

CLEVELAND PUBLIC LIBRARY

Finance Committee

May 21, 2009

**RESOLUTION FOR GFOA CONSULTING TO ASSIST WITH THE PROCUREMENT OF A
TIMEKEEPING SYSTEM**

- WHEREAS, Cleveland Public Library is currently moving from manual Human Resource processes and ADP payroll processing to the Tyler MUNIS software technology solution; and
- WHEREAS, Cleveland Public Library intends to further improve its efficiency and effectiveness by augmenting those improvements by investigating timekeeping software, including scheduling functionality, to interface with the Tyler MUNIS modules; and
- WHEREAS, Government Finance Officers Association (GFOA), a non-profit national association founded in 1906 with over 17,500 members, dedicated to promoting the professional management of state and local governments, has a consulting practice focused on strategic IT management, technology deployment, and the procurement of integrated enterprise systems, with total independence from all vendor products, when recommending solutions; and
- WHEREAS, GFOA has already successfully assisted Cleveland Public Library by leading through the process of preparing a Request For Proposal, analyzing the respondents, developing demo scripts, helping with contract negotiations and current oversight of the implementation of the Human Resources and Payroll modules; and
- WHEREAS, Cleveland Public Library believes that the infrequent nature of systems procurement of this magnitude and the rapid pace of change in the technology market place, requires the type of expertise that GFOA's consulting practice can provide to facilitate the best decisions for Cleveland Public Library's needs; now therefore be it
- RESOLVED, That the Director and Fiscal Officer are authorized and instructed to enter into an agreement with GFOA for additional consulting services in the amount of \$17,065 for timekeeping software procurement, being charged to General Fund Appropriation Account #11510053-53710: Professional Services.



Government Finance Officers Association

CPL Timekeeping Module RFP and Selection Service Proposed Costs

Milestone	Deliverable	Proposed Cost
Site Visit	Functional/Technical Business Requirements & RFP Revision	\$3,450
Deliverable 1	Validated Functional/Technical Business Requirements	\$320
Deliverable 2	Final Draft RFP Document	\$700
Deliverable 3	Proposal Evaluation Plan	\$280
Deliverable 4	Proposal Evaluation Summary & Functional/Technical Requirements Analysis	\$2,800
Deliverable 5	Software Demonstration Scripts & Software Demonstration Evaluation Booklet	\$140
Deliverable 6	Vendor Client Reference Report	\$2,100
Deliverable 7	Staffing Vendor Demonstrations	\$1,275
Deliverable 8	Discovery Letters & Agenda	\$750
Deliverable 9	Contract Negotiations Checklist	\$750
Deliverable 10	Statement of Work Request to Vendor Finalist	\$750
Negotiations Support	Not to exceed \$3,750	\$3,750
Total		\$17,065

Zimbra Collaboration Suite

sandy.kuban@cpl.org

RE: CPL Timekeeping Module RFP & Selection Service
Proposed Costs

Monday, April 20, 2009
10:28:39 AM

From: eolsaker@gfoa.org
To: sandy.kuban@cpl.org
Cc: areynolds@gfoa.org

Hello Sandy,
The deliverables and milestones provided mirror the deliverables for our previous/current project. The descriptions of the deliverables are the same as provided in our original contract/proposal.

Thanks,
Eva

From: Amy Zachary Reynolds [mailto:areynolds@gfoa.org]
Sent: Monday, April 13, 2009 5:02 PM
To: Sandy Kuban
Cc: Eva Olsaker
Subject: CPL Timekeeping Module RFP & Selection Service Proposed Costs

Hi Sandy,

Attached is the overview of the estimated costs we spoke about last week with Eva. Please let me know if you have any questions.

Thanks,
Amy