

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: August 11, 2026

Item Details

Presenter(s): Jon Griffin, Director

Department(s): Finance

Requested Motion

Motion to approve a Master Multi-Year Subscription Agreement (MSA) between MHC Software, LLC and the Town of Apex, effective August 11, 2026 through June 30, 2029, for the implementation of a cloud-based payroll and accounts payable document management and processing system, and to authorize the Town Manager, or their designee, to execute on behalf of the Town.

Approval Recommended?

Yes

Item Details

The Finance Department is requesting approval of a three-year agreement with MHC Software, LLC to transition the Town's existing on-premise payroll and accounts payable document management system to a cloud-based platform. The Town currently utilizes MHC software to support payroll and accounts payable processing, and this project will migrate the existing system to a cloud-hosted environment that provides improved accessibility, system reliability, and ongoing software updates.

The implementation will be managed collaboratively by the Finance, Human Resources, and Information Technology Departments and is anticipated to take approximately (3) three to (5) five months, including system configuration, testing, and user validation before deployment. The transition will allow employees to securely access current and historical payroll information through an external employee portal while reducing the Town's reliance on on-premise infrastructure.

The total project cost includes a one-time implementation fee of \$27,986.00 and an annual subscription fee of \$34,945.00, both of which are included in the approved FY 2026-2027 budget. The agreement establishes the terms and conditions for the Town's subscription services, support, security, and service level commitments with MHC Software.

Attachments

- CN9-A1: MHC Master Subscription - Agreement Multi-Year - MHC Software LLC - Cloud Based Document Self Service for Town Employees
- CN9-A2: MHC Order Form - Agreement Multi-Year - MHC Software LLC - Cloud Based Document Self Service for Town Employees

