ACTION SHEET
CITY COUNCIL MEETING OF 09/14/11
ITEM FROM FINANCE COMMITTEE MEETING OF 09/06/11

ISSUE:

11. REQUEST FOR APPROVAL OF PROCUREMENT OF SOFTWARE, HARDWARE, LICENSES AND MAINTENANCE AGREEMENT – CITY'S HR/PAYROLL SYSTEM AND ENTERPRISE ONE; INSIGHT SOFTWARE, INC. (VINCENT MONTOYA)

    A. REQUEST FOR APPROVAL OF BUDGET INCREASE – ½% CIP GRT FUND

FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM

Requested approval of procurement of software, hardware, licenses and maintenance agreement for City's HR/Payroll System and Enterprise One with Insight Software, Inc. in the amount of $43,960 (annual maintenance) and $19,980 (additional modules and support for a total amount of $63,940. Budget is available in ½% CIP GRT Fund.

SPECIAL CONDITIONS OR AMENDMENTS:

STAFF FOLLOW UP:

VOTE:	FOR	AGAINST	ABSTAIN
COUNCILOR WURZBURGER	excused		
COUNCILOR ROMERO	absent		
COUNCILOR BUSHEE	X		
COUNCILOR DOMINGUEZ	X		
CHAIRPERSON ORTIZ	X		

DISK fc1/fcmissue

City of Santa Fe, New Mexico

memo

August 18, 2011

To: Kathryn Raveling, Finance Director

From: Vincent Montoya, Business Analyst VM

Re: Additional Licenses

ITEM & ISSUE:

Approval: Additional license purchase of General Ledger Modules, Payroll/Human Resources Software: Insight Software; annual maintenance and additional purchase of licenses.

BACKGROUND & SUMMARY:

Insight Software has been the City of Santa Fe's source for report writing and retrieving data from the Financial, HR/Payroll system Enterprise One. Included in the package is the invoice for the annual maintenance of the licenses currently owned by the City as well as for the purchase of seven (7) additional licenses of the General Ledger Module and two (2) licenses of the HR/Payroll Modules requested by Departments. The software is license on a per seat basis and requires additional licenses as more users find the need to run custom reports for their departments. The cost of the annual maintenance for the current licenses is $43,960.00. The cost to purchase the additional modules and support is $19,980.

The use of this software has proven most useful to generate custom reports as well as decreased the time it takes to gather data for reporting purposes.

ACTION REQUESTED:

It is requested that approval be given for purchase of the annual support/maintenance and of the additional licenses requested. The additional cost will be distributed as follows:

BU	32139.510300*	$58,270.00	Annual support + 4 GL + 2 PR License & Maint.
BU	22537.530600	1,890.00	1 GL license & Maintenance – Jessica Sandoval
BU	12183.530600	1,890.00	1 GL license & Maintenance – Maria Vigil
BU	22252.572400	1,890.00	1 GL license & Maintenance – Laura Vigil
BU		$63,940.00	

**The cost in 32139 will be replenished as Licenses are assigned to other departments.*

Sales Invoice

Insightsoftware.com

InsightSoftware.com, Inc
5613 DTC Parkway, Suite 570
Greenwood Village, CO
80111
US EIN No. 20-2355727
Can GST/HST No. 85004-7820-RT0001
Tel: 303 872 6959
Fax: 303 785 8345
www.InsightSoftware.com

Invoice to:

City of Santa Fe
Santa Fe
PO Box 909
Santa Fe, NM 87504-0909

Attention:	Vincent Montoya	**Ship to:**	

Your ref:		**Page:**	Page 1 of 1
Our ref:	As per contract	**Tax Number:**	See above
Invoice no:	MRI00000000805	**Invoice date:**	30 June 2011

Maintenance Name	Qty	Unit Price	Ext Price	Unit Net Price	Ext Net Price
Maintenance for period 31 Jul 2011 to 30 Jul 2012 Maintenance charged as per the attached schedule	1.00	43,960.00	43,960.00	43,960.00	43,960.00
Totals			**US$43,960.00**		**US$43,960.00**

Total Maintenance: US$43,960.00

Net	US$43,960.00
Tax	US$0.00
Total	US$43,960.00

This supply may be subject to reverse charge in another member state

Payment terms: **Immediate from Date of Invoice**

Bank details:

JPMorgan Chase Bank, N.A.	Account Name:	InsightSoftware.com, Inc
New York	Account Number:	957-174586
New York	Bank Sort Code:	021000021
10017	Swift Code:	CHASUS33
USA	IBAN Number:	

Thank you for your business!

