CITY COUNCIL
CONSENT CALENDAR

SUBJECT: AMENDMENT NO. 3 TO AGREEMENT WITH ANDREWS TECHNOLOGY FOR NOVATIME TIME AND ATTENDANCE SOFTWARE BRIDGES

INITIATED BY: FINANCE & TECHNOLOGY SERVICES DEPARTMENT
(Lorena Quijano, Director of Finance and Technology Services)
(Beth Rosen, Information Technology Management Analyst)

STATEMENT ON THE SUBJECT:
The City Council will consider amending the agreement for services with Andrews Technology HMS Inc. to include Payroll Bridge Customization and Time Data Import Module (When to Work) for data interface between NOVATime Web-based Time & Attendance system and Tyler Technology/Eden ERP system and When-To-Work in the scope of services.

RECOMMENDATIONS:
1. Approve Amendment No. 3 to the agreement for services with Andrews Technology HMS Inc. to increase the not to exceed amount by $6,000 in one-time costs and $2,100/year to run coterminous with the original agreement, for a total of $12,300, increase maintenance services as required by $75,600 and modify the scope of services to include Payroll Bridge Customization and Time Data Import Module (When to Work) for data interface between NOVATime Web-based Time & Attendance system and Tyler Technology/Eden ERP system and When-To-Work.
2. Approve an additional $25,480 for additional users due to growth and unforeseen costs that arise as the City moves from the pilot phase to full implementation.
3. Authorize the City Manager or designee to execute documents incident to the agreement.

BACKGROUND / ANALYSIS:
On June 21, 2016, the City Council authorized staff to enter into an agreement with Andrews Technology HMS Inc. for NOVATime time and attendance software that is consistent with the payroll requirements contained in the City’s various employee Memorandum of Understandings (MOUs). During our pilot testing, we found that a customization is needed to NOVATime/Eden Bridge for staff working 9/80 schedules.

Our Recreation staff currently uses When-to-Work scheduling software. Our implementor and NOVATime have informed us that a bridge exists between When-to-Work and NOVATime, that will eliminate the need to input time scheduled/worked from When-to-Work into NOVATime for the more than 80 full-time and part-time Recreation
Finally, NOVATime is a SaaS system that is licensed on a subscription basis based on features required and the number of users and supervisors. The city had in calendar years 2017, 2018 and 2019, 343, 347 and 376 employees, roughly a 10% increase in employees. This staff report authorizes an additional $25,480 for additional users due to growth and unforeseen costs that arise as the City moves from the pilot phase to full implementation.

CONFORMANCE WITH VISION 2020 AND THE GOALS OF THE WEST HOLLYWOOD GENERAL PLAN:

This item is consistent with the Primary Strategic Goal(s) (PSG) and/or Ongoing Strategic Program(s) (OSP) of:
- OSP-2: Institutional Integrity.
- OSP-14: Enhance Technology and Access for the City and its Citizens.

In addition, this item is compliant with the following goal(s) of the West Hollywood General Plan:
- G-2: Maintain transparency and integrity in West Hollywood’s decision-making process.
- G-3: Provide excellent customer service, including utilization of emerging technologies.

EVALUATION PROCESSES:

The City will continue to hold Andrews Technology accountable for the functional requirements outlined in the City’s RFP and in the Andrews Technology Proposal and demonstrations.

ENVIRONMENTAL SUSTAINABILITY AND HEALTH:

The Payroll Bridge and Data Import module into the electronic timesheets will reduce redundant data entry and increase accuracy and efficiency in processing payroll by eliminating the need for paper timesheets.

COMMUNITY ENGAGEMENT:

Not Applicable

OFFICE OF PRIMARY RESPONSIBILITY:

FINANCE & TECHNOLOGY SERVICES DEPARTMENT / FIN - ADMINISTRATION DIVISION
FISCAL IMPACT:
None. The proposed expenditure for this item is budgeted for fiscal year 2019-2020 in account 100-1-03-33-522006, Computer Subscription Services and in account 100-1-03-33-531005, Contracted Services. Funding for the remainder of the contract will be incorporated into upcoming budget processes.

