



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

54

2. Council Meeting Date:

June 28, 2007

TO: MAYOR & COUNCIL

3. Date Prepared: June 12, 2007

THROUGH: CITY MANAGER

4. Requesting Department: City Manager

5. SUBJECT: Approval of a sole source purchase for two additional modules for the City's Applicant Tracking System from Greentree Systems, Inc., in an amount not to exceed \$9,000.

6. RECOMMENDATION: Recommend approval of a sole source purchase for two additional modules for the City's Applicant Tracking System from Greentree Systems, Inc., in an amount not to exceed \$9,000.

7. HISTORICAL BACKGROUND/DISCUSSION: In August 2002, the City purchased the Greentree Employment Systems applicant-tracking program via a competitive RFP process. In 2005, the applicant-tracking program was upgraded to an internet-based system to allow for additional functionality including self-service options. The i-greentree system requires accurate and timely job information, salary information, grade information, position data, and supervisor information in order to function properly. This data is currently entered manually into the i-greentree system. The Human Resources Division has been seeking a way to streamline the maintenance of the system by importing this data into i-greentree from the Oracle Human Resources Management System and other existing Microsoft applications in order to achieve greater efficiency and ensure the accuracy of the data. Greentree Systems, Incorporated offers fully supported code loader tools to accomplish these importing tasks. They are the sole developer and distributor of these loader tools.

8. EVALUATION PROCESS: Council approved an award to Greentree Systems, Inc. in 2002 for an Applicant Tracking System. The additional modules being purchased are only available from Greentree Systems since they are the developer of the original system.

9. FINANCIAL IMPLICATIONS: Funds for this project will be from account 101-1250-5219 General Fund Human Resources Professional Services.

10. PROPOSED MOTION: Move to approve a sole source purchase for two additional modules for the City's Applicant Tracking System from Greentree Systems, Inc., in an amount not to exceed \$9,000.

APPROVALS

11. Requesting Department

Debra Stapleton

12. Department Head

Debra Stapleton

13. Procurement Officer

Carolee Stees, CPPB

14. City Manager

W. Mark Pentz