InsightSoftware.com EMEA Ltd Registered in the Isle of Man No 005199V at Alma House, 7 Circular Road, Douglas, Isle of Man, IM1 1AF

InsightSoftware.com Ltd, Registered in England No 2860790 at 94 New Bond Street, London W1S 1SJ

City of Santa Fe Maintenance Alignment

Maintenance expires on co-alignment Date 30-Jul-12

Purchased on	Maintenance On	Period From	Period To	Amount (USD)	Days to Co-Alignment Date	Incremental value to new date
25-Jun-08	Accounts Receiveable (AR), Fixed Assets (FA), General Ledger (GL), Purchase Order Processing (POP), Soxbridge Foundation Kit modules, 5 x Multi module licenses (GL, AR, FA), 2 x Multi module licenses (GL, AR, FA, POP), 5 x AR, 8 x GL, 8 x POP licenses	31-Jul-10	30-Jul-11	$20,545.00	365.00	$20,545.00
17-Aug-09	Console module, 40 Console user licenses, Configurator modules	31-Jul-10	30-Jul-11	$13,650.00	365.00	$13,650.00
1-Oct-09	1 GL user license	31-Jul-10	30-Jul-11	$315.00	365.00	$315.00
1-Jun-10	HR, Payroll and 10x MMU 2 module user	31-Jul-10	30-Jul-11	$9,450.00	365.00	$9,450.00
				$43,960.00		$43,960.00

FUTURE ANNUAL MAINTENANCE WILL TOTAL USD43,960.00 PER ANNUM BASED ON THE ABOVE PURCHASES AND WILL RUN FROM Jul 31 to Jul 30 the following year

ATTACHMENT A – SOFTWARE

This **Attachment A** ("**Attachment**") to the **Software License and Maintenance Support Agreement** ("**Agreement**") is entered into as of **07/15/2011** by and between **CITY OF SANTA FE** ("**Customer**") and **INSIGHTSOFTWARE.COM, INC.** ("**InsightSoftware.com**") in consideration of their mutual promises and subject to its terms and conditions. This Attachment amends the Agreement dated 6/25/2008 and all prior Attachment As by the addition of the following:

All prices presented and payable in USD $.

Software

		Qty	Unit Price	Disc. %	Discount Value	Unit Net Price	Ext Net Price
							TOTAL 0.00
User Licenses							
MMU 2 Module User License	HR,PAY	2	3,750.00	30.0	2,250.00	2,625.00	5,250.00
General Ledger User License		7	2,250.00	30.0	4,725.00	1,575.00	11,025.00
						TOTAL USER LICENSES	16,275.00
						TOTAL SOFTWARE	16,275.00

This purchase brings the total number of licenses for the following modules to:

Module Bundle User Licenses	Quantity	Single User Licenses	Quantity
HR, PAY	12	GL	23
		CON	40
		CFG	U
		FA	7
		POP	10
		AR	12

The User Licenses noted above include a license to each of the applications (the "Software") listed with each user type. Use of these applications is limited to use by the number of Users noted.

The pricing of the Software and User Licenses listed above is country specific. Therefore, the Software and the User Licenses can be used only in the country listed below. Customer is required to notify InsightSoftware.com prior to transferring any Users or the Software outside of the specified country. Additional License and Support Fees may be due upon the transfer of the Software or Users outside the specified country. Such additional amounts due will be billed and payable in accordance with the terms of the Agreement. In no event, however, will a transfer of Software or Users result in a refund of License or Support Fees to the Customer.

Country: United States

THIS ATTACHMENT, AND THE AGREEMENT AND PRIOR ATTACHMENTS TO WHICH IT RELATES, IS A COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS ATTACHMENT. This Attachment shall not be effective until executed by Customer and accepted and executed by an authorized representative of InsightSoftware.com. By execution, both signers certify that each is authorized to execute the Agreement on behalf of their respective companies.

InsightSoftware.com, Inc.

