



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: November 19, 2018

Re: Ratifying and Amending City of Columbia and PeopleAdmin, Inc. Services Agreement

## Executive Summary

This ordinance will formally approve, ratify and amend the contract between the City of Columbia and PeopleAdmin, Inc. for hosted software and related services used to automate human resources administrative functions.

## Discussion

In 2010 software services were competitively bid and on October 13, 2010, the City of Columbia's purchasing agent entered into an agreement with PeopleAdmin for hosted software and related services to automate human resources administrative functions. The current software is used for the City's employment application and hiring process.

Because this contract has exceeded five years and three months, City Council action is needed to ratify the existing agreement and approve amendments to the agreement. The amendment adds some standard legal terms and conditions which were not included in the original agreement. In addition, Human Resources staff has negotiated a reduction in the rate of service fee increases from a not to exceed amount of 6% to a not to exceed amount of 4%.

## Fiscal Impact

Short-Term Impact: No fee increase for calendar year 2019.

Long-Term Impact: A fee increase of no more than 4% in succeeding years.

## Strategic & Comprehensive Plan Impact

### Strategic Plan Impacts:

Primary Impact: Operational Excellence, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

### Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

## Legislative History

Date	Action
None.	None.

## Suggested Council Action

Approve the legislation.