

Albany County Request for Contract Approval

Contract #	2024-1746
Contract Type	B) CAB Contract
Contract Action	A) New
Procurement Type	Sole Source
Department	A1432 - Human Resources, A1680 - Information Services, CM - ARPA
Date Submitted	Friday, March 8, 2024
Contact Person	Alderson, Patrick
Contact Phone	1 (518) 447-3033
Vendor Info	Tyler Technologies P.O. Box 203556 Dallas, TX 75320
Estimated Amount	\$54,426.00
Estimated Term	3/8/2024 to 12/31/2025
Scope of Services	See attached quote. Purchase and implementation of the Human Resources Management Recruiting and Employee Access modules in Tyler Technologies ERP, the County's financial and human resource system.
Budget Line Item	CM 1509C.44046Z ARP23, CM 1510C.22050Z ARP23, AA1680 44021
Fiscal Impact	County: 2.00% State: 0.00% Federal: 98.00%
BID, RFP, RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Joanne Cunningham,
Chairwoman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

M. DAVID REILLY, JR.
COMMISSIONER

COUNTY OF ALBANY
DEPARTMENT OF MANAGEMENT AND BUDGET
112 STATE STREET, SUITE 1200
ALBANY, NEW YORK 12207
OFFICE: (518) 447-5525
FAX: (518) 447-5589
www.albanycounty.com

PATRICK ALDERSON
DEPUTY COMMISSIONER

March 8, 2024

Hon. Daniel P. McCoy
Albany County Executive
112 State Street, Room 1200
Albany, New York 12207

Hon. Bruce A. Hidley
Albany County Clerk
16 Eagle Street, Room 128
Albany, New York 12207

Hon. Joanne Cunningham, Chair
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear County Executive McCoy, Clerk Hidley, and Chairwoman Cunningham:

On behalf of the Department of Management & Budget's Division of Information Services, I am requesting authorization to enter into a contract with Tyler Technologies for the implementation and licensing of the "Recruiting" and "Employee Access" modules to add onto the County's existing enterprise resource planning (ERP) system known as MUNIS/Enterprise ERP. By conducting a thorough Human Resource Management Investment Assessment on January 31 and February 2, 2024 with Tyler Technologies to understand current processes and how Enterprise ERP is used, Albany County was able to identify where/how our use of this system can be optimized. These two modules were flagged as tantamount to the Department of Human Resource's success in improving recruitment and employee onboarding.

The cost of this contract is \$54,426 and covers one-time license and implementation fees and licensing for one year. This contract is 98% funded by federal funds the County received through the ARPA State and Local Fiscal Recovery Fund. The Department of Human Resources was awarded two grants through a competitive application evaluated by the County's ARPA decision-making bodies (County Projects Subcommittee and ARPA Executive Committee) as authorized by resolutions 23-667 and 23-668. The remaining 2% is funded by the Division of Information Service's 2024 operating budget; and recurring annual costs of \$16,506 will be budgeted by the Division of Information Services (they maintain the overarching contract with Tyler Technologies for the County's ERP system). The term of this contract will begin as soon as authorized and continue through 12/31/2025, i.e., until the project is completed or funds fully expended.

Please don't hesitate to contact me with any questions.

Patrick Alderson

Deputy Commissioner, Management & Budget

Close

Contract ID: 2024-1746**Status:** *Pending CAB Approval***GENERAL CONTRACT INFORMATION**

Department	A1432 - Human Resources, A1680 - Information Services, CM - ARPA
Contract Type	B) CAB Contract
Contract Action	A) New
Procurement Type	Sole Source
BID RFP RFQ Completed?	N/A If yes, provide number:
Resolution Number	Number: Year:
Date Submitted	3/8/2024
Expiration Date	12/31/2025
Contact Person	<input type="checkbox"/> Alderson, Patrick
Contact Email	Patrick.Alderson@albanycountyny.gov
Contact Department	Management & Budget
Contact Phone	+1 5184473033
Is this contract for a grant award ?	No
Does this contract require an electronic signature ?	No
Website/Portal Address:	
Contract Number Assigned by Grantor:	

ARPA Contract

Project Title *	
ARPA Subcommittee *	County Infrastructure and Workforce
ARPA Expenditure Category *	Public Health-Negative Economic Impact: Public Sector Capacity: 3.4 Public Sector Capacity: Effective Service Delivery
Classification of Award *	Contractor
Unique Entity Identifier (UEI)	
Tax Identification Number (TIN)	
Payment of Funds *	As dictated by purchase order/contract.

Contract Point of Contact *

Name:Jennifer Barns Phone Number: Email:

Fiscal Point of Contact *

Name:Patrick Alderson (DMB) Phone Number: Email:

Reporting Point of Contact *

Name:Jennifer Clement (HR) Phone Number: Email:

Expenditure Category Specific Reporting Requirements

Have you attached the Risk Assessment and Monitoring Plan?

No

Have you attached the Approved Budget?

Yes

VENDOR INFORMATION

Vendor Name

Tyler Technologies

P.O. Box 203556

Dallas, TX 75320

Estimated Amount

\$54,426.00

Estimated Term

3/8/2024 to 12/31/2025

Scope of Service

See attached quote. Purchase and implementation of the Human Resources Management Recruiting and Employee Access modules in Tyler Technologies's ERP, the County's financial and human resource system.

BUDGET - APPROPRIATION CODE

CM 1509C.44046Z ARP23

CM 1510C.22050Z ARP23

AA1680 44021

CAPITAL PLAN

FISCAL IMPACT

County:*	State:*	Federal:*	Local: *	Other: *	Other, Source:
2.00 %	0.00 %	98.00 %	0.00 %	0.00 %	

REVENUE CODE

N/A

N/A

N/A

N/A



Quoted By: Jennifer Barns
 Quote Expiration: 05/12/24
 Quote Name: Albany County - ERP - Employee Access
 Quote Description: Employee Access with Recruiting

Sales Quotation For:

Albany County
 Room 500
 112 State Street
 Albany NY 12207-2023

Tyler License Fees and Related Services

Description	Qty	License	Hours	Module Total	Year One Maintenance
Human Resources Management					
Recruiting	1	\$ 13,920.00	48	\$ 13,920.00	\$ 2,506.00
TOTAL		\$ 13,920.00	48	\$ 13,920.00	\$ 2,506.00

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Human Resources Management			
Employee Access	1	16	\$ 14,000.00
TOTAL		16	\$ 14,000.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Implementation - Remote	40	\$ 200.00	\$ 0.00	\$ 8,000.00	\$ 0.00
2023-438790-V7R2K5					

Project Management	16	\$ 200.00	\$ 0.00	\$ 3,200.00	\$ 0.00
Remote Implementation	64	\$ 200.00	\$ 0.00	\$ 12,800.00	\$ 0.00
TOTAL				\$ 24,000.00	\$ 0.00

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 13,920.00	\$ 2,506.00
Total SaaS	\$ 0.00	\$ 14,000.00
Total Tyler Services	\$ 24,000.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 37,920.00	\$ 16,506.00
Contract Total	\$ 54,426.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.