By: _____
Authorized Signature

Name: _____

Position: _____

Date: _____

City of Santa Fe

By: _____
Authorized Signature

Name: _____

Position: _____

Date: _____

ATTACHMENT B –SUPPORT FEES

This **Attachment B ("Attachment")** to the **Software License and Maintenance Support Agreement ("Agreement")** is entered into as of the **3/2/2011** by and between **CITY OF SANTA FE ("Customer")** and **INSIGHTSOFTWARE.COM, INC. ("InsightSoftware.com")** in consideration of their mutual promises and subject to its terms and conditions. This Attachment amends the Agreement dated 6/25/2008 and all prior Attachment Bs by the addition of the following:

All prices presented and payable in USD $.

Support	**Qty**	**Unit Net Price**	**Ext Net Price**
		TOTAL ANNUAL MODULE SUPPORT	**0.00**
MMU 2 Module User Maintenance	2	750.00	**1,500.00**
General Ledger User Maintenance	7	315.00	**2,205.00**
		TOTAL ANNUAL USER LICENSE SUPPORT	**3,705.00**
		TOTAL ANNUAL SUPPORT	**3,705.00***

* Initial annual maintenance amount will be pro-rated/aligned to Customer's common expiration date. Full annual maintenance amount will be invoiced for subsequent periods.

NOTE: Existing Customers who license additional products or users: Customer understands and agrees the amounts shown on this Attachment represent incremental Support Fees for this transaction only, and are in addition to any other Support Fees listed on any other previous Attachments and/or Support invoices received by Customer.

THIS ATTACHMENT, AND THE AGREEMENT AND PRIOR ATTACHMENTS TO WHICH IT RELATES, IS A COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS ATTACHMENT. This Attachment shall not be effective until executed by Customer and accepted and executed by an authorized representative of InsightSoftware.com. By execution, both signers certify that each is authorized to execute the Agreement on behalf of their respective companies.

InsightSoftware.com, Inc.

By: _____
Authorized Signature

Name: _____

Position: _____

Date: _____

City of Santa Fe

By: _____
Authorized Signature

Name: _____

Position: _____

Date: _____

CITY OF SANTA FE:

_____
DAVID COSS, MAYOR

ATTEST:

_____
YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

Judith Amer for
_____
GENO ZAMORA, CITY ATTORNEY
8/25/11

APPROVED:

_____
KATHRYN RAVELING, DIRECTOR
FINANCE DIRECTOR

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME	DATE
Finance/Administration	08/25/2011

ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER (Finance Dpt. Use Only)	INCREASE	DECREASE
Professional Contracts	32139 . 510300		108,696	
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		TOTAL	$ 108,696	$ -

JUSTIFICATION: *(use additional page if needed)*

Adjustment to increase expendature budget to cover cost of annual maintenance agreements and additional licenses. Costs will ultimately be charged back to depts. per memo. KYR

[signature] 8/25/11

Prepared By — Date

Division Director — Date

Department Director — Date

CITY COUNCIL APPROVAL

City Council Approval Required ☐

City Council Approval Date ____

Agenda Item # ____

Budget Officer — Date

Finance Director — Date

City Manager — Date

ITEM # 10-0824

ATTACHMENT A – SOFTWARE

This Attachment A ("Attachment") to the Software License and Maintenance Support Agreement ("Agreement") is entered into as of June 1, 2010 by and between CITY OF SANTA FE ("Customer") and INSIGHTSOFTWARE.COM, INC. ("InsightSoftware.com") in consideration of their mutual promises and subject to its terms and conditions. This Attachment amends the Agreement dated June 25, 2008 and Customer agrees to ☒ license the additional Software ☐ upgrade the number of licensed Users as follows:

All prices presented in USD $.

