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MEMORANDUM

TO: Robert Barwick, Purchasing   *OK Robert Barwick*

FROM: Peggy Steeno, Finance Director

DATE: September 13, 2018

RE: Approve Resolution accepting the proposal of Novatime Technology, Inc. for a Software as a Service (SaaS) Contract for hosting Novatime Time and Attendance Tracking Software and the related maintenance for an annual sum of $19,440 ($1,620 per month), plus a one-time fee of $1,100 for implementation services – *Single Source Vendor*

Per the City's Purchasing Procedures, this memo is to request your support of a single source vendor, Novatime Technology, Inc., to provide the software subscription and related maintenance for the City's existing timekeeping system, and recommend the same to the Common Council.

By way of background, the City has been utilizing this software for its time and attendance recordkeeping needs since 2013. However, Novatime Technology Inc. has changed its business model to a subscription based service (running the software through a web browser rather than having the application installed locally on the City's server) only rather than maintaining the option for the City to locally host the program, which is the mode in which the City has been operating since the implementation of the software. This is typical in today's information technology world.

As part of the vendor's transition to a subscription only service, it is no longer updating the locally hosted option. Rather, all upgrades, enhancements, and new functionality are only available in the hosted product. Due to this, and the City's need for additional functionality with the software, the request is being made to migrate to the subscription service.

While there are costs involved with the migration, and on an ongoing basis, the added functionality is needed to enable the City to prudently and accurately manage time worked for City staff. Specifically, the City is currently paying approximately $7,500 per year for maintenance, but with the new solution in place, the City will be paying approximately $19,500 on an annual basis for the subscription service. This includes all future upgrades and all future maintenance.

In regard to the details of the transition, all of the current set-up and programming remains intact which is a large burden removed from City staff since there is no need to reprogram all of our very specific payroll rules, policies, and procedures. In addition, the City no longer carries the burden of: (1) housing the program on its servers, (2) maintaining storage space for all of the data, (3) backing up the data on a daily basis, (4) performing disaster recovery when needed, (5) coordinating the maintenance windows and upgrades, or (5) troubleshooting any issues with the program on a regular basis. It is for all of these reasons that I am recommending that we proceed with the migration to the Novatime hosted environment.

Please let me know if you have questions or need clarification on any of the above information.