



City of West Allis

Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

| File Number | Title | Status |
|---|---------------|--|
| 2003-0088 | Communication | In Committee |
| Communication to Administration & Finance Committee updating the progress of the Enterprise Business Software System selection process. | | |
| Introduced: 02/04/2003 | | Controlling Body: Administration & Finance Committee |

COMMITTEE RECOMMENDATION

Place on file

MOVER: *Lajsi* AYES *5* NOES *0*

SECONDER: *Bozack* EXCUSED _____

COMMITTEE ACTION DATE *2-18-03*

SIGNATURES OF COMMITTEE MEMBERS

[Signature]
Chair

Vice-Chair

COMMON COUNCIL ACTION *placed on file*

FINAL ACTION DATE *2-18-03*

MOVER:

Czaplewski

SECONDER:

Barczak

| | AYE | NO |
|---------------|-------------------------------------|--------------------------|
| 1. Barczak | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Czaplewski | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Kopplin | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Lajsi | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Murphy | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Narlock | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Reinke | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Sengstock | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Trudell | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Vitale | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| TOTAL | <u><i>10</i></u> | <u> </u> |



CITY OF WEST ALLIS

WISCONSIN



Department of Administration & Finance
Purchasing/Central Services Division

LEON L. JOHNSON, CPPO, C.P.M.
Manager

ROBERT A. BARWICK
Buyer

February 4, 2003

Administration & Finance Committee
Attention: Chairman Czaplewski
7525 W. Greenfield Ave.
West Allis, WI 53214

RE: Business Management Software System

Dear Administration & Finance Committee Members:

The Administration & Finance Committee authorized the preparation and solicitation of proposals for a new Enterprise Business Software System in the spring of 2002. The specification has now been completed and a Request for Proposal is currently being advertised. Completed responses are due March 13 with expected concurrent operation of old and new systems in December 2003.

The process that we have undertaken in recent months to prepare the Request for Proposal has been very educational. The specification preparation team included Lee Johnson, Gary Schmid, John Kazlauskas, Sue Brees and Mike Pertmer. We examined the Proposal documents from other governmental entities, interviewed representatives of the supplier community, and reviewed detailed descriptions of competitive software offerings to develop an understanding of our options within the existing market. In the end, the team reached consensus to solicit proposals for the vendor's standard products with as limited customization as possible, i.e. we will adapt our business procedures to the selected software. We believe that this approach will provide the most reliable and upgradable package at the lowest cost.

As stated in our letter dated April 22, 2002 to the Committee, the present system has major deficiencies that limit management information, operational efficiency, and implementation of many e-government communication tools. While we are now meeting only 10% to 60% of our perceived needs, we are confident that updated software can raise that service level to approach 90%, translating advanced management systems into significantly improved service levels.

Written proposals will be rated on March 25. Top ranked firms will be invited to provide on-site demonstrations the week of April 7. It is expected that a recommendation for award will be completed for introduction at the meeting of the Common Council on May 6. Please contact any member of the team with questions or comments.

Sincerely,

Leon L. Johnson

LLJ:bjw

Susan Brees, Manager of Personnel
John Kazlauskas, IS Manager
Michael Pertmer, Public Works Director
Gary Schmid, Manager of Finance