Software Modules

Product Name	Qty	Unit Price	Disc. %	Discount Value	Unit Net Price	Ext Net Price
Human Resources Module License	1	10,500.00			10,500.00	10,500.00
Payroll Module License	1	10,500.00			10,500.00	10,500.00
					TOTAL MODULES	21,000.00

User Licenses

Product Name		Qty	Unit Price	Disc. %	Discount Value	Unit Net Price	Ext Net Price
MMU 2 Module User License	HR, PAY	10	2,625.00			2,625.00	26,250.00
						TOTAL USER LICENSES	26,250.00
						TOTAL SOFTWARE & LICENSES	47,250.00

This purchase brings the total number of licenses for the following modules to:

Single Module User Licenses	Quantity	Single Module User Licenses	Quantity
Accounts Receivable	12	Purchasing	10
Configurator	Unlimited	Console	40
Fixed Assets	7		
General Ledger	16		
Module Bundle User Licenses	**Quantity**	**Module Bundle User Licenses**	**Quantity**
HR,PAY	10		

The pricing of the Software and Named End Users Licenses listed above is country specific. Therefore, the Software and the Named End User Licenses can be used only in the country listed below. Customer is required to notify InsightSoftware.com prior to transferring any Named End Users or the Software outside of the specified country. Additional License and Maintenance Fees may be due upon the transfer of the Software or Named End Users outside the specified country. Such additional amounts due will be billed and payable in accordance with the terms of the Agreement. In no event, however, will a transfer of Software or Named End Users result in a refund of License or Maintenance Fees to the Customer.

Country: United States

THIS ATTACHMENT, AND THE AGREEMENT AND PRIOR ATTACHMENTS TO WHICH IT RELATES, IS A COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES, WHICH SUPERSEDES ALL PRIOR PROPOSALS AND UNDERSTANDINGS, WHETHER ORAL OR WRITTEN, BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS ATTACHMENT. This Attachment shall not be effective until executed by Customer and accepted and executed by an authorized representative of InsightSoftware.com. By execution, both signers certify that each is authorized to execute the Agreement on behalf of their respective companies.

ACCEPTED BY:
InsightSoftware.com, Inc.

By: _____ Authorized Signature

Name: Paul Yarwood

Position: US Operations General Manager

Date: 7/13/10

ACCEPTED BY:
City of Santa Fe

By: _____ Authorized Signature

Name: Robert Romero

Position: City Manager

Date: 7/12/10

ATTACHMENT B – MAINTENANCE SUPPORT

This **Attachment B ("Attachment")** to the **Software License and Maintenance Support Agreement ("Agreement")** is entered into as of the **June 1, 2010** by and between **CITY OF SANTA FE ("Customer")** and **INSIGHTSOFTWARE.COM, INC. ("InsightSoftware.com")** in consideration of their mutual promises and subject to its terms and conditions. This Attachment amends the Agreement dated June 25, 2008 and Customer agrees to change Maintenance and support by the addition of the following:

All prices presented in USD $.

Software Module and User License Maintenance

Product Name	Qty	Unit Net Price	Ext Net Price
Human Resources and Payroll	1		
Module Maintenance	1		
MMU 2 Module User Maintenance	10		

*TOTAL ANNUAL MAINTENANCE 1553.42

*Please note that the above maintenance has been prorated to the maintenance renewal date of 07/31/2010; future annual maintenance on the above purchase will be $ 9450.00.

NOTE: Existing Customers who license additional products or users: Throughout the term of the Agreement and so long as Customer subscribes to Software Support, the Support Period shall be each period of twelve (12) months from the Effective Date of the Agreement. Customer understands and agrees the amounts shown on this Attachment represent incremental Support Fees for this transaction only, and are in addition to any other Support Fees listed on any other previous Attachments and/or Support invoices received by Customer.

THIS ATTACHMENT, AND THE AGREEMENT AND PRIOR ATTACHMENTS TO WHICH IT RELATES, IS A COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES, WHICH SUPERSEDES ALL PRIOR PROPOSALS AND UNDERSTANDINGS, WHETHER ORAL OR WRITTEN, BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS ATTACHMENT. This Attachment shall not be effective until executed by Customer and accepted and executed by an authorized representative of InsightSoftware.com. By execution, both signers certify that each is authorized to execute the Agreement on behalf of their respective companies.

ACCEPTED BY:
InsightSoftware.com, Inc.

