



Request for City Council Committee Action from the Information Technology Department

Date December 11, 2013
To: The Honorable Betsy Hodges, Chair, Ways and Means Committee
Subject: Execute Contracts for Human Resources Information System Upgrade

Recommendation: Authorize proper City officials to execute all necessary contract documents with the following four vendors to provide the Human Resources Information System Upgrade:

1. Iceberg Technology Group
 - a. Term for up to one year and a not-to-exceed amount of \$300,000
 - b. Option to renew up to one additional year
2. HyperGen, Inc.
 - a. Term for up to one year and a not-to-exceed amount of \$350,000
 - b. Option to renew up to one additional year
3. GlobalSource IT
 - a. Term for up to one year and a not-to-exceed amount of \$350,000
 - b. Option to renew up to one additional year
4. Remy Corporation
 - a. Term for up to one year and a not-to-exceed amount of \$400,000
 - b. Option to renew up to one additional year

Prepared by Barb Malinski, Contract Administrator, 673-3249

Submitted by Otto Doll _____, 673-3633
Chief Information Officer

Approved by Paul Aasen _____
City Coordinator

Presenter in Committee Otto Doll

Policy Review Group X Not Applicable

Permanent Review Committee (PRC) X Not Applicable

Prior Related Directives:

November 1, 2013 – Council authorization to issue a Request for Proposal for the Human Resources Information System (HRIS) Upgrade as part of the Enterprise Resource Planning Program.

Financial Impact: None. No additional appropriation is required.

<p>Financial Impact (Check those that apply)</p> <p><u> X </u> No financial impact (If checked, go directly to Background/Supporting Information)</p> <p><u> </u> Action requires an appropriation increase to the Capital Budget</p> <p><u> </u> Action requires an appropriation increase to the Operating Budget</p> <p><u> </u> Action provides increased revenue for appropriation increase</p> <p><u> X </u> Request provided to department's finance contact prior to the Committee Coordinator</p>

Background/Supporting Information

The desired outcome of this project is to enable the City to be on a newer and better supported version of its Human Resources Information System (HRIS). The upgraded system will provide more functionality and efficiencies for the City and will allow better integration with the City's financial and reporting systems.

The City released a Request for Proposals (RFP) on November 5, 2013 for professional services to implement the HRIS upgrade. The RFP was structured to solicit technical and functional expertise in eight areas based on the overall project scope and system integration requirements. A total of 24 vendors responded to the RFP and the proposals have been reviewed by the City evaluation team.

At this point in the project, IT would like to establish contracts with four vendors to provide professional services in the following areas:

- PeopleSoft System Administrator
- Functional Lead – PeopleSoft Core Human Resources & Benefits Administration
- Functional Lead – PeopleSoft Payroll
- Functional Lead – PeopleSoft Time & Labor

The evaluation team is still evaluating proposals to make decisions on the remaining professional services areas. As the project progresses, IT will request City Council approval for additional contracts resulting from the RFP as needed.

Request for Approval

1. Iceberg Technology Group will provide the PeopleSoft System Administrator professional services for the Human Resources Information System (HRIS) Upgrades.

IT requests authorization for proper City officials to:

- a. Execute all necessary contract documents for the HRIS Upgrade with Iceberg Technology Group for one year with a not-to-exceed amount of \$300,000
- b. Include option to renew up to one additional year

2. HyperGen, Inc. will provide the Functional Lead for the PeopleSoft Core Human Resources and Benefits Administration services for the Human Resources Information System (HRIS) Upgrades.

IT requests authorization for proper City officials to:

- a. Execute all necessary contract documents for the HRIS Upgrade with HyperGen, Inc. for one year with a not-to-exceed amount of \$350,000
- b. Include option to renew up to one additional year

3. GlobalSource IT will provide the Functional Lead services for the PeopleSoft Payroll for the Human Resources Information System (HRIS) Upgrades.

IT requests authorization for proper City officials to:

- a. Execute all necessary contract documents for the HRIS Upgrade with GlobalSource IT for one year with a not-to-exceed amount of \$350,000
- b. Include option to renew up to one additional year

4. Remy Corporation will provide the Functional Lead services for the PeopleSoft Time & Labor for the Human Resources Information System (HRIS) Upgrades.

IT requests authorization for proper City officials to:

- a. Execute all necessary contract documents for the HRIS Upgrade with Remy Corporation for one year with a not-to-exceed amount of \$400,000
- b. Include option to renew up to one additional year

The funding for these contracts is covered within the HRIS upgrade project budget. No additional appropriation is required.