

City Council – Action Request Form

Date: March 15, 2021

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Ben Rowe, Assistant City Manager; Thomas Kureczka, Chief Information Officer

Council Action Requested:

Resolution Approving the Renewal of a Contract with AgilePoint, Inc. for Software Subscriptions, Maintenance, and Support Services

Strategic Focus Area: Service Excellence

Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information:

In 2019, the City purchased and implemented the AgilePoint Business Process Management System (BPMS). This system serves as a replacement for the City's existing BPMS that was implemented in 2004. Staff are in the process of converting several business applications from the existing system to the AgilePoint BPMS in order to facilitate the initiation, review, and approval workflow process of internal business operations. The workflow applications being converted to the AgilePoint BPMS include:

- Request for Purchase Requisition
 - Request for Check
 - Purchase Card Reconciliation
 - Request for Travel
 - Request to Open a Vacant Position
 - Request to Fill a Vacant Position
 - Human Resources Turnaround Transaction
 - Request for Leave
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Committee Action:

Committee	<u>Finance 3/15/2021</u>	Action	<u>Approval</u>
For	<u>Unanimous</u>	Against	<u></u>

Remarks:

AgilePoint, Inc. has provided a proposal for the annual renewal of the City’s subscriptions, maintenance, and support contract, with a total cost of \$34,013.00. The contract will provide subscription renewals, software updates, security patches, and technical support for problem resolution. The proposed contract will cover the time period of April 25, 2021 through April 24, 2022. This annual renewal is not available from resellers and must be completed exclusively through AgilePoint, Inc. Per the City’s purchasing policy, any sole-sourced request over \$30,000 requires approval by City Council.

The costs for the subscriptions, software updates, security patches, and support agreement for the last two years are shown in the following table:

Contract Year	Time Period	Cost **	Percentage of Change
1	4/25/19 to 4/24/20	\$20,160.00	-----
2	4/25/20 to 4/24/21	\$34,013.00	68.72%

**Funds for the first year’s cost were approved by City Council in conjunction with the software’s initial implementation cost. Funds for the second year’s renewal were approved by City Council during the annual operations budgeting process.

Approval is requested to renew the annual subscription, maintenance, and support services contract with AgilePoint, Inc. Funding is allocated in the FY 20-21 Information Systems budget.

Exhibit A includes workforce demographics for AgilePoint, Inc.