By: _____ Authorized Signature

Name: Peri Upwood

Position: US Operations General Manager

Date: 7/13/10

ACCEPTED BY:
City of Santa Fe

By: _____ Authorized Signature

Name: Robert Romero

Position: City manager

Date: 7-12-10

CITY OF SANTA FE:

ROBERT ROMERO,
CITY MANAGER

DATE: 7.12.10

ATTEST:

for **YOLANDA Y. VIGIL**
CITY CLERK

CONTRACTOR:

BY: _____
(Name & Title)

APPROVED AS TO FORM:

FOR
GENO ZAMORA, CITY ATTORNEY

CRS # 03-194995-00-9
City of Santa Fe Business
Registration # #10-00100752

APPROVED:

KATHRYN RAVELING, DIRECTOR
FINANCE DEPARTMENT

52300.530600
BUSINESS UNIT/LINE ITEM

insightsoftware.com

Sales Invoice

insightSoftware.com, Inc.
(formerly known as
The General Ledger Company, LLC)
5613 DTC Parkway, Suite 570
Greenwood Village, CO
80111
Tel: +1 303 872 6959
Fax: +41 303 785 8345
www.InsightSoftware.com

Invoice to:
City of Santa Fe Santa Fe PO Box 909 Santa Fe, NM 87504-0909

Attention:	Vincent Montoya	Ship to:	

Your Ref:		Page:	Page 1 of 1
Our Ref:	As per contract	Tax Number:	20-2355727
Invoice no:	MRI00000000468-A	Invoice Date:	July 13, 2010

Maintenance:

Name	Qty	Unit Price	Ext Price	Unit Net Price	Ext Net Price
Maintenance for period 31 July 2010 to 30 July 2011 Maintenance as per the attached schedule	1	43,991.08	43,991.08	43,991.08	43,991.08
Totals			USD 43,991.08		USD 43,991.08

Net:	USD 43,991.08
Tax:	USD 0.00
Total:	USD 43,991.08

Payment Terms: Immediate from Date of Invoice

Bank Details :
JP Morgan Chase Manhattan
New York
NY
10017
USA

Account Name: insightSoftware.com, Inc.
Account Number: 857-174 586
Routing Code: 021000021
Swift Code: CHASUS33
IBAN No:

City of Santa Fe Maintenance Alignment

Maintenance expires on co-alignment Date 30-Jul-11

Purchased on	Maintenance On	Period From	Period To	Amount (USD)	Days to Co-Alignment Date	Incremental value to new date
25-Jun-08	Accounts Receiveable (AR), Fixed Assets (FA), General Ledger (GL), Purchase Order Processing (POP), Soxbridge Foundation Kit modules, 5 x Multi module licenses (GL, AR, FA), 2 x Multi module licenses (GL, AR, FA, POP), 5 x AR, 8 x GL, 8 x POP licenses	31-Jul-09	30-Jul-10	$20,545.00	365.00	$20,545.00
17-Aug-09	Console module, 40 Console user licenses, Configurator modules	17-Aug-09	30-Jul-10	$13,650.00	365.00	$13,650.00
1-Oct-09	1 GL user license	1-Oct-09	24-Jun-10	$315.00	401.00	$346.07
1-Jun-10	HR, Payroll and 10x MMU 2 module user	1-Jun-10	30-Jul-10	$9,450.00	365.00	$9,450.00
				$43,960.00		$43,991.06

FUTURE ANNUAL MAINTENANCE WILL TOTAL USD34,510 PER ANNUM BASED ON THE ABOVE PURCHASES AND WILL RUN FROM Jul 31 to Jul 30 the following year

insightsoftware.com

Credit Memo

InsightSoftware.com, Inc.
(formerly known as
The General Ledger Company, LLC)
5613 DTC Parkway, Suite 570
Greenwood Village, CO
80111
Tel: +1 303 672 6969
Fax: +41 303 755 8345
www.InsightSoftware.com

Invoice to:
City of Santa Fe Santa Fe PO Box 909 Santa Fe, NM 87504-0909

Attention:	Vincent Montoya	Ship to:	
Your Ref:		Page:	Page 1 of 1
Our Ref:	As per contract	Tax Number:	20-2355727
Invoice no:	CRM468	Invoice Date:	July 13, 2010

Maintenance Name	Qty	Unit Price	Ext Price	Unit Net Price	Ext Net Price
Maintenance for period 31 July 2010 to 30 July 2011 Maintenance as per the attached schedule	1	34,510.00	34,541.06	34,541.06	34,541.06
Credit against MRI00000000468					
Totals			USD 34,541.06		USD 34,541.06

