



AGENDA MEMORANDUM

Action Item for the City Council Meeting of June 25, 2019

DATE: June 25, 2019

TO: Peter Zaroni, City Manager

FROM: Peter Collins, Interim Director of Information Technology
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Infor Expense Management

CAPTION:

Motion authorizing a three-year service agreement with Infor (US) Inc. of Alpharetta, Georgia for Infor Expense Management subscription license and services for a total amount not to exceed \$228,846.60, with the first-year funded through Info Tech Fund.

PURPOSE:

This item is to authorize a three-year service agreement for Infor Expense Management Subscription for expense reports.

BACKGROUND AND FINDINGS:

The Expense Management Subscription within the City's Enterprise Resource Planning (ERP) system, Infor, needed a refreshed agreement to secure three-year pricing in line with the rest of the application. This application is utilized city-wide by various departments for City staff travel and expenses.

The Infor agreement was procured through a competitive Request for Proposal (RFP) process in 2013.

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:

Information Technology

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$1,758,706.45	\$152,564.40	\$1,911,270.85
Encumbered / Expended Amount	\$1,318,142.88	\$0	\$1,318,142.88
This item	\$76,282.20	\$152,564.40	\$228,846.60
BALANCE	\$364,281.37	\$0	\$364,281.37

Funding Detail:

Fund: 5210 Info Tech
Organization/Activity: 40470 IT Application Services
Mission Element: 242 Support Software applications
Project # (CIP Only): N/A
Account: 530160 Rentals

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement