

COUNCIL MEETING
January 9, 2007

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the City Council:

**SUBJECT: Communications and Information Technology – Approve purchase of annual software maintenance and support agreement.
Expenditure: \$36,947.72**

RECOMMENDATION

The Information Technology Director recommends that City Council approve the purchase of an annual software maintenance and support agreement for the Telestaff Personnel Scheduling system from Principal Decision Systems International of Irvine, CA, in the amount of \$36,947.72 (including sales tax) to provide software maintenance, support, and enhancements from February 1, 2007 through January 31, 2008.

Funding

Funding is available through the Communications and Information Technology operating budget for FY 2006-2007.

BACKGROUND / ANALYSIS

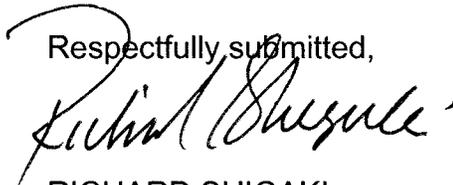
City Council authorized the purchase of Telestaff Personnel Scheduling software from Principal Decision Systems International (PDSI) on September 12, 2000. The Telestaff system was originally implemented for Fire department personnel scheduling. City Information Technology staff developed an interface to the payroll system to eliminate duplicate payroll data entry. The success of the Fire project provided the opportunity to expand the system to the Community Services department. On April 5, 2005, the City Council approved the purchase of additional licenses for implementation in the Community Services department. Implementation for the Community Services Library division began in July 2005 and is expected to be completed in the third quarter of fiscal year 2007. Implementation for the Community Services Parks and Recreation division is expected to begin in the third quarter of fiscal year 2007 and is expected to be completed in the fourth quarter of fiscal year 2007.

PDSI's maintenance and support provide the City with fixes to errors, updates, and enhancements contained in new releases. Services provided under maintenance are critical to keeping the system running smoothly with minimal downtime. The services provided under maintenance and support are proprietary to PDSI; therefore, the City cannot receive updates and enhancements from any other source. Due to the critical need to continue maintenance and support on the Telestaff system and the proprietary services provided under maintenance, it is recommended that the City approve a sole-source expenditure to PDSI.

Torrance Municipal Code Section 22.3.17 Exception, Sole Source Purchases reads as follows and applies to this software maintenance agreement:

- a) The provisions of this Article will not apply to purchases of sole-source services or property, which purchases will be made in accordance with such procedures and regulations as will be established by the City Manager.
- b) For purposes of this Section, "sole-source purchases" means those purchases where it would be undesirable or impossible for the City to advertise for bids for particular work or for patented items, or experimental or unique services or products, or where competitive purchases would be unavailable or would not prove advantageous for the City. No sole-source purchases may be made where to do so would show favoritism, improvidence, extravagance, fraud or corruption, or result in the waste of public funds, but may be used only to obtain the best economic result for the public.

Respectfully submitted,



RICHARD SHIGAKI
Information Technology Director

CONCUR:



LeROY J. JACKSON
City Manager

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