

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution No. ~~846~~ authorizing amendment of the Software Purchase and Maintenance agreement with Insight Software.com, Inc., in the amount of \$18,894, to purchase additional reporting modules and user licenses plus annual maintenance of \$4,260.

FISCAL IMPACT

This Resolution authorizes an amendment to the agreement with Insight Software.Com, Inc., in the amount of \$18,894, including tax, to purchase additional user licenses and reporting modules for ad hoc user reporting in the City's Financial System, JD Edwards. Annual ongoing support for this purchase is \$4,260, including tax. Funding for this contract was anticipated and is available in the 2011-2012 Finance Department Operating budget. Future years funding for the ongoing support has been included in the Information Technology-Technology Business Systems Division 2013-2014 biennial budget.

Following is an outline of the City's investment in this reporting tool to date:

7/31/2009	Payroll and HR Pilot Reporting Tool	\$38,106
9/11/2011	Payroll and HR – Expanded Reporting Licenses	7,939
12/12/2011	Expanded tool to Procurement and Accounting	21,746
11/5/2012	Proposed expansion to Budget Office	18,894
	Total	\$86,685

STAFF CONTACT

Sara Lane, Assistant Finance Director, 452-7247

Toni Battersby, Finance Business Systems Manager, 452-6455
Finance Department

Carole Harper, IT Business Systems Manager, 452-6905
Information Technology Department

POLICY CONSIDERATION

One City principles and budget/operational strategies:

Responsive Government identifies four factors, including High Performing Workforce and Stewardship, as foundational elements for City operations, sub-factors of which include:

- Provide gains in efficiency and/or cost savings,
- Ensure sound business practices,
- Increase staff productivity and/or capacity,
- Support continuous improvement, and
- Promote a well-trained and equipped workforce.

BACKGROUND

Insight software is designed to work with JD Edwards, the City's Finance/HR system, and provides non-technical staff the ability to develop and run ad hoc reports. The City purchased and implemented the Insight Reporting Tool in 2009 to address critical user reporting needs for Human Resources and Payroll functions. At that time, the decision was made to pilot the project with five Human Resources and Payroll users, with the potential to extend functionality to other work groups in the future. The pilot was very successful. In 2011 the City purchased additional licenses which provided ad hoc reporting capabilities for Accounting and Procurement needs. These enhanced reporting capabilities supported process improvement efforts in the Finance Department implemented to help absorb staffing reductions, and reduce the number of report requests elevated to Information Technology, also impacted by staffing reductions.

This amendment further expands the user licenses to provide the Budget Office staff with this reporting tool to assist in financial data analysis used in budget monitoring and development efforts.

Potential future expansion within Finance/Human Resources or other departments will continue to be evaluated and recommended as needed.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately upon Council adoption.

OPTIONS

1. Adopt Resolution No. 8465, authorizing amendment of the Software Purchase and Maintenance agreement with Insight Software.com, Inc., in the amount of \$18,894, to purchase additional reporting modules and user licenses plus annual maintenance of \$4,260.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Adopt Resolution No. 8465, authorizing amendment of the Software Purchase and Maintenance agreement with Insight Software.com, Inc., in the amount of \$18,894, to purchase additional reporting modules and user licenses plus annual maintenance of \$4,260.

MOTION

Move to adopt Resolution No. 8465, authorizing amendment of Software Purchase and Maintenance agreement with Insight Software.com, Inc. #44730 in the amount of \$18,894 to purchase additional reporting modules and user licenses plus annual maintenance of \$4,260.

ATTACHMENTS

Proposed Resolution No. 8465

AVAILABLE IN COUNCIL OFFICE

Insight Software.com Inc., Contract #44730

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8465

A RESOLUTION authorizing the execution of an amendment to the Software Purchase and Maintenance agreement with Insight Software.com, Inc., Clerk's Receiving No. 44730, in an amount not to exceed \$18,894 inclusive of tax, to purchase additional reporting modules and user licenses, plus annual maintenance in the amount of \$4,260.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute an amendment to the Software Purchase and Maintenance agreement with Insight Software.com. Inc., Clerk's Receiving No. 44730, in an amount not to exceed \$18,894 inclusive of tax, to purchase additional reporting modules and user licenses, plus annual maintenance in the amount of \$4,260, a copy of which Agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2012, and signed in authentication of its passage this _____ day of _____, 2012.

(SEAL)

Conrad Lee, Mayor

Attest:

Myrna L. Basich, City Clerk