

OFFICE OF THE COUNTY ADMINISTRATOR

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October 31, 2012

TO: Dee F. Bruemmer, County Administrator

FROM: David Farmer, Budget Manager
Wes Rostenbach, Accounting and Tax Manager
Matt Hirst, Director Information Technology

SUBJ: Longley Systems – NOVAtime Software upgrade

Scott County completed an evaluation of software currently utilized by our business practices in preparation of the ERP development. During the evaluation of our current time and attendance software, NOVAtime 3000, and interviews with proposed ERP vendors, it is our recommendation that the most efficient time and attendance software for the County to invest in is the Longley NOVAtime 4000.

The software version 4000 will over increased functionality, dashboard review and analysis and is a web based product using HMTL 5.0.

The County was notified this year by Longley Systems that the NOVAtime 3000 version of the software is nearing its end of life. The NOVAtime will no longer be servicing this product in future years. As an enticement to move current NOVAtime 3000 software users to the NOVAtime 4000 software version, NOVAtime is offering a 2012 promotional discount of the new software excluding the maintenance and training. NOVAtime through Longley Systems has offered the NOVAtime 4000 software for free for a limited time only. It has been estimated by County representatives this is a \$35,000 - \$40,000 costs savings.

Longley Systems is proposing data migration, training, configuration and implementation in utilization of the NOVAtime 4000 software of \$29,250. It is expected the County will upgrade and replace time clocks throughout the County as they are scheduled for replacement. The time clocks will be a separate expense.

Enclosed is Longley Systems proposed 4000 Upgrade, Implementation, and Training mission statement for Scott County.

We are requesting authorization to begin formal contract negotiations with Longley Systems for NOVAtime 4000.



Mission Statement of NOVAtime 4000 Upgrade, Implementation and Training

Longley Systems, Inc. overall goals and objective for Scott County's upgrade from the NOVAtime 3000 to NOVAtime 4000 Workforce Management solution are:

- Migrate existing NOVAtime 3000 Data
- Ensure a smooth and trouble free transition to the NOVAtime 4000 system
- Familiarize Scott County personnel with added/enhanced features and functionality
- Provide Training, Configuration, and Implementation services to assist Scotty County with utilizing NOVAtime 4000 to the full extent possible

Proposed Training, Configuration, and Implementation Plan:

It is the intention of Longley Systems, Inc to provide Scott County with thorough training on use of the NOVAtime4000 Workforce Management Solution in an effort to accomplish the following stated goals:

- 1) Increase capability with current existing features
- 2) Efficiently utilize and understand added features and functionality related to the software upgrade
- 3) Tailor clearly defined training sessions specific to individual departments
- 4) Create department specific "Super-Users" to better manage employees within their department

In order to accomplish the above listed items Longley Systems, Inc will provide training in three phases.

Phase 1:

All current and potential NOVAtime users will be asked to attend a preliminary training in large groups of at least 20 attendees. This preliminary training will consist of introduction and familiarization with the new User Interface, reviewing existing and underutilized features and functionality available to the county with a broad scope.

Users will then be encouraged to discuss new features within their department to identify which would be of benefit to them. Longley Systems, Inc will have staff available during this discovery period to answer any questions and offer best practice suggestions.

Phase 2:

Longley Systems, Inc will work in conjunction with the county to schedule smaller (3-5 users) training sessions to cover with more depth the new features of the software. These training sessions will include a sole representative from each department until all departments have been represented. During this session Longley Systems, Inc will begin developing individualized training paths for each department based on the questions, suggestions and requirements put forth by the department's selected representative for the session.

Following each of the above defined sessions Longley Systems, Inc will begin configuring the NOVAtime software to meet the needs of each department.

Phase 3:

Longley Systems, Inc will work in conjunction with specific departments to schedule department wide training of additionally implemented features pursuant to that department's needs. This training session will consist of a thorough explanation of visual display of the use, function and benefit of each added feature followed by an individual training session for that department's selected "Super-User".

Training of the above stated "Super-Users" will be intended to allow that user to become adapt in training their own supervisors within the department to meet the functional requirements of use within NOVAtime should additional training post implementation be required. It is through this mean that Scott County can maximize its use and understanding of NOVAtime in order to best leverage the software's capability moving forward.

Conclusion:

It is through Longley Systems, Inc's long standing relationship with Scott County and vast experience in implementing software systems for Government clients that the above stated training path is proposed. Longley Systems, Inc understands the challenges faced in a wide spread implementation such as this and utilizes best practice policies and efficient methodology to provide the highest quality training while mitigating risk associated with introducing new features and functionality.

Ultimately it is the goal of Longley Systems, Inc to provide Scott County with all the necessary tools to operate at optimal efficiency so the county and its employees can focus on what truly matters, serving their own customers, the citizens of Scott County.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

November 8, 2012

AUTHORIZATION TO BEGIN FORMAL CONTRACT NEGOTIATIONS WITH
LONGLY SYSTEMS FOR NOVATIME 4000

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. Authorization for Administration and Information Technology
Departments and the Auditor's office to negotiate the purchase of time and
attendance software NOVAtime 4000, including training, data migration and
maintenance.

Section 2. This resolution shall take effect immediately.