



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of April 30, 2013

Action Item for the City Council Meeting of May 14, 2013

**DATE:** April 30, 2013

**TO:** Ronald L. Olson, City Manager

**FROM:** Michael Barrera, Assistant Director of Financial Services  
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### Purchase of Component Software for Enterprise Resource Planning System

**CAPTION:**

Motion approving a software license and maintenance agreement with MHC Software, Inc., Burnsville, MN, for document generating software for \$136,584.80, of which \$68,292.40 is required for the remainder of FY 2012-2013; and ongoing maintenance. The initial term of the maintenance agreement is two years and will automatically renew annually thereafter upon payment of annual maintenance fees. Funds have been budgeted by the Municipal Information Systems Department in FY 2012-2013.

**PURPOSE:**

MHC Software's (MHC) document generating software is necessary to manage the City's payroll and tax document requirements.

**BACKGROUND AND FINDINGS:**

To provide the functionality in the Enterprise Resource Planning system necessary to manage the City's payroll and tax document requirements, Infor (US), Inc. has proposed MHC's document management software. This software is an integral component of the recommended ERP System.

**ALTERNATIVES:**

Not applicable

**OTHER CONSIDERATIONS:**

Not applicable

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency

**DEPARTMENTAL CLEARANCES:**

Municipal Information Systems Department

**FINANCIAL IMPACT:**

x Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2012-2013</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>
Line Item Budget		\$3,000,000.00	\$4,031,909.83
Future Encumbrances		\$0.00	\$1,394,259.44
This Item		\$1,605,740.56	\$5,426,169.27
BALANCE		\$1,394,259.44	\$0.00

Fund(s): Municipal Information System Fund

**Comments:** "This Item" in the table above is comprised of current and future expenditures to which the City will be contractually obligated through FY2015-2016 and which are necessary to purchase the ERP System and its related component software from the four recommended vendors listed below, each of which is described in its own agenda item.

	<u><b>Current Year</b></u>	<u><b>Future Years</b></u>	<u><b>Totals</b></u>
Infor (US), Inc.	\$1,383,138.16	\$5,288,776.87	\$6,671,915.03
Emphasys Software	\$36,500.00	\$69,100.00	\$105,600.00
MHC Software, Inc.	\$68,292.40	\$68,292.40	\$136,584.80
PCI, LLC	\$117,810.00	\$0.00	\$117,810.00
	<u>\$1,605,740.56</u>	<u>\$5,426,169.27</u>	<u>\$7,031,909.83</u>

The "Line Item Budget" amount in future years will be requested during the normal budget approval process in the applicable future fiscal years.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Software License & Maintenance Agreement