

CITY COUNCIL REGULAR SESSION

Resolution authorizing execution of an agreement with Forza Consulting B.V. for the purchase of SCANMAN Accounts Payable Automation software and five years of annual maintenance, in an amount not to exceed \$221,650, plus applicable taxes.

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Information Technology Department

EXECUTIVE SUMMARY

Adopting this Resolution will allow the City to acquire SCANMAN accounts payable automation and workflow system software and to develop a vendor accounts payable inquiry portal.

RECOMMENDATION

Move to adopt Resolution No. 9532

If approved, effective date: 01/22/2019

BACKGROUND/ANALYSIS

The City's current process to pay vendors is paper based. It is labor-intensive and involves multiple staff handling and processing invoices including scanning. Inquiries related to vendor payments are received by City staff via phone or email.

This software solution enables electronic invoices to be processed through a workflow approval system, automates payment of invoices and provides the ability for vendors to check the status of invoices through an online portal.

A public Request for Proposal was conducted to identify the most qualified and cost-effective vendor to provide the desired software solution. Eleven companies submitted proposals and were evaluated. Forza Consulting B.V. most closely met the evaluation criteria and was selected as the most qualified vendor.

POLICY & FISCAL IMPACTS**Bellevue City Code**

BCC 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to award the bid where the cost exceeds \$90,000.

Fiscal Impact

Approval of this action obligates the City to pay up to \$173,150, plus applicable taxes to Forza Consulting B.V. for software plus \$48,500 for five years of annual maintenance (\$9,700 each year). The expenditures are broken down in the table below.

| Item Description | Amount |
|----------------------------------|------------------|
| SCANMAN License & Implementation | \$143,150 |
| Vendor Portal Development | 30,000 |
| 5 Years Annual Maintenance | 48,500 |
| | \$221,650 |

These expenditures were anticipated, and sufficient funding exists within the 2019-2020 Adopted Operating budget for the first two years of the contract. Future funding for the remaining years of the contract will be requested in subsequent budget processes.

OPTIONS

1. Adopt the Resolution authorizing execution of an agreement with Forza Consulting B.V. for the purchase of SCANMAN Accounts Payable Automation software and five years of annual maintenance, in an amount not to exceed \$221,650, plus applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

Proposed Resolution No. 9532

AVAILABLE IN COUNCIL LIBRARY

Proposed Agreement