



# CITY COUNCIL STAFF REPORT

DATE: JULY 7, 2010

CONSENT CALENDAR

SUBJECT: CONTRACT WITH HIGH LINE CORPORATION FOR THE UPGRADE OF THE EXISTING HUMAN RESOURCES, PAYROLL, AND TIME AND ATTENDANCE SOFTWARE SYSTEM

FROM: David H. Ready, City Manager

BY: Finance Department

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## SUMMARY

The existing Human Resources, Payroll, and Time and Attendance software system has been in place since it was originally installed in 2000. The software is now in need of an upgrade in order to maintain vital payroll functions and maintain compatibility with the current versions of the software.

## RECOMMENDATION:

1. Approve the ePersonality Upgrade Proposal from High Line Corporation for the upgrade and implementation fees of \$48,445 and authorize the City Manager to execute all of the pertinent contract documents.

## STAFF ANALYSIS:

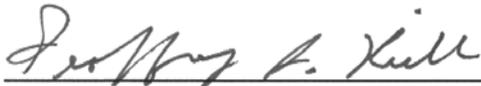
The City has successfully been utilizing High Line's Personality software system for payroll functions since it was installed in April of 2000. Since then, only minor patches have been applied. No major upgrade to the system has ever been implemented or required. The software is now in need of an upgrade in order to maintain payroll functions such as salary administration, employee benefits elections and contributions, attendance and leave accounting, internal and external reports including PERS reporting, federal and State income tax reporting, Medicare reporting, General Ledger reporting, printing and filing of electronic W-2's, court mandated garnishments, and work schedule calendars.

Once a contract amendment with High Line Corporation has been executed, staff will work with High Line to carry out a comprehensive installation, implementation, and testing plan. The current licensing agreement expires on July 31, 2010. Though the upgrade is expected to take several months to complete, no lapse in functionality, service, or support is anticipated.

As the ePersonality Upgrade is part of a proprietary software package offered by our current provider, High Line, for our system that is currently installed and operating, there is no competitive process to be conducted and therefore pursuant to Section 7.04.020 of the Municipal Code, a sole source procurement may be authorized by the City Council.

FISCAL IMPACT:

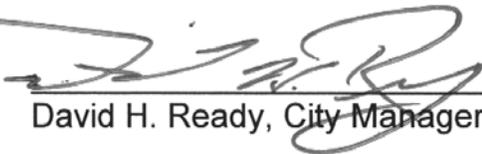
In addition to the \$41,788 cost of the upgrade identified in the proposal, sales tax at 8.75% is estimated to be \$3,657 and there may be some minor travel expenses not to exceed \$3,000. This brings the total cost of the upgrade to \$48,445. Funds for the software upgrade are available in 261-1395-54046 in the 2009-2010 fiscal year that will be continued into the 2010-2011 fiscal year. About \$4,900 is also required for a new server, and the funds are available in the same account shown above for that separate purchase.



Geoffrey Kiehl, Finance Director



Sue Mills, Human Resources Director



David H. Ready, City Manager

Attachment:

High Line Corporation ePersonality Upgrade Proposal



Human Resources, Payroll and Time & Attendance Software

## ePersonality Upgrade Proposal - Revision #3

for



Submitted: June 11, 2010

High Line Contact:

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**HIGH LINE CORPORATION**

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**ePersonality Upgrade Proposal - Revision #3**  
**June 10, 2010**

## 1. Cost Summary

We are pleased to provide the City of Palm Springs (CPS) with a proposal for the estimated cost to upgrade to ePersonality (eP).

The following is a summary of the costs involved for the services to install eP and review the new features included. Once CPS has implemented eP, we will work with you to determine if you wish to implement the new features provided with this version.

<b>Item</b>	<b>Cost</b>
eP Upgrade Fee (see Section 2.1)	\$20,000
eP Upgrade Required Implementation Services (see Section 2.2)	\$14,000
Windward License and Maintenance (see Section 2.4)	\$7,788
<b>Total</b>	<b>\$41,788</b>

**ePersonality Upgrade Proposal - Revision #3**  
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## 2. Cost Details

### 2.1 ePersonality Upgrade Fee

There is a one-time upgrade fee to allow clients to move from our Personality<sup>2000</sup> (P2K) product to eP, as follows:

Item	Fee
eP Upgrade for all Licensed Modules	\$20,000

### 2.2 eP Implementation Services Costs

The following are the services recommended to ensure that the eP software is installed and configured effectively.

Tasks	Days/Course	Cost
Project Kick Off Session		No Charge
Software Installation and Technical Assistance (Remote)	3 Days	\$3,000
Review of P2K versus eP Processes determining any Gaps, and basic Navigation Training (On-site)	5 Days	\$6,000
Troubleshooting (Remote)	5 Days	\$5,000
<b>Total</b>		<b>\$14,000</b>

All reasonable travel and out of pocket expenses incurred for training will be passed through as incurred.

### 2.3 Oracle Licenses

High Line can provide all of the Oracle software needed for your installation and for the ongoing use of Personality through Oracle Application Specific Licenses. Application Specific Licenses give you the right to use the Oracle software with the P2K/eP application specifically and add to the application as necessary to suite your needs.

eP is a fully web-based solution, requiring the Oracle Application Server software as well as the Oracle database software.

We will work with you to confirm if you require additional Oracle licensing. We have not included the cost of any additional Oracle licensing in the cost summary.

### 2.4 Windward Licenses

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Windward software is utilized by High Line for generation of the standard reports provided with the system with all future releases. The cost of this software is \$6,490 for a limited server license including up to 250 reports/day, and the High Line integration. Maintenance is \$1,298 annually.

**2.5 Additional Cost Considerations**

If additional requirements arise that are not handled by the system, and you wish to have High Line develop custom code for these, we will provide you with a cost quotation for the work, upon receipt and review of your specifications.

**2.6 Additional Services**

The standard rates for additional services are:

<b>Resource</b>	<b>Daily Rate – Remote Services</b>	<b>Daily Rate – On-site Services</b>
Sales Account Manager	\$1,500	\$1,800
Project Design Manager	\$1,500	\$1,800
Project Account Manager	\$1,500	\$1,800
Senior Application Consultant	\$1,200	\$1,500
Implementation Specialist	\$700	\$800
Senior Technical Consultant	\$1,000	\$1,200
Programmer Analyst	\$1,000	\$1,200