

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 01/22/07		Item Number: <u>A-4</u>	
AGENDA ITEM: Authorization to Amend a Contract with Virtual Consulting to Obtain Development Services to Support Deploying Financial Reports on the City's Intranet.			
Contact Person/Dept.: Michele Williams Information Technology		Phone Number: 310.253.5959	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: E-mail Master Notification List on 01/17/07; Virtual Consulting on 01/17/07; Crystal Alexander (City Treasurer) on 01/12/07			
Department Approval: John Richo (01/12/2007)		City Attorney Approval: Heather Iker (01/17/2007)	
City Controller Approval: Marlee Chang (01/17/2007)		City Manager Approval: Jerry B. Fulwood (01/17/2007)	
<u>RECOMMENDATION:</u> Staff recommends the City Council authorize amending an existing contract with Virtual Consulting (Santa Monica, CA) to obtain development services to support deploying financial reports on the City's Intranet. <u>BACKGROUND:</u> One of the FY05-06 work programs for the IT Department was to "provide enhanced reporting capabilities and retrieval of financial data". The IT Department initiated this effort last fiscal year. The objective was to create new reports based on specifications from City Council, City Treasurer, City Controller, and Executive Management. These reports would provide supplemental information that was only available by accessing the financial system. The existing financial reports would also be redesigned to make them more user friendly (larger font size, clearer report titles/headings, color coding where appropriate to highlight exceptions). Additionally, the reports would be made available on the City's Intranet as a way of reducing paper and to facilitate citywide access to reports within appropriate security controls. IT staff determined that Crystal Reports™ supplied by the software company, Business Objects would be the tool of choice for developing the financial reports. Crystal Reports software is an industry standard reporting tool that is used widely in public and private agencies. The Crystal Reports software is used to facilitate the design, development, and deployment of business reports.			

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DISCUSSION:

IT Department staff completed the development of the City Financial Reports and the reports were validated by the City Treasurer's Office. To date the following 28 reports have been developed. Documentation has also been developed that details the content of each report (attachment 1).

1. Expenditure Report - Summary
2. Expenditure Report – by Fund
3. Expenditure Report – by Fund and Business Unit
4. Expenditure Report – by Fund, Business Unit and Account
5. Expenditure Report – by Fund and Account
6. Expenditure Report – by Fund, Account and Business Unit
7. Expenditure Report – Comparison to Last Year
8. Expenditure Chart – by Fund
9. Expenditure Chart – by Fund and Month
10. Revenue Report - Summary
11. Revenue Report - by Fund
12. Revenue Report – by Fund and Business Unit
13. Revenue Report – by Fund and Business Unit and Account
14. Revenue Chart – by Fund
15. Revenue Chart – by Fund and Month
16. Balance Sheet
17. Five Year Trend Report
18. Accounts Receivable Aging - Excel Extract
19. Accounts Receivable Aging Report – Current
20. Accounts Receivable Aging Report – Past Due
21. Budget Changes/Transfers by Business Unit
22. Open Encumbrance Detail Report
23. Paid Time Off Report
24. Performance Evaluation Report (w/ evaluation due dates)
25. Performance Evaluation Missing Dates Report
26. Purchase Order – Purchasing Department
27. Purchase Order – All Other Departments
28. Transaction Report (Accounts Payable by Business Unit)

The final phase of this project is to make these reports accessible to staff via the City's Intranet which provides interactive functionality. For example, an expenditure report can be generated for a specific department by entering the appropriate business units. Reports can also be generated for a specified timeframe using the desired date range. Deploying the reports on the Intranet gives the end-user added flexibility.

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The original intent of the IT Department was to develop this functionality in-house. Unfortunately, due to lingering staff shortages, it has been determined that the best solution at this time is to engage consultants. IT staff contacted the software supplier, Business Objects, in search of a vendor that could assist with this effort. Business Objects indicated that there was only one vendor in Southern California who was a member of their "network alliance". The recommended vendor was Virtual Consulting of Santa Monica, CA.

Virtual Consulting is a privately held consulting company that specializes in web development, data warehousing and enterprise business intelligence systems. Virtual Consulting has been a Business Objects alliance partner for nine years and has also worked extensively as a consulting and training partner. In 2002 they were the Crystal Decisions Partner of the Year. Virtual has been involved in over 50 deployments of Business Objects Enterprise and has developed thousand of reports for hundreds of customers in a variety of industries.

Virtual Consulting qualified as a sole source vendor as no other vendors could be identified that provided the same service and who met the City's requirements of being an alliance business partner with Business Objects. This was a requirement because there had to be assurance that the vendor was qualified and certified to perform this service.

In October 2006, a contract (attachment 2) not to exceed \$6,600 was executed with Virtual Consulting to assist IT staff with installing the software (Crystal Reports Server XI) that is required for hosting reports via the Intranet. This contract was executed as a method of engaging Virtual Consulting's services and assessing their performance. The vendor successfully completed the installation under the stated contract amount. The total expenditure was \$1,897.50. During this engagement, the consultant also provided recommendations for report optimization and conducted knowledge transfer to IT staff.

The City now requires consulting services to assist with web development and software customization specific to the Crystal Reports Server environment. Virtual Consulting has provided a proposal to complete this effort (attachment 3).

Staff recommends continuing the relationship with Virtual Consulting given the success of their previous engagement, knowledgeable and experienced consultants, and their alliance status with the software supplier, Business Objects.

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FISCAL ANALYSIS:

The authorization to contract with Virtual Consulting to obtain Crystal Reports Server web development and software customization would result in an expenditure not to exceed \$19,800.

There is a remaining available balance of \$4,702.50 on the existing contract. Staff recommends amending the current contract so that the expenditure reflects a not to exceed amount of \$19,800. This would result in a net contract increase of \$15,097.50. Sufficient funds have been allocated in the Financial System's Capital Improvement Budget (42000636.619800).

ATTACHMENTS:

1. Financial Reports Documentation Guide
2. Contract with Virtual Consulting executed 10/17/06
3. Proposal from Virtual Consulting to Provide Web Development and Crystal Reports Software Customization

MOTION:

That the City Council:

- 1) Authorize the contract amendment with Virtual Consulting to obtain web development services for an expenditure not to exceed \$19,800 which would result in a net contract increase of \$15,097.50;
- 2) Authorize the City Attorney to prepare any appropriate documents; and
- 3) Authorize the City Manager to execute any required agreements on behalf of the City with Virtual Consulting.