



# CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

C-7

333 West Ocean Boulevard 6<sup>th</sup> Floor • Long Beach, CA 90802 • (562) 570-7345 • Fax (562) 570-5836

September 15, 2015

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt a Resolution authorizing the City Manager to execute a contract with Cardon Solutions, LLC, of Weston, FL, 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 annual amount of \$171,600, for a period of two years, 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 \$17,160), if necessary, for a total annual amount not to exceed \$188,760. (Citywide)

## DISCUSSION

City Council approval is requested to enter into a contract with Cardon Solutions, LLC, to provide maintenance support and development services for FAMIS and EZ FAMIS. The City first contracted with Cardon Solutions, LLC, in June 2009. 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. This contract will continue to provide uninterrupted maintenance and support until a planned financial system replacement is implemented. 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

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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.

Cardon Solutions, LLC, is the only company that provides maintenance support and development services for both FAMIS and its integrating reporting solution, EZ FAMIS. Therefore, no useful purpose would be served by advertising for bids, and to do so would constitute an unproductive use of time and an unnecessary expenditure of public funds.

City Charter Section 1801 requires that contracts for City purchases be awarded to the lowest responsible bidder after a competitive bid process, but allows for awards without a competitive bid process if accompanied by a Resolution adopted by the City Council.

This matter was reviewed by Deputy City Attorney Amy R. Webber on August 19, 2015 and by Budget Management Officer Victoria Bell on August 20, 2015.

#### TIMING CONSIDERATIONS

City Council action is requested on September 15, 2015, to ensure there is no gap in services.

#### FISCAL IMPACT

The total annual contract amount will not exceed \$188,760, and is budgeted in the General Services Fund (IS 385) in the Citywide Activities Department (XC). There is no local job impact associated with this recommendation.

#### SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT

JG:EH:RJ  
K:\EXEC\COUNCIL LETTERS\ACCOUNTING\09-15-15 ccl - RESO - CARDON SOLUTIONS.DOCX

APPROVED:

  
PATRICK H. WEST  
CITY MANAGER

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CHARLES PARKIN, City Attorney  
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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH CARDON SOLUTIONS, LLC, WITHOUT ADVERTISING FOR BIDS, 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 ANNUAL AMOUNT NOT TO EXCEED \$171,600

WHEREAS, the City of Long Beach ("City") uses FAMIS and EZ FAMIS for its accounting, purchasing and budgeting needs and is currently used by over 1,000 users in every City department; and

WHEREAS, 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; and

WHEREAS, FAMIS' budget module is used extensively to develop and publish the annual Citywide budget; and

WHEREAS, 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; and

WHEREAS, the City has used Cardon Solutions, LLC since June 2009 and is the only company that provides maintenance support and development services for both FAMIS and its integrating reporting solution, EZ FAMIS; and

WHEREAS, no useful purpose would be served by advertising for bids and

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1 to do so would constitute an idle and useless act and an unnecessary expenditure of  
2 public funds because Cardon Solutions, LLC is the only corporation, firm or individual that  
3 could or would bid for technical and functional maintenance support and development  
4 services for the City's FAMIS and EZ FAMIS reporting;

5 NOW, THEREFORE, the City Council of the City of Long Beach resolves as  
6 follows:

7 Section 1. The City Manager is hereby authorized to enter a contract  
8 with Cardon Solutions, LLC without advertising for bids to provide technical and  
9 functional maintenance support and development services for the City's suite of Financial  
10 Accounting Management Information Systems (FAMIS) and Simpler Suite (EZ FAMIS)  
11 reporting in an annual amount not to exceed One Hundred Seventy-One Thousand Six  
12 Hundred Dollars (\$171,600), for a period of two (2) years, with the option to renew for two  
13 (2) additional one-year periods. If the sole source status of Cardon Solutions, LLC  
14 changes, the City shall publicly bid instead of extending the contract.

15 Section 2. This resolution shall take effect immediately upon its adoption  
16 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2015 by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

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