City of Ann Arbor

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Legislation Text

File #: 09-0391, **Version:** 1

Resolution to Approve a Sole Source Contract with Principal Decision Systems International for Implementation of TeleStaff scheduling software and support (Not to Exceed $115,375.00) and to Establish a Project Budget in the amount of $152,375.00

Attached for your approval is a resolution which authorizes a sole source contract in the amount not to exceed $115,375.00, including a 10% contingency, with Principal Decision Systems International (PDSI) for purchase, implementation and support of TeleStaff scheduling software for use by the Public Service and Safety Services. This resolution also sets aside $37,000 for services to integrate TeleStaff with the City's Timekeeping and Attendance system from Ultipro and establishes a total project budget of $152,375.

TeleStaff automatically schedules workforces to complex shift schedules aligning them to work demands according to staff availability and qualifications while ensuring compliance with federal and state labor laws, collective bargaining agreements and organization policies.

TeleStaff's capabilities combine a staffing engine with communication devices such as the telephone, cell phone, pager and e-mail to accomplish scheduling efficiencies. TeleStaff will improve scheduling by decreasing the administrative workload, streamlining communications, improving emergency call-in and special event scheduling workflows and eliminating costly errors. TeleStaff will also significantly reduce the manual staff time involved in the development of the current scheduling and bid processes for police, fire and waste-water staff and the day-to-day management of group scheduling. The management reporting capabilities of TeleStaff, along with the system's complete audit trail will significantly reduce errors and the associated corrections.

PDSI's TeleStaff will be used initially by the Police, Waste-Water and Fire Service Units

The scope of this project also includes the integration of TeleStaff output into the City's Timekeeping and Attendance System from Ultipro ($37,000), adding an additional level of efficiency to the timekeeping processes.

Funding for PDSI's TeleStaff scheduling software and this project was planned for and approved in the Information Technology FY09 budget as a multi-year project and have been carried forward in the approved FY10 budget.

PDSI received Human Rights and Living Wage compliance approval on May 1, 2009.

Prepared by: Kathleen McMahon, Information Technology Services Unit

Reviewed by: Dan Rainey, Director, Information Technology Services Unit, Tom Crawford, CFO and Finance and Administrative Services Administrator

Whereas, The City of Ann Arbor does not have an automated process to manage group scheduling and bid processes for Public and Safety Service Units;

Whereas, A web-based scheduling software will improve the City's group scheduling functions and replace the current manual processes for scheduling and bid processing;

Whereas, TeleStaff software will significantly reduce the manual processes related to Safety and Public services staff scheduling and integrate in to the timekeeping and payroll system;

Whereas, Principal Decision Systems International (PDSI) received Human Rights and Living Wage compliance approval on May1, 2009; and

Whereas, Funding for the TeleStaff software and the project budget was planned for and approved in the Information Technology FY09 budget as a multi-year project;

RESOLVED, That City Council approve a sole source contract with Principal Decision Systems International (PD-SI) for TeleStaff software not to exceed $115,375.00 and establish a project budget of $152,375 to be expended without regard to fiscal year;

RESOLVED, That City Council authorize and direct the Mayor and City Clerk to execute the sole source contract with Principal Decision Systems International subject to approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, The City Administrator be authorized to take the necessary administrative steps to implement this Resolution.