger project moving forward. Contracting for professional project management services will ensure that we are consistent in our approach of strategically analyzing business processes and ensuring that we are utilizing the software at an optimum level and are minimizing the need for customizations moving forward.

Legal Review: Contract was reviewed by City Attorney

Fiscal Impact: Funds will be provided by the General Fund and have been included in the February 28, 2017 budget amendment

Recommendation: Staff recommends approval of the professional services contract.