



# REQUEST FOR CITY COUNCIL ACTION

**MEETING DATE:**

June 17, 2020

**DEPARTMENT:**

Finance

**DIVISION:**

Purchasing

- ☒ Motion
- ☐ Resolution
- ☐ Ordinance - Introduction
- ☐ Ordinance - Adoption
- ☐ Public Hearing

**TITLE:**

Cooperative Purchase Agreement: Technology Solutions Products and Services

**SUMMARY RECOMMENDATION:**

Authorize the City Administrator to enter into a one-year contract with the option to renew an additional one-year period for Technology Solutions Products and Services utilizing The Interlocal Purchasing System (TIPS) contract for a first-year cost of \$86,385 for subscription and implementation and a second-year cost of \$69,900 for subscription to:

Vertosoft, LLC    Leesburg, Virginia

(Finance - Bid #2020-20000094) (Lisa Marlin)

**REPORT:**

City staff currently prepares its Comprehensive Annual Financial Report (CAFR), Annual Budget book, and the Capital Improvement Program (CIP) book through a manual and time-consuming process, prone to errors. The financial statements, budgetary documents, charts and graphs that ultimately become a part of these publications are created through multiple software applications. After the book is compiled in draft format, many changes occur during review, and can include errors that may be found in the draft or through auditor feedback. When an adjustment is made to an estimate or request, the preparer must go through every chart and graph in the book to update the information in the spreadsheet, copy it back into the word document, then replace those pages in the pdf document.

With the implementation of the new software, Workiva, the statements, charts, graphs and narrative portions of the document will all be contained within a single document in the software so the preparer would only have to make the change in one area and then the update would automatically be processed through all aspects of the CAFR, Annual Budget book and CIP book. Implementation of this software will reduce the potential for errors within the documents, create substantial time savings and provide a much more efficient process going forward.

FISCAL REQUIREMENTS	CITY FUNDS:	\$86,385.00	BUDGETED:	\$86,385.00
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:		IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00 \$0.00 \$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP:	
			001-17-10.8980	
	TOTAL:	\$86,385.00	001-17-40.8980 331-97-77.8980	
FISCAL IMPACT STATEMENT:				
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK:			
	1. 2. 3. 4. 5.			
ADDITIONAL INFORMATION	IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL?			
	<input checked="" type="radio"/> Department <input type="radio"/> City Clerk's Office <input type="checkbox"/> Document to be recorded <input type="checkbox"/> Document to be codified			
SIGNATURES	CITY ADMINISTRATOR:			DATE:
	Philip A. Rodriguez			6/10/2020
	REVIEWED BY CITY ATTORNEY:			DATE:
	Richard W. Files			6/10/2020
	RECOMMENDED BY (DEPT/DIV HEAD):			DATE:
Lisa Marlin			6/1/2020	
SIGNATURES	WRITTEN/SUBMITTED BY:			DATE:
	Melinda Holmes/Robin R. Wilson			5/26/2020