

April 3, 2017

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution authorizing execution of Amendment 3 to a Technical Services Agreement with ManageForce Corporation for technical services and staffing that increases the “not to exceed” contract amount to \$504,000, plus all applicable taxes.

FISCAL IMPACT

This action authorizes the City Manager to amend the City’s agreement with ManageForce Corporation to increase the contract amount from a “not to exceed” amount of \$254,000 to a “not to exceed” amount of \$504,000, plus all applicable taxes. Current funds exist in the ITD Maintenance and Operations budget.

STAFF CONTACTS

Bonnie Grant, IT Manager, 452-4065

Sabra Schneider, Interim Chief Information Officer, 452-4890

Information Technology Department (ITD)

POLICY CONSIDERATION

City Financial policies:

Bellevue City Code 4.28.030: The City’s procurement policy, updated January 1, 2015, supports open, fair and transparent procurement of services in accordance with the City Code and state law. Due to the amount of this contract, Council approval is required.

BACKGROUND

ITD leverages consulting resources as an efficient and effective way to obtain specialized technical expertise and as a way to provide short-term staffing for projects where additional resources are required. Beginning with the implementation of JD Edwards (JDE) in 2004, the City has leveraged technical consulting resources as a complement to our in-house staff and expertise.

Through a competitive RFP process in December 2015, ManageForce Corporation was selected to provide a variety of technical services for our JDE system. In October 2016, we contracted with ManageForce to provide a variety of skills, expertise and additional staffing to complete our JDE system upgrade. As a result of proven performance, we seek to extend the contract to continue leveraging this vendor.

Within the scope of this amendment, ITD will contract for specific technical skills that are not feasible to develop and maintain in-house. These skills include:

Functional Expert: This resource is a Subject Matter Expert in JDE functional areas such as Payroll or Accounts Payable and in new system features. These resources assess our business processes and provide expertise and guidance on how to best utilize JDE to achieve our business outcomes.

Technical Developer: This resource specializes in the JDE development tools and is required to enhance the JDE system to meet City of Bellevue specific requirements.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately upon Council adoption.

OPTIONS

1. Adopt the Resolution authorizing execution of Amendment 3 to a Technical Services Agreement with ManageForce Corporation for technical services and staffing that increases the “not to exceed” contract amount to \$504,000, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1

MOTION

Move to adopt Resolution No. 9254 authorizing execution of Amendment 3 to a Technical Services Agreement with ManageForce Corporation for technical services and staffing that increases the “not to exceed” contract amount to \$504,000, plus all applicable taxes.

ATTACHMENTS

Proposed Resolution No. 9254

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

- A. ManageForce Contract
- B. ManageForce Amendment 1
- C. ManageForce Amendment 2
- D. ManageForce Amendment 3