



Hyattsville City Council Agenda Item Report

Meeting Date: April 6, 2020

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Purchase

Agenda Section:

SUBJECT

Enterprise Resource Planning Vendor Selection: BC Systems (10 minutes)

HCC-285-FY20

Recommendation:

I move that the Mayor and City Council authorize the City Administrator to enter into a contract for services with BC Computers Inc. (dba BC Systems) for the provision of an Enterprise Resource Planning system for a term of five (5) consecutive years and grant the authority to the City Administrator to execute three (3) additional consecutive one (1) year terms, not to exceed a term of eight (8) years, upon review for legal sufficiency by the City Attorney.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - ERP Selection - 3.31.20.docx](#)

Summary Background:

The City has solicited the market for an Enterprise Resource Planning (ERP) platform, has identified systems that provide functionality and operational modules that align with City of Hyattsville operations and are recommending the selection and authorization to proceed with a contract for services with the recommended vendor BC Systems.

The City procured the services of Enterprise Resource Consulting, a vendor with experience vetting Enterprise Resource Planning (ERP) platforms. Through an extensive internal assessment of operational requirements and services, Enterprise Resource Consulting identified firms that matched the City's requirements and issued a Request for Qualifications in October 2018.

The solicitation stated that the overarching goal of the procurement was to replace most of the current technology with Enterprise Resource Planning software, with the likelihood of utilizing some standalone software for the functions which the ERP does not address.

Next Steps:

This item is scheduled for approval on the April 20th Consent agenda.

Fiscal Impact:

Annual licensing costs will be funded at \$60,000 based on the estimated number of required user licenses to support the organization.

City Administrator Comments:

Priority ERP System provided by BC Systems (BC Computers, Inc. dba BC Systems, Ridgewood, New Jersey)

1. Modern Flexible System: There was agreement that a modern, flexible system which was constructed largely with tools, would be a better choice than an older, "hard-coded" system for which any changes would require

programmers with not only skills in the corresponding programming language, but also with in-depth knowledge of the specific software package. A system which could be modified and enhanced by users (without becoming “version locked”) was a better choice now, and for the future.

2. Application Programming Interface: It was also agreed that a system with modern Application Programming Interface (API) would easily allow data to be shared between the ERP system, and almost any modern third-party application, which may be employed.

3. Document Storage: Also crucial to the decision was the ability of BC Systems’ document-storage partner, Digiscribe, to handle the number of paper documents which need to be scanned (Digiscribe can scan 240 pages per minute). Digiscribe provides the accuracy of the redundant indexing of documents (99.5% accuracy guaranteed), as well as the security and transparency which the City of Hyattsville requires. (Please see appendix A for details)

4. Comprehensive Responses: The City of Hyattsville selection team agreed that Priority ERP system was alone in meeting ALL these requirements.

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Complete