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>$6,825</td>
<td>Funding for this item is already budgeted in account 100-1-03-33-522006, Computer Subscription Services. (25% of 27,300)</td>
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<tr>
<td>$6,000</td>
<td>Funding for this item is already budgeted in account 100-1-03-33-531005, Contracted Services.</td>
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ATTACHMENT:
Amendment 3, Contract 008020-AndrewsTechnology
This Amendment No. 3 (herein “AMENDMENT”) to the Agreement and prior Amendment, is made on this ____ day of February, 2020 and amends Agreement #008020 dated March 21, 2016, by and between the CITY OF WEST HOLLYWOOD, a municipal corporation (referred to herein as “CITY”) and Andrews Technology HMS Inc., 1213 Culbreth Dr, #126, Wilmington NC 28405 (hereinafter referred to as the “CONTRACTOR”).

RECITALS

A. This AMENDMENT No. 3 shall amend the original Agreement #008020 dated March 21, 2016, between the CITY and CONTRACTOR and the prior Amendment No. 1 dated July 20, 2017 and Amendment No 2 dated May 1, 2018, hereinafter referred to as the “AGREEMENTS”).

B. CITY and CONTRACTOR desire to amend the AGREEMENTS to increase the “not-to-exceed” amount of $124,075.00 by an additional $6,000 in one-time costs, and 2,100/year for the data import module through the contract termination date of June 30, 2022, increase maintenance and subscriptions costs as needed by $75,600 and $25,480 for additional users due to growth and unforeseen costs that arise as city implements the system, for a total of $237,455 to cover the costs of providing additional services.

NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements set forth below, CITY and CONTRACTOR agree as follows:

1. Amend Article C, Section 4, Payment for Services, to read as follows:

   The CONTRACTOR shall be compensated in an amount not to exceed $237,455 for services provided pursuant to this Agreement as described in “Exhibit A.” Compensation shall under no circumstances be increased except by written amendment of this Agreement. The CONTRACTOR shall be paid within forty-five (45) days of presentation of an invoice to the CITY for services performed to the CITY’s satisfaction. The CONTRACTOR shall submit invoices monthly describing the services performed, the date services were performed, a description of reimbursable costs, and any other information requested by the CITY.

2. Amend Exhibit A, Scope of Services, to include Payroll Bridge Customization and Time Data Import Module (When to Work) for data interface between NOVATime Web-based Time & Attendance system and Tyler Technology/Eden ERP system and When-To-Work.

Except as herein amended, in all other respects the Agreements are reaffirmed and are in full force and effect.
CITY OF WEST HOLLYWOOD
AMENDMENT No. 3 TO AGREEMENT FOR SERVICES

Executed on this ___ th day of February, 2020.

CONTRACTOR: Andrews Technology HMS Inc

Jamie Blundell, Vice President of Sales

CITY OF WEST HOLLYWOOD:

Lorena Quijano, Director of Finance and Technology Services

Paul Arevalo, City Manager

ATTEST:

Yvonne Quarker, City Clerk
# VENDOR HOSTED ORDER FORM

<table>
<thead>
<tr>
<th>Invoice To:</th>
<th>City of West Hollywood</th>
<th>Hosted By:</th>
<th>Vendor</th>
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<tbody>
<tr>
<td>Ship To:</td>
<td>TBD</td>
<td>Terms:</td>
<td>5 Year Term</td>
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<tr>
<td>Account Executive:</td>
<td>Andrew Blundell</td>
<td>100% Upon Execution</td>
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<tr>
<th>Qty</th>
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<tbody>
<tr>
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<td>Novatime Web-Based Time &amp; Attendance System</td>
<td>$11,000.00</td>
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<tr>
<td></td>
<td>Payroll Bridge Customization</td>
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Andrews Technology One Time Discount: -$5,000

Sales Tax: TBD

12 Month System Total: $6,000

Customer Authorization: [Signature]
Title: President
Date: 2/10/20

Andrews Technology HMS, Inc.
Title: [Signature]
Date: 2/10/20
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<td>100% Due Upon Execution</td>
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<tr>
<td>Executive:</td>
<td>Jamie Blundell</td>
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<td>Time Data Import Module (When to Work)</td>
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**Monthly Total**: $175

**12 Month Vendor Hosting Total**: $2,100

**Sales Tax**

**12 Month System Total**: $2,100

Andrews Technology. Absolutely no travel or expenses will be billed to The Customer.

Employees will be uploaded in April 2020. The prorated cost due upon execution will be $13,563 through July 1st. The renewal billing will then sync up to July 1st each year.

[Signature]

**Customer Authorization**

[Signature]

**Title**

210/20

**Date**

[Signature]

[Signature]

**Title**

2/5/2020

**Date**

Andrews Technology HMS, Inc.