

MEMORANDUM

TO: City Council

FROM: Alfred D. Lott, CPM
City Manager

SUBJECT: *Status Report* DATE: August 24, 2017

Status Report

1. Time and Attendance System

There is funding in the FY18 budget to replace the existing time and attendance software. The Finance and Information Technology Departments evaluated five different time and attendance solutions and determined that NOVAtime's web-based software provided the best solution for the City of Bowie. This product is available to purchase through the State of Maryland Department of Information Technology Commercial Off-the-Shelf Software (COTS) contract 060B2490021 through Software House International (SHI). This software is subscription based and the vendor has guaranteed prices for seven years. The first year cost for the web-based software, time clocks, implementation, and first year maintenance is \$91,822.50. The cost for subsequent years is \$33,905.00. As provided by Section 62 of the City Charter, this will serve as the required seven (7) day notice of intent to sign a contract and issue a purchase order to SHI for \$91,822.50.

ADL/adf