

RESOLUTION NO. 2017 - 396

A RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO EDMUNDS & ASSOCIATES, INC., FOR THE PURCHASE OF EDMUNDS FINANCIAL AND PAYROLL SOFTWARE.

WHEREAS, there exists a need for software for financial and payroll processing for the City of Vineland; and

WHEREAS, it has been recommended that a contract be awarded to Edmunds & Associates, Inc., for software for financial and payroll processing for the City of Vineland in a total amount of \$190,000.00; and

WHEREAS, the availability of funds for said contract to be awarded herein have been certified by the Chief Financial Officer; and

WHEREAS, the City of Vineland has certified that this meets the statute and regulations governing the award of said contracts.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Vineland that:

1. This contract is awarded without competitive bidding in accordance with 40A:11-5(1)(dd) of the Local Public Contracts Law for the provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software, except that this provision shall not be utilized to acquire or upgrade non-proprietary hardware or to acquire or update non-proprietary software.
2. The Purchasing Agent be and the same is hereby authorized to issue contract to Edmunds & Associates, Inc., in a total amount of \$190,000.00.
3. Notice of this action shall be printed once in the Daily Journal.

Adopted:

President of Council

ATTEST:

City Clerk

REQUEST FOR RESOLUTION FOR CONTRACT AWARDS
UNDER 40A:11-5 EXCEPTIONS
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE ETC)



August 17, 2017
(DATE)

1. Service (detailed description): Purchase of Edmunds Proprietary Software for financial & payroll software

2. Amount to be Awarded: \$ 190,000.00

- Encumber Total Award
 Encumber by Supplemental Release

3. Amount Budgeted: \$ 190,000.00

4. Budgeted: By Ordinance No. 2016-38
Or Grant: Title & Year _____

5. **Account Number to be Charged: 021-0-00-00-0000-2-5518624

6. Contract Period: _____

7. Date To Be Awarded: 9/12/17

8. Recommended Vendor and Address: Edmunds & Associates, Inc.
301 Tilton Rd.
Northfield, NJ 08225

9. Justification for Vendor Recommendation:(attach add'l information for Council review)
SEE ATCH

- Non-Fair & Open (Pay-to-Play documents required)
 Fair & Open: How was RFP advertised? _____

10. Evaluation Performed by: Sue Baldesara & Miguel Mercado

11. Approved by: [Signature]

12. Attachments:

- Awarding Proposal
 Other: _____

- Send copies to:
Purchasing Department
Business Administration

** If more than one account #, provide break down

August 16, 2017

To: Robert E. Dickenson
Business Administrator



From: Susan M. Baldosaro
Chief Financial Officer



RE: Edmunds Software

As the Director of Finance it is my recommendation that we convert our financial and payroll software from Innoprise to Edmunds.

Edmunds Background:

- Currently servicing 553 out of 565 municipalities in New Jersey
- 45 plus years of local government experience
- Knowledgeable staff consisting of CPA's, Certified Tax Collectors and Certified Finance Officers
- All solutions are developed, implemented, and supported by Edmunds and Associates.
- Accommodates the financial reporting requirements needed for the State of New Jersey

Personal Experience:

Back in 2012, I was part of the team that helped implement the Innoprise Software for the City of Vineland. In 2014, I left the City and began working for another municipality that utilized the Edmunds software. After working with the software for two and half years I found it easy and accommodating when trying to run reports and maintain control over the budget. I was hands on with most of the Edmunds modules including finance, purchasing, payroll, human resources, escrow and tax collection. I was able to call and speak to their team when I needed support at any time. After coming back to the City in October of 2016 and began working with Innoprise again I found that trying to extract information is very cumbersome and time consuming. Overall I find that the Edmunds Software is more effective and efficient at completing my everyday tasks.

I have attached recommendations from our Qualified Purchasing Agent and our Director of Personnel and the Edmunds Software proposal. The proposal includes three modules, Construction Permitting and Code Enforcement, Accounts Receivable and Business Licensing, and Customer Work Orders that are optional modules to be determined by Victor Terenik.



