



17-310

**TITLE:** Consider/Discuss/Act on an Ordinance Amending the Fiscal Year 2016-2017 Annual Budget to Provide Funds for Consulting Services: Municipal Courts Software

**COUNCIL GOAL:** Operational Excellence

**MEETING DATE:** March 21, 2017

**DEPARTMENT:** Municipal Court

**CONTACT:** April Morman, Court Administrator

**RECOMMENDED CITY COUNCIL ACTION:**

- Approve Ordinance

**ITEM SUMMARY:**

- This Ordinance amends the Fiscal Year 2016-2017 Annual Budget by appropriating \$140,000 from Technology Improvement Fund balance to Project IT1009, for consulting services: Municipal Courts Software.

**BACKGROUND INFORMATION:**

- The City issued a request for proposal (17-08RFP) for Consulting Services: Municipal Courts Software.
- A total of four (4) proposals were received on January 26, 2017.
- An evaluation committee comprised of five (5) evaluators (three from Municipal Court, two from Information Technology) reviewed and ranked the proposals based on the following criteria:
  - Proposer's demonstrated experience successfully managing projects similar in scope involving software implementation in a public sector environment
  - Quality of proposal - Including adequacy of work plan, detailed approach and methodology and all requirements met and included in response
  - Experience of Proposer's personnel to be assigned to the project
  - Cost of Proposal - Proposed fees, additional value added

- Sciens, LLC is being recommended by the team as the best value for the City.

**FINANCIAL SUMMARY:**

- The budget will be amended by appropriating \$140,000 from Technology Improvement Fund balance to Project IT1009, for Consulting Services: Municipal Courts Software.
- Money was set aside FY16 to complete this project. This action appropriates a portion of those funds.

**BOARD OR COMMISSION RECOMMENDATION:**

- N/A

**SUPPORTING MATERIALS:**

[Ordinance](#)