



MEMO

To: Mayor and Board of Aldermen
From: Keith McFarlane, Director of Information Technology
Date: Friday, January 03, 2025
Re: Request for Proposal – Software Migration

Our current software, Simple City, has been in use since 2003 and is hosted onsite. Simple City informed the IT Department that they will no longer support the onsite version as of December 31, 2025. As a result, we are issuing a Request for Proposals (RFP) to migrate to new software. Adopting Software as a Service (SaaS) will increase staff productivity and accuracy by automating some manual processes. The annual cost for the migration software will range from \$64,000 to \$100,000. The city will only review vendors that offer cloud-hosted application interfaces for all modules in the software application package.

Key Dates:

1/6/25: Present overall program to the Board of Aldermen in Study Session

1/8/25: Publish RFP Notice in Cash Book Journal

1/28/25: Deadline to submit RFPs to the city clerk

2/3/25: Present list of proposals to the Board and recommend a firm to negotiate a contract in Study Session

2/18/25: Board awards contract with selected firm in Regular Meeting

2/19/25: Staff issues notice to proceed to the firm

We expect to have a contract for approval at the February 18, 2025, Board of Aldermen meeting.