FROM THE DESK OF MIGUEL A. MERCADO

July 17, 2017

Re: Edmunds vs. Innoprise

MEMORANDUM TO FINANCE - SUE:

Having worked with Innoprise for a full year now and the Edmunds Finance System for 12 years prior to coming to the City I believe the Edmunds system is much more user friendly and faster operating than the Innoprise system. I see good and bad in both but when it comes to operating speed the Edmunds is much superior. Innoprise is internet based which greatly slows the requisition process. Edmunds is not internet based which allows the requisition approval process to be completed much faster. For instance, I have noticed that when approving anywhere from 50 to 100 requisitions in the Innoprise system it can take more than an hour to complete when it takes half that time on Edmunds. Same can be said about doing any research on the Innoprise system. I am told that when issues arise the information has to be sent to our IS Department who then has to send it to Innoprise and wait some time before a response is received or the fix is completed. I haven't experienced that yet but I can understand the delay when actually with the Edmunds system they have a representative assigned to each using agency who is contacted directly by Finance and that individual works with Finance to fix the issue quickly.

Innoprise does have Purchasing features that either were not used or not available through Edmunds. The nice feature is the contracts module that allows the users to select the City Contract when doing requisitions. With Edmunds we had to do an excel program for County Contracts that the users would use to enter on their requisitions. With the City doing more contracts than the County this can be time consuming to build and maintain this excel program where Innoprise has this built in. It also has an OPRA feature that we use for a vendor who requests OPRA for all vendors, purchase orders and line item for each item purchased every 3 months. I am not sure if Edmunds has this feature as we never received this type of OPRA from this vendor for the 12 years I was there.

If I had to choose between the 2 systems, my choice would be Edmunds for the speed and ability to deal directly with the vendor rather than having a go between. With the amount of requisitions received on a daily basis, speed is very important in an environment such as Purchasing where timing is vital. If you need any additional information, please contact me.

Miguel A. Mercado, QPA
Purchasing Agent



Rosalia Gonzalez
Personnel Director
rgonzalez@vinelandcity.org
www.vinelandcity.org

640 E. Wood Street
PO Box 1508
Vineland, NJ 08362-1508
Phone: (856) 794-4134
(856) 794-4000 Ext. 4605
Fax: (856) 405-4604

June 28, 2017

MEMO TO: ROBERT DICKENSON
BUSINESS ADMINISTRATOR

FROM: ROSIE GONZALEZ *rg*
PERSONNEL DIRECTOR

RE: EDMUND SOFTWARE

This is to recommend the Edmund Software for payroll processing. As you are aware, after an extensive period of set-up and training we migrated to Innoprise software at the end of calendar year 2015 for payroll. Since then it has been a challenge obtaining information from the system, i.e., hours detail, salary information for verification of employment, status history information, salary history, employee and health insurance information needed to be compliant with the Affordable Care Act (ACA) employer mandates, etc.

A couple of months ago we had a demonstration of the Edmund Software system. It seemed very easy to navigate. After the initial presentation we met with the Edmunds representatives again for a review which included obtaining information for reports. The Edmunds representative was able to put together the reports I inquired about very quickly. With our current system it could take up to a day or so to finalize a report making it very difficult to do our jobs in an efficient manner. This is my number one complaint of our current payroll system, Innoprise. I believe we should be able to access the information we input with ease and not spend a lot of time looking for it. Also, when I attended the conference last November in Tennessee I requested training on how to obtain information from the system. As of today I am still waiting to hear back.

For the reasons mentioned above I recommend for the City to look at another software such as Edmunds for payroll processing that includes an HR portal.

If you wish to discuss further, please do not hesitate to contact me.



Special arrangements for persons with disabilities may be made if requested in advance by contacting the Business Administrator's office at 856-794-4144.

Proposal Summary

Section	Fees/Costs	Maintenance Fees
Application License Fees	\$109,820.00	\$41,169.00
Travel & Training Costs	\$ 0.00	
Services & Other Application Fees	\$11,680.00	
Conversion Fees	\$68,500.00	
Total Proposed Cost	\$190,000.00	\$41,169.00

Initial training, implementation, and travel costs are included with the license fees. Training is a combination of on-site and remote sessions. If more hours are desired for a specific application, the hours from another may be allocated to additional training in that area.

The first year of support and maintenance are included with the license fees. The fees listed are for year two support and maintenance. The annual maintenance fees include all federal and state mandated changes, annual upgrades and enhancements, unlimited phone, email, and web based support, and user group membership. All software applications are warranted for one year from the date of installation. A purchase order must be sent prior to initiating a work order for installation and training to be scheduled.

**Additional notes are on the last page of this proposal.*

Please forward all Purchase Orders to:

Edmunds & Associates, Inc.
 c/o Mary Sue Loveland
 301 Tilton Road | Northfield, NJ 08225
 P: 888.336.6999 | F: 609.645.3111
 Email: MarySueL@EdmundsAssoc.com
www.EdmundsAssoc.com