

COMMISSION MEETING AGENDA ITEM

TOWN OF LADY LAKE, FLORIDA

AGENDA ITEM TITLE

Consideration of Approval to Advertise a Requests for Proposals for Enterprise Resource Planning Software

AGENDA ITEM ID

2021081

DEPARTMENT

Information Technology

STAFF RECOMMENDED MOTIONS

Staff recommends approval to advertise a Request for Proposals for Enterprise Resource Planning software.

SUMMARY

Staff desires to advertise the second of two Request for Proposals (RFP) for the purpose of replacing the Town's current enterprise business software. This RFP is to purchase or otherwise acquire the rights for enterprise resource planning software and any professional services necessary for its implementation.

Although our technology infrastructure is stable, the Town's enterprise business software is very old. Staff anticipates that an investment in modern enterprise business software will improve our current business operations efficiency and customer (citizen) experience.

In January, the Town awarded the community development enterprise software RFP to Citizenserve. Staff is presently implementing this software.

The scope of the Enterprise Resource Planning (ERP) software includes all financial business processes related to asset management, accounts payable and receivable, budget preparation, general ledger, inventory, projects, grant management, purchasing, utility billing and work order management. It also includes all human resources business processes related to employee and benefits management, payroll, and time entry.

Staff plans to begin the implementation of the enterprise resources planning software in October 2021 and is anticipating an 18 month implementation schedule.

FISCAL IMPACT

Estimated advertisement cost: \$300

(Not to exceed \$500,000 in fiscal year 2022)

SOURCE OF FUNDING

General Fund

FUNDING ACCOUNTS

The cost for this advertisement expense is to be divided between these two accounts:

001-1301-513-5214 (Finance) 50%

001-1302-516-5214 (Human Resources) 25%

401-3301-533-5214 (Public Works — Water) 25%

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