



Town of Moraga	Agenda Item
Audit and Finance Committee	9

Meeting Date: April 17, 2012

TOWN OF MORAGA

STAFF REPORT

To: Audit and Finance Committee

From: Stephanie Hom, Administrative Services Director

Subject: Consider Award Of Contract To Springbrook To Migrate The Town of Moraga's Financial, Payroll and Human Resource System From Version 6.05 to Version 7

Request

Recommend to the Town Council award of a contract to Springbrook to migrate the Town of Moraga's financial, payroll and human resource system from version 6.05 to version 7 for an amount not to exceed \$34,125 over a three year payment schedule.

Background

The Town initiated use of Springbrook software in 1999 for its financial and payroll needs. The Town relies on Springbrook's Finance Suite (General Ledger, Accounts Payable, Bank Reconciliation, Clearing House, Budget), Purchase Orders, Payroll, Human Resources, and Project/Grant Accounting in performing its day-to-day operations.

The Town currently uses Springbrook, Version 6.05, as the result of an upgrade that was completed in 2007.

Discussion

Staff proposes migrating from Springbrook version 6.05 to 7 (.NET) to improve staff efficiency and effectiveness in performing day-to-day transactions including processing invoices, processing payroll, billing and tracking accounts receivables, tracking required performance evaluations and training for employees, researching and trouble-shooting, and reporting and exporting data to facilitate research and analysis.

Staff believes that there are a numerous features in version 7, such as drill-down, export to Microsoft Excel, ability to attach backup documentation in *.pdf format, improved budgeting capacity, and improved work-flow that will outweigh the time and expense of implementing the migration and provide benefits the Town's

1 government operations. Short-term and long-term benefits include reduction of
2 time-consuming data entry and retrieval; improved access to financial and human
3 resource data used to complete federal and state mandated reports, public
4 records requests, and budget development; and better records management
5 (located and accessible within the system as opposed to in hard copy files).

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7 **Fiscal Impact**

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9 The proposed migration would be implemented and completed during FY 2012-
10 13 while the costs to pay for the migration would be spread across three years at
11 zero percent interest.

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13 The breakdown of the one-time cost to migrate from Springbrook version 6.05 to
14 7 (.NET) is as follows:

Component	One Time Cost
Physical Migration	\$15,600
Consulting and Training	12,900
Travel & Misc Expenses (Estimate)	4,000
Subtotal	\$32,500
Contingency (5%)	1,625
Total Not to Exceed	\$34,125

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17 Payment of the one-time migration costs would be spread across three years and
18 budgeted in the Capital Improvement Program budget as follows:

Payment Year	Amount
FY 2011-12	\$14,000
FY 2012-13	10,063
FY 2013-14	10,063
	\$34,125

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21 For the current year, FY 2011-12, staff proposes to transfer salary savings within
22 the Administrative Services Department budget to the Capital Improvement
23 Program budget to accommodate the FY 2011-12 cost.

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25 The on-going annual software maintenance and licensing costs remain
26 unchanged at \$16,000 per year.

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28 **Alternatives**

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30 1) Recommend to the Town Council award of a contract to Springbrook to
31 migrate the Town of Moraga's financial, payroll and human resource
32 system from version 6.05 to version 7 for an amount not to exceed
33 \$34,125 over a three year payment schedule.

1 2) Decline to recommend award of contract to Springbrook and provide
2 alternate direction to staff.

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4 **Recommendation**

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6 Recommend to the Town Council award of a contract with Springbrook to
7 migrate the Town of Moraga's financial, payroll and human resource system from
8 version 6.05 to version 7 for an amount not to exceed \$34,125 over a three year
9 payment schedule.

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12 **Report reviewed by: Jill Keimach, Town Manager**