



# CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

# R-17

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September 18, 2012

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. FM 12-054 and award a contract to Cardon Solutions, LLC, to provide technical and functional maintenance support and development services for the City's suite of Financial Accounting Management Information Systems (FAMIS) and Simpler Suite (EZ FAMIS) reporting, in an amount not to exceed \$162,000, for a one-year period, with the option to renew for two additional one-year periods, at the discretion of the City Manager, with the option to add expenditures up to 10 percent (or \$16,200) above the annual contract amount, if necessary and if funds are available. (Citywide)

## DISCUSSION

In June 2009, the City first contracted with Cardon Solutions, LLC, to provide maintenance support and development services for FAMIS and EZ FAMIS. The City has used FAMIS since February 1998 to meet its accounting, purchasing and budgeting needs. It is currently used by over 1,000 users in every City department. FAMIS' accounting module is the City's official "book of record" for tracking and auditing all City accounting transactions, as well as for preparing the City's Comprehensive Annual Financial Report. Other FAMIS modules are used Citywide to create, route and publish requisitions and purchase orders, as well as to record and track City-owned fixed assets. FAMIS' budget module is used extensively to develop and publish the annual Citywide budget. In 2008, the City implemented EZ FAMIS, a web-based reporting tool that allows users throughout the City to easily generate their own financial/budgetary reports from FAMIS data for management, auditors, grantors, regulatory agencies and other end users.

Since 1998, the City has contracted with various companies to ensure that its FAMIS software has had on-going and uninterrupted maintenance and support. Examples of support services include: identifying, troubleshooting and resolving reported system bugs and user issues, creating and maintaining complex interfaces between FAMIS and the City's other software applications, and developing and implementing software modifications and enhancements to support ever-changing business, accounting, auditing and regulatory requirements. EZ FAMIS has been widely adopted by City staff and has become an integral component of the City's financial system, and as such requires on-going maintenance and support services, similar to those required by the underlying FAMIS financial system.

A Request for Proposals (RFP) was advertised in the Press-Telegram on August 6, 2012, and 322 potential proposers specializing in data processing services and software applications were notified of the RFP opportunity. Of those proposers, 19 downloaded the RFP via our electronic bid system. The RFP document was made available from the Purchasing Division, located on the 7th floor of City Hall, and the Division's website at [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 30 local, minority and women-owned business groups. One proposal was received on August 23, 2012. A committee comprising representatives from the Department of Financial Management and the Technology Services Department reviewed the RFPs and recommended Cardon Solutions, LLC, of Davie, Florida (WBE).

This matter was reviewed by Deputy City Attorney Gary Anderson on August 27, 2012 and Budget Management Officer Victoria Bell on August 31, 2012.

TIMING CONSIDERATIONS

City Council action is requested on September 18, 2012 to ensure there is no gap in services.

FISCAL IMPACT

The cost of this contract, in an amount not to exceed \$162,000, is budgeted in the General Services Fund (IS 385) in the Citywide Activities Department (XC). The City will have the option of adding expenditures up to 10 percent (or \$16,200) above the annual contract amount, if necessary and if funds are available. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:



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PATRICK H. WEST  
CITY MANAGER