CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE:

AGENDA ITEM:	
Agreement with Tyler Technologies for ExecuTime.	
PREPARED BY:	**DIRECTOR APPROVAL:**
Sandy Langdon, Finance Director	
DEPARTMENT:	
Finance	
ATTACHMENTS:	
Tyler Technologies Quote ExecuTime-Time-and-Attendance (information sheet)	
BUDGET CODE:	**AMOUNT:**
various	$80,430-one time/$11,783 annual
SUMMARY:	

During a recent audit of timesheets it became apparent for the need of technology to increase accuracy and efficiency. Information Services organized three demonstrations for time/attendance and scheduling software. The review team had representation from Police, Public Works, Finance, Human Resources, and Information Services.

Of the three companies the recommendation the ExecuTime module from Tyler. ExecuTime will integrate well with the current payroll system. ExecuTime increases the ability to track time more accurately by activity and will replace most of the current manual process. Also, ExecuTime provides a scheduling tool to assist with operations in the Police and Public Works departments.

RECOMMENDED ACTION:
Staff recommends that Council authorize the Mayor or sign and execute the purchase from Tyler Technologies for ExecuTime – Time and Attendance & Advance Scheduling.

RECOMMENDED MOTION:
I move to authorize the Mayor to sign and execute ExecuTime purchase.

Quoted By:	Christina Young
Date:	2/16/2021
Quote Expiration:	11/3/2020
Quote Name:	Marysville-ERP-ExecuTime TA and AS
Quote Number:	2020-109274
Quote Description:	ExecuTime - Time and Attendance & Adv Scheduling

Sales Quotation For

City of Marysville

Suite 101

1049 State Avenue

Marysville, WA 98270-4234

Phone +1 (360) 651-5000

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Human Capital Management:						
ExecuTime Advanced Scheduling (250)	$18,585.00	64	$11,840.00	$0.00	$30,425.00	$3,717.00
ExecuTime Advanced Scheduling Mobile Access	$4,375.00	0	$0.00	$0.00	$4,375.00	$875.00
ExecuTime Time & Attendance (250)	$18,585.00	96	$17,760.00	$0.00	$36,345.00	$3,717.00
ExecuTime Time & Attendance Mobile Access	$5,585.00	0	$0.00	$0.00	$5,585.00	$1,117.00
Additional:						
Tyler System Management Services Contract	$0.00	0	$0.00	$0.00	$0.00	$2,357.00
TOTAL:	**$47,130.00**	**160**	**$29,600.00**	**$0.00**	**$76,730.00**	**$11,783.00**

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Project Management	20	$185.00	$0.00	$3,700.00
TOTAL:				**$3,700.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler Software	$47,130.00	$11,783.00

Summary	One Time Fees	Recurring Fees
Total Tyler Services	$33,300.00	$0.00
Total 3rd Party Hardware, Software and Services	$0.00	$0.00
Summary Total	**$80,430.00**	**$11,783.00**
Contract Total	**$92,213.00**	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____   Date: _____

Print Name: _____   P.O. #: _____

All primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - Implementation and other professional services fees shall be invoiced as delivered.
  - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
  - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
  - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
  - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
  - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler System Management Services is calculated at 25% of the Munis annual maintenance. There is a $2,500 minimum annual fee.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

2020-109274 - ExecuTime - Time and Attendance & Adv Scheduling   **CONFIDENTIAL**   3 of 4

Item 13 - 4

Comments

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Tyler's pricing is based on the scope of proposed products and services being obtained from Tyler. Should portions of the scope of products or services be removed by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.

Tyler System Management Services is calculated at 25% of annual maintenance. The quoted value is in addition to your current Tyler System Management Services and will be subject to an annual increase at our then current pricing.

ExecuTime Time & Attendance

INCREASE EFFICIENCY

Automates the most labor-intensive tasks associated with timekeeping and gives that time back to your staff.

ELIMINATE COSTLY ERRORS

Reduces errors and oversights by eliminating several manual tasks associated with collecting and entering time and data into the payroll system.

INTEGRATIONS

Munis, Incode, Infinite Visions, New World

ExecuTime Time & Attendance™ provides small and large organizations with incredible cost savings and increased efficiency. In most local government entities, payroll processing, time tracking, and benefits accrual tracking place an unnecessary strain on staff efficiency and limited budgets. ExecuTime™ fixes those issues while providing the highest ROI on the market. How do we do that?

- Easily handle complex time tracking rules and pay codes

- Seamless, automated integration and synchronization with your IT environment and payroll software

- Powerful and user-friendly, web-based interface for supervisors and staff

- Solid integration with numerous time collecting interfaces (web browsers, time clocks, phone, text messaging, IVR, proximity readers, biometrics, and more)

- Dedicated technical and training support

ExecuTime Time & Attendance makes it easy for managers and staff of every department to enter and track time types, manage time-off requests, and apply job costing, all while handling multiple pay periods and FLSA guidelines.

REDUCE COSTLY ERRORS

ExecuTime Time & Attendance drastically reduces errors by eliminating several of the manual tasks associated with collecting and entering time and data into the payroll system.

> "From the first discussion through training, implementation, and the transition to support, the ExecuTime team offered excellent customer service and software support."
>
> — **Ashley Hickman**
>   **Director of Human Resources**
>   **City of Claremore, Oklahoma**

EX-TAA-PS-14564-0720

For more information visit tylertech.com

Item 13 - 6

Electronic capture of employee time offers a more accurate account of actual time worked and automates the process of collecting, calculating, and entering employee hours each pay period. You generate precise timesheets for both hourly and salaried personnel and have access to historical data through audit trails and reports to ensure secure and effective management.

AUTOMATED ATTENDANCE CALCULATION

- Improves accuracy

- Improves timeliness of information

- Configurable overtime policies

- Configurable clock in/out policies

- Manual time-editing ability

- Accounts for shift differentials and 24/7 operations

- Complete audit log and reporting on changes, additions, and edits to employee time

KEY FEATURES

- Electronic clock in/out

- Time tracking and exception reporting

- Work order, project, and job number tracking

- Employee benefit time request and management

- Time-off scheduling calendar

- Electronic timesheet approvals

- Integration with payroll software on any platform

INTUITIVE INTERFACE

- ExecuTime web-based interface

- "Who is here" inquiry screen

- Benefit hours inquiry and management

- Integrates with Interactive Voice Response (IVR) technology

- Supports a range of collection devices: electronic time clocks, biometric, web browser, text messaging, and more

- Full integration with your payroll application

ADDITIONAL BENEFITS

- Multiple pay period support

- Graphical calendar for time-off scheduling

- User-specific security levels

- Time-zone sensitive time and date stamp records all transactions for auditing purposes

- Eliminates antiquated time clock hardware and handwritten time sheets

THE EXECUTIME DIFFERENCE

- Integration with any payroll/HR app on any platform

- Unlimited supervisors

- Unlimited workstations and PCs

- Unlimited technical support

- Configurable notifications and alerts

- Absolute lowest cost of ownership

- Browser, tablet, and smart phone supported

Empowering people who serve the public®