



## REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
www. CityofSacramento.org

CONSENT  
July 26, 2005

Honorable Mayor and  
Members of the City Council

**Subject: Agreement: Implementation of a Telecommunications Expense Management Business System from Telesoft Corporation**

**Location/Council District:** Citywide

**Recommendation:**

Adopt a Resolution that authorizes the City Manager to execute a Consultant and Professional Services Agreement for the implementation of a Telecommunications Expense Management Business System (TEMS) from Telesoft Corporation in an amount not to exceed \$152,408.

**Contact:** Ric Elkins, IT Project Manager, 808-5838  
Jim Boyle, Senior IT Project Manager, 808-5005

**Presenters:** N/A

**Department:** Information Technology

**Division:** Administration

**Organization No:** 1311

**Summary:**

This report recommends that the City Council adopt the attached resolution authorizing the City Manager to execute a Consultant and Professional Services Agreement for the implementation of a TEMS that provides a more effective expense management capability.

**Committee/Commission Action:** None.



**Background Information:**

The Information Technology Department is responsible for managing telecommunication services delivery under City wide contracts. Additionally, the Information Technology Department is responsible for centrally reviewing and approving vendor invoices for payment under those contracts, allocation of service costs, and reporting of those costs to City Programs and Operating Divisions. As the number and complexity of telecommunication services has grown, the challenges of reviewing and approving vendor invoices for payments and allocation of costs have grown as well. The need for a single, centrally managed business system to ensure effective and accurate cost management for all telecommunication services and to improve reporting capabilities has become apparent. This project with Telesoft Corporation will result in the implementation of a TEMS which will enable the Information Technology Department to provide these expense management services in an effective, efficient, and timely manner. This business process change is the result of a 2004 SOAP recommendation and includes one (1) full time employee (FTE) reduction in the IT Department.

In March 2005, a competitive Request for Proposal (RFP) for TEMS was advertised on the City's web site. There were a total of two (2) proposals that were received and opened on March 2, 2005. Of the two vendors, Telesoft Corporation proposed the most comprehensive and the most flexible approach to a vendor hosted TEMS.

The Consultant and Professional Services Agreement with Telesoft Corporation is attached to this report.

**Financial Considerations:**

No additional funding is requested in order for the City to implement the proposed TEMS as the FY06 approved budget for the Information Technology Department includes funding for this initiative.

**Environmental Considerations:**

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA), CEQA Guidelines, Sections 15061 (b)(1), 15378 (b)(3).


**Policy Considerations:**

This recommendation is in conformance with the goals, objectives, initiatives and operating principles of the City's Information Technology Strategic Plan. In particular, this recommendation is in accordance with Goal #2, which is, "City employees are provided with the highest quality information technology customer service and support."

**Emerging Small Business Development (ESBD):**

Telesoft is not a City certified E/SBE firm.

Respectfully Submitted by: Ric Elkins, IT Project Manager

Approved by:   
Stephen R. Ferguson  
Chief Information Officer

Recommendation Approved:

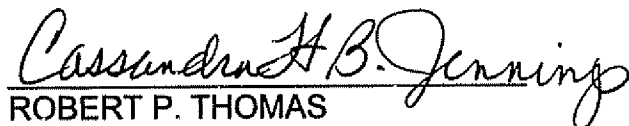
  
ROBERT P. THOMAS  
City Manager

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**RESOLUTION NO.**

Adopted by the Sacramento City Council

**APPROVING THE CITY MANAGER TO EXECUTE A CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT FOR THE IMPLEMENTATION OF A TELECOMMUNICATIONS EXPENSE MANAGEMENT BUSINESS SYSTEM WITH TELESOFT CORPORATION FOR AN AMOUNT NOT TO EXCEED \$152,408**

**BACKGROUND**

- A. The Information Technology Department is responsible for managing telecommunication services delivery under City wide contracts. Additionally, the Information Technology Department is responsible for centrally reviewing and approving vendor invoices for payment under those contracts, allocation of service costs, and reporting of those costs to City Programs and Operating Divisions. As the number and complexity of telecommunication services has grown, the challenges of reviewing and approving vendor invoices for payments and allocation of costs have grown as well. The need for a single, centrally managed business system to ensure effective and accurate cost management for all telecommunication services and to improve reporting capabilities has become apparent. This project with Telesoft Corporation will result in the implementation of a Telecommunications Expense Management Business System (TEMS) which will enable the Information Technology Department to provide these expense management services in an effective, efficient, and timely manner.
  
- B. In March 2005, a competitive Request for Proposal (RFP) for TEMS was advertised on the City's web site. There were a total of two (2) proposals that were received and opened on March 2, 2005. Of the two vendors, Telesoft Corporation proposed the most comprehensive and the most flexible approach to a vendor hosted TEMS.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. Authorizing the City Manager to execute a Consultant and Professional Services Agreement for the implementation of a Telecommunications Expense Management Business System with Telesoft Corporation for an amount not to exceed \$152,408.