



**Purchasing Supply Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

AGENDA ITEM NO.: 33
AGENDA DATE: Thu 11/17/2005
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SUBJECT: Authorize negotiation and execution of a contract with PRINCIPAL DECISION SYSTEMS INTERNATIONAL, Orange, CA, for the supply, installation, and implementation of a Personnel Scheduling System for the Austin/Travis County Emergency Medical Services Department in an amount not to exceed \$89,750, with four 12-month extension options for maintenance services in an amount not to exceed \$19,826.50 per extension option, for a total contract amount not to exceed \$169,056.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$89,750 is available in the Fiscal Year 2005-2006 Approved Operating Budget of the Austin/Travis County EMS Department. Funding for the extension options is contingent upon available funding in future budgets.

FISCAL NOTE: *There is no unanticipated fiscal impact. A fiscal note is not required.*

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT: for Emergency Medical **AUTHORIZATION:** Vickie Schubert
Services;

FOR MORE INFORMATION CONTACT: Vic Chanmugam, C.P.M., Specialist Senior Buyer/974-2030

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Best evaluated proposal of three proposals received.

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Woman-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore no goals were established for this solicitation.

This contract is to purchase a Personnel Scheduling software system for the Austin/Travis County Emergency Medical Services (ATCEMS) Department. Currently, scheduling is accomplished with an Access database originally designed by in-house staff that has somewhat limited functionality. The current system is used to manage the daily staffing for all emergency ambulances, emergency aircraft, commanders, emergency communications, and student riders. The current system also provides the time keeping records for entering payroll data for all uniformed personnel into the City's Banner payroll system.

The Fiscal Year 2005-2006 Budget includes the addition of several new ambulances. In addition, the ATCEMS Department needs a system in place that will help ease the transition of paramedics from a 56 hour week to a 48 hour work week, with multiple shifts and a new tier of multiple 12 and 24 hour schedules. The ATCEMS Department also plans to analyze productive versus unproductive time worked. All of these changes will place burdens on the current Access database and will require manual and time-consuming adjustments. The professionally programmed personnel scheduling system will enable the department to meet the needs of the ATCEMS Department.

The proposed new system has the capability to:

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Disposition:

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Adjusted version published:



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- effectively schedule all uniform personnel working multiple shift patterns,
- automatically identify all pre-approved benefit times, shift-trades and overtime,
- provide that information to command staff and scheduling staff, whenever shift changes are made,
- capture accurately the time worked, benefit time used and produce a concise daily report of time and attendance in a format that can be easily entered in the City's "Banner" time keeping payroll system, and
- provide scheduling staff with the capability of automated call-back notification for all uniform personnel. This becomes particularly important during system-wide emergencies, weather related emergencies and other critical peak times.

A Request for Proposals (RFP) was issued on June 13, 2005.

MBE/WBE solicited: 8/4

MBE/WBE/DBE bid: 0/0

PROPOSAL ANALYSIS
(RFP # VC05300036)

- a. Adequate competition
- b. Three hundred thirty-seven notices were sent, including eight MBEs and four WBEs. Sixteen solicitations were issued with no MBEs/WBEs responding. Three proposals were received.

APPROVAL JUSTIFICATION

- a. The proposal submitted by the recommended awardee meets with the requirements of the Request for Proposals.
- b. The Austin/Travis Emergency Medical Services Department concurs with the recommended award.
- c. Advertised in the Austin American-Statesman and Internet.