Net:	USD 34,541.06
Tax:	USD 0.00
Total:	USD 34,541.06

Payment Terms: Immediate from Date of Invoice

Bank Details :
JP Morgan Chase Manhattan
New York
NY
10017
USA

Account Name: InsightSoftware.com, Inc.
Account Number: 957-174 586
Routing Code: 0210001021
Swift Code: CHASUS33
IBAN No:

City of Santa Fe, New Mexico

memo

July 08, 2010

To: Robert Rodarte, Purchasing Officer

From: Vincent Montoya, Business Analyst

Via: Kathryn Raveling, Finance Department Director

ITEM & ISSUE:

Sole Source Approval: Payroll/Human Resources Software: Insight Software

BACKGROUND & SUMMARY:

The Finance Department in conjunction with ITT and Human resource Departments is requesting Sole Source approval to Insight Software Incorporated for the purchase of the Payroll/Human Resources modules in the amount of $47,250. Insight is the provider of Payroll/Human Resources software compatible with Enterprise 1.

The City of Santa Fe has purchased other software modules from Insight for the use in generating reports not available through the Enterprise 1 system. These modules will increase the efficiency of the Humans Resource and Payroll staff in the time it takes to generate needed reports for reporting purposes.

ACTION REQUESTED:

It is requested that this Sole Source be awarded to Insight Software in the total amount of $47,250 and be approved, and submitted to the City Manager for Consideration.

- Exempt - Purchasing Manual
Section 18.L.

7/12/10

Delaware

The First State

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE DO HEREBY CERTIFY THAT THE ATTACHED IS A TRUE AND CORRECT COPY OF THE CERTIFICATE OF CONVERSION OF A DELAWARE LIMITED LIABILITY COMPANY UNDER THE NAME OF "THE GENERAL LEDGER COMPANY, LLC" TO A DELAWARE CORPORATION, CHANGING ITS NAME FROM "THE GENERAL LEDGER COMPANY, LLC" TO "INSIGHTSOFTWARE.COM, INC.", FILED IN THIS OFFICE ON THE TWENTY-FIFTH DAY OF JUNE, A.D. 2009, AT 2:09 O'CLOCK P.M.

A FILED COPY OF THIS CERTIFICATE HAS BEEN FORWARDED TO THE KENT COUNTY RECORDER OF DEEDS.

3638785 8100V

090648861

You may verify this certificate online at corp.delaware.gov/authver.shtml

Jeffrey W. Bullock, Secretary of State

AUTHENTICATION: 7385358

DATE: 06-25-09

City of Santa Fe
Summary of Contracts, Agreements & Amendments

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT ☐ or CONTRACT AMENDMENT ☑

2 **Name of Contractor** Insight Software (formally GL Company)

3 **Complete information requested:**

☐ Plus GRT
☑ Inclusive of GRT

Original Contract Amount: $ 93,920.00

Termination Date: _____

☑ Approved by Council Date: 07/30/2008

☐ or by City Manager Date: _____

Contract is for: General Ledger reporting

Amendment # 2 to the Original Contract # 08-0696

Increase/Decrease Amount $ 47,250.00

Extend Termination Date to: _____

☐ Approved by Council Date: _____

☐ or by City Manager Date: _____

Amendment is for: Purchase additional Modules (Human Resource/Payroll)

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments)

☐ Plus GRT
☑ Inclusive of GRT

Amount $ 68,250.00 of original Contract # 080696 Termination Date: _____

Reason: Include Consel and Configurator modules for ease of use.

Amount $ 19,980.00 amendment # _____ Termination Date: _____

Reason: _____

Amount $ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount $ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: $ _____

City of Santa Fe
Summary of Contracts, Agreements & Amendments

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____

RFQ ☐ _____ Date: _____

Sole Source ☑ GL Inquiry Date: 07/30/2008

Other _____

6 **Procurement History:** Third year of perpetual contract
example: (First year of 4 year contract)

7 **Funding Source:** Budget **BU/Line Item:** 32139.510700

8 **Any out-of-the ordinary or unusual issues or concerns:**

_____
(Memo may be attached to explain detail.)

9 **Staff contact who completed this form:** Vincent Montoya

Phone # 955-6523

10 Certificate of Insurance attached. ☐

Submit: To City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of Contract Executed (i.e., signed by all parties): _____

Note: If furthur information needs to be included, attach a separate memo.