



# City of West Allis

Resolution: R-2018-0602

**File Number: R-2018-0602**

**Final Action:**

**Sponsor(s): Administration & Finance Committee**

9-18-18

Resolution accepting the single source proposal from 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, for an amount not to exceed \$20,540.

WHEREAS, the City of West Allis currently uses Novatime software for time and attendance tracking, and the software currently resides locally on an in-house server at City Hall in the IT Data Center; and

WHEREAS, Novatime Technology, Inc. is no longer improving and enhancing the locally hosted platform; and the SaaS (subscription) version of Novatime software contains additional features not available in the in-house server version, such as enhanced scheduling and improved mobile functionality; and

WHEREAS, the Purchasing Division has reviewed and concurred with the single source request; the Information Technology Department has reviewed the technical specifications and approved the conversion to a hosted solution; and the City Attorney has approved the contract language; and

WHEREAS, funding for this purchase was approved by the Common Council as a carry-over for 2018, in the amount of \$28,140, and subsequent annual fees will be included in the Finance Department operating budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of West Allis that the proposal, submitted by Novatime Technology, Inc. for furnishing Novatime software via a hosted SaaS contract and the related implementation for a total annual sum of \$19,440, plus implementation fees of \$1,100, for a total cost not to exceed \$20,540, with funding for this purchase to be provided by General City Funds, as authorized through the 2017 to 2018 Carryover Process, and will be charged to Account No. 100-1401-515.32-01, General Fund, Maintenance Contracts/Computer Equipment and Software, be and is hereby accepted.

BE IT FURTHER RESOLVED that the Finance Division be and is hereby authorized to enter into a contract for the aforesaid software.

ADM\ORDRES\2018\AFR2018.40

ADOPTED

9-18-18

APPROVED

9/21/18

Steven A. Braatz, Jr., City Clerk

Dan Devine, Mayor