



MONROE CITY COUNCIL

Agenda Bill No. 19-003

SUBJECT:	Authorize Mayor to Sign Training Order Form with Springbrook Software for Payroll Related Services
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
01/08/2019	Finance	Becky Hasart	Becky Hasart	Consent Agenda #3

Discussion: 01/08/2019

Attachments: 1. Springbrook Software Payroll Training Order Form

REQUESTED ACTION: Authorize the Mayor to sign the Springbrook Training Order Form; and expressly authorize further minor revisions as deemed necessary or appropriate.

POLICY CONSIDERATION

The Council is responsible for staffing levels and related budgets for various City departments. Per the City of Monroe Procurement Policies and Procedures adopted March 20, 2018, Council must approve all professional services procurements which were not originally part of the adopted budget.

DESCRIPTION/BACKGROUND

The City of Monroe uses the Springbrook Software package for its financial and payroll processes and needs. Current payroll staff have never had the benefit of formal training on the Springbrook payroll software. Current staff use a number of independent Excel spreadsheets to process each payroll, adding time, effort, and cost to the process. It is anticipated that with appropriate training, staff can better utilize the functionality of the Springbrook software and simplify the payroll process.

The attached represents the bid quote/order form from Springbrook to provide two to two and one half days of on-site, hands on training for payroll and one half day of on-site, hands on training for report writing. On-site training will allow the City's staff to get personalized answers to our unique payroll situations and specific questions.

The cost of this training was not originally included in the Finance Department's 2019 Budget request due to timing. While Finance attempted to receive this quote earlier in the 2019 budget process, the quote was received after the budget was adopted.

IMPACT – BUDGET

\$159 per hour for 24 hours, plus travel costs (\$3,816 plus travel costs). There may be an opportunity to cost share with the City of Mill Creek depending on when the training is scheduled.

TIME CONSTRAINTS

Training cannot be scheduled until the order form is signed. Springbrook has indicated they are four weeks out for scheduling.

ALTERNATIVES

1. Do nothing and continue as is.



Monroe, WA - City of ORDER FORM

**Monroe, WA - City of-Onsite Payroll & Ad-Hoc Report Training
December 07, 2018**

Natalie Sowers
Project Manager
503-820-6275
natalie.sowers@sprbrk.com



Monroe, WA - City of ORDER FORM

Professional Services				
Product Name	Description	Qty	Sales Price	Total Price
PS - Item Professional Services	T&M Services Standard professional services	24.00	\$159.00	\$3,816.00
				Grand Total: \$3,816.00



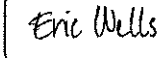
Monroe, WA - City of – ORDER FORM

Order Detail	
General Information	
Customer Name	Monroe, WA - City of
Customer Contact	Becky Hasart
Customer Address	806 West Main Street, Monroe, Washington, 98272
Governing Agreement(s)	This Order Form is governed by the applicable Springbrook Professional Services terms found at https://accela.box.com/v/sprbrk-svcs-terms .
Order Terms	
Order Start Date	Unless otherwise specified in the Special Order Terms, Professional Services start on the date listed in this Order Form, the applicable Statement of Work, or the Governing Agreement, as applicable.
Order Duration	Unless otherwise specified in the Special Order Terms, Professional Services continue for the duration as outlined in this Order Form, the applicable Statement of Work, or the Governing Agreement.
Special Order Terms	In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.
Payment Terms	
Currency	USD
Invoice Date	Unless otherwise stated in the Special Payment Terms, Invoices will be issued monthly as work is performed.
Payment Due Date	Unless otherwise stated in the Special Payment Terms or the Governing Agreement(s), all payments are due on the Invoice Date and payable net 30 days .
Special Payment Terms	None unless otherwise specified in this section.



Monroe, WA - City of – ORDER FORM

Accounts Payable Contact Information <i>(Required)</i>	
Name	Kim Fogh
Title	AP Clerk
Phone Number	(360) 863-4516
Email Address:	kfogh@monroewa.gov
Billing Address	806 West Main Street, Monroe, Washington, 98272
Delivery Address	806 West Main Street, Monroe, Washington, 98272
Method of Invoicing	All invoices will be sent electronically to the Email Address provided above unless otherwise specified in Special Invoicing Needs. .
Special Invoicing Need	Invoice Delivery by Post is Required

Signature Section <i>(Required)</i>			
Vendor	Springbrook Holding Company, LLC	Customer	Monroe, WA - City of
Signed By	DocuSigned by:  52E46B0D6A2C47D...	Signed By	
Date	12/17/2018	Date	
Title of Authorized Signatory	Head of Professional Services	Title of Authorized Signatory	
Name (Print) of Authorized Signatory	Eric Wells	Name (Print) of Authorized Signatory	bhasart@monroewa.gov

Additional Signatures Section <i>(Optional)</i>			
Customer		Customer	
Signed By		Signed By	
Date		Date	
Title of Authorized Signatory		Title of Authorized Signatory	
Name (Print) of Authorized Signatory		Name (Print) of Authorized Signatory	

Purchase Order Reference <i>(Optional)</i>	
If Customer requires PO number on invoices, it must be provided to the right and Customer must provide Springbrook copy of the PO prior to invoice issuance. If no PO number provided prior to invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.	PO# <i>(If required)</i> :