

Mayor and City Council Agenda Item Request

Meeting Date: 11/21/2016

Type: Ordinance / Regulations / Resolution

Call to Podium:

Stephanie M. Walker
JJ Knechtel

Agenda Item Title:

Resolution of the Mayor and City Council Authorizing the City Manager to Enter into a Contract for Budget Software for the City of Gaithersburg

Supporting Background Information:

The City currently uses a combination of several in-house designed Microsoft Access databases, Microsoft Word and Excel, and Adobe Acrobat tools to develop and print the City's budget.

With dual goals of improving the process of managing the budget and reducing the time needed to generate the budget document, the City issued a solicitation on October 22, 2015 for budget software through a formal Request for Proposal process.

The City received nine (9) responses from the following firms:

Firm	Capital Costs	On-Going Maintenance
Artha Systems, LLC	\$365,000	\$94,000
Computron, LLC	\$127,300	\$10,000
GNC Public Sector Consulting Inc.	\$244,460	\$58,320
KTL Solutions Inc.	\$221,165	\$21,961
Neubrain, LLC	\$140,969	\$16,098
Powerplan Corporation	\$100,900	\$13,250
Questicalnc	\$151,169	\$12,960
Sherpa Government Solutions, LLC	\$157,320	\$20,825
Workiva Inc.	\$0	\$29,800

Based on the initial review of the proposal documents, five (5) firms were selected to give on-site demonstrations. These demonstrations were reviewed by a cross-departmental team comprised as follows:

- Pete Cottrell, Director of Information Technology
 - Dennis Enslinger, Assistant City Manager
 - Marjie Eyler, Human Resources Program Coordinator
 - Ronald Kaczmarek, Capital Projects/Facilities Division Chief
 - Terrilyn Lahs, Administrative Services Division Chief
 - Martin Matsen, Former Planning Division Chief
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- Tim “Smitty” Smith, Youth and Senior Services Division Chief
- Tina Smith, Comptroller
- Stephanie Walker, Director of Finance & Administration
- Kim Yocklin, Director of Human Resources

After the initial demonstrations, the selection committee had a follow-up review of two (2) of the products. The City then conducted reference checks on the solution that the selection committee determined was the best overall solution.

Based on this process, the selection committee recommends the City select Sherpa Government Solutions, LLC for budget software.

While many of the software solutions included the core functionality we were looking for, some of the differentiating factors that Sherpa offered include:

- User-friendly report creation with drag and drop functionality;
- The system allows for the inclusion of individual account budget details in budget report;
- Confidence in the product and implementation team;
- Implementation approach; and
- Program budgeting functionality.

While the software solution includes robust reporting, none of the budget solutions proposed offered a full budget publication module. Several vendors, including Sherpa, partner with a third party to provide budget publication software. Staff believes that this additional software is likely to be needed in order to efficiently create the budget document, but are interested in seeing if this cost can be avoided. Thus, staff proposes the budget publication software as an optional component to the contract. The option, if exercised, would add \$39,200 in up-front costs for licensing and configuration and \$3,500 annually for support.

The proposal response included reporting licensing count of 45 users, as identified in the solicitation. After review of the product, staff determined that more than 45 licenses will be needed due to the large number of employees using the budget system. Staff believes the user count will be closer to 80 employees and accordingly propose to increase the number of users, which would increase the total upfront and annual costs from the amount in the proposal response listed above.

Given the two adjustments in the proposal amount, staff recommend we complete a contract with Sherpa for the following:

Upfront costs for licensing, training and configuration	\$181,937
Optional upfront costs	\$39,200
Four (4) years support and maintenance main system	\$102,264
Five (5) years support and maintenance optional system	\$17,500
Contingency 5% of upfront	\$11,000
Total not to exceed	\$351,901

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The implementation plan for this software would begin in December, break during the FY18 budget process, then pick back up in April with estimated "Go Live" in fall 2017 for use with the FY19 budget.

Responsible Staff and Department:
Stephanie Walker and JJ Knechtel

Fiscal Amount: \$232,137 CIP and \$119,764 from operating for next 5 years

Desired Outcome from Council:
Vote on Resolution

Authorization Type: Award Contract

Description of Item(s):
Budget Software

Bid Information:

Advertisement Date: 10/22/2015

Newspaper(s) / Website(s): City procurement website

Bids Opened / Tabulated Date: 11/20/2016

Contractor / Vendor:

Company Name: Sherpa Government Solutions, LLC
Street Address: 2609 Alderly Ln
P. O. Box Number:
City: Mount Pleasant
State: South Carolina
ZIP: 29466

Contract / Purchase Amount: Not to Exceed \$351,901

Funds to be Expended From: Capital Improvements Budget

Account Number: 3149-59200-93-1 and ongoing maintenance 1141-531600

Funds Available: YES