

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/24/08		Item Number: <u>C-7</u>	
AGENDA ITEM: Approval of a Professional Services Agreement with Bottomline Technologies to Upgrade the City's Check Printing Software.			
Contact Person/Dept.: Michele Williams (IT)		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 03/19/08,			
Department Approval: John Richo (03/13/08)		City Attorney Approval: Carol Schwab (by H. Baker) (03/18/08)	
Fiscal Impact Review: Jeff Muir (by M. Noller) (03/19/08)		City Manager Approval: Jerry B. Fulwood (03/19/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a professional services agreement with Bottomline Technologies (Portsmouth, NH) to provide support in upgrading the City's check printing software. <u>BACKGROUND:</u> On November 9, 1998, City Council approved an agreement with Bottomline Technologies to obtain software to support the City's check printing process. The vendor provides software to facilitate printing accounts payable checks for vendors and payroll checks/check stubs for employees. Additionally, the software is used to generate and send positive pay files to the bank for check fraud avoidance. Since the initial purchase, the City has maintained an annual maintenance contract for upgrades and technical support. <u>DISCUSSION:</u> The City is currently on version 6.1 of the Bottomline "PayBase" software. The vendor recently released version 8.5. Major software upgrades for this process are expected to be performed about every 2-3 years. The last upgrade was performed in April 2003. The IT Department was able to save the City approximately \$6,000 by not requiring any professional services from the vendor. All upgrade work was performed by in-house IT staff. We do not recommend this approach at this time due to limited staffing resources.			

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The quote for this upgrade includes the cost of professional services to assist with installation configuration and transitioning to a client-server software license. Currently, the check printing software runs on a stand-alone workstation. The client-server license would enable running the software on a server with client access to the application. This would provide enhanced fault tolerance and backup recovery procedures.

The vendor recently provided notification that as of September 2008, they will no longer provide standard support for versions 6.x. As a result, the vendor will not issue product patches, fixes or service packs for the software. Additionally, there will be an additional 5% fee for the annual maintenance contract over the current rate. This notification has escalated the need to perform the upgrade.

Culver City Municipal Code §3.07.070 allows for professional services contracts to be awarded without a formal bid process “based upon competitive quotations, whenever practical, as determined by the City Manager from not less than three (3) vendor contractors.” It is not practical to get quotations from three contractors, as this is an upgrade to an existing software program, which requires the support services from this particular vendor.

FISCAL ANALYSIS:

The approval of a professional services agreement with Bottomline Technologies to upgrade the City’s check printing software would result in an expenditure of \$23,995.00 plus applicable taxes.

Description	Amount
Desktop to Client Server Software License Upgrade	\$ 15,000.00
Onsite Professional Services for Upgrade	\$ 5,995.00
Upgrade Support – Additional Annual Maintenance	\$ 3,000.00
Total Project Expenditure	\$ 23,995.00

Sufficient funds are available in the Capital Improvement Project – Financial System Replacement – 30700636.619800, for this expenditure.

ATTACHMENTS:

1. Bottomline Technologies’ Software Life Cycle Documentation
2. Sales Order Quote from Bottomline Technologies

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MOTION:

That the City Council:

1. Approve a Professional Services Agreement in an amount not to exceed \$25,975.00 to Bottomline Technologies to support the upgrade of the City's check printing software; and,
2. Authorize the City Attorney to review/prepare any necessary documents; and authorize the City Manager to execute such documents on behalf of the City.