

**THIS IS A PROPOSED DRAFT AND WILL BE REPLACED BY THE FINAL,
SIGNED ORDINANCE OR RESOLUTION ADOPTED BY THE CITY
COUNCIL**

AN ORDINANCE

ACCEPTING THE BID FROM READSOFT, INC. FOR THE PURCHASE, CONFIGURATION, IMPLEMENTATION AND TRAINING FOR SOFTWARE TO FURTHER AUTOMATE AND STREAMLINE ACCOUNTS PAYABLE INVOICE PROCESSING FOR AN INITIAL COST NOT TO EXCEED \$384,000.00, FUNDS FOR THIS CONTRACT AND THE SERVER WILL BE APPROPRIATED FROM 2011 TAX NOTES.

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WHEREAS, the City is undergoing a phased effort to modernize its invoice management and payment process, with the first phase focused on scanning invoices and delivering electronic images throughout the organization using workflow to obtain all the necessary information to process the invoices into SAP; and

WHEREAS, in subsequent phases, the Accounts Payable division seeks to further automate and improve the total solution for the capture, workflow and financial posting of invoices, develop a comprehensive program for onboarding vendors to the improved invoice capture solutions, and incorporate performance measurement and reporting through a comprehensive standardized and ad hoc reporting capability; and

WHEREAS, On August 23, 2013, the Finance Department issued a Request for Competitive Sealed Proposals (RFCSP) for implementation services and software recommendations to further automate and streamline Accounts Payable invoice processing, with Readsoft, Inc. selected by the evaluation committee as the recommended Respondent for award; **NOW THEREFORE**,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The bid from Readsoft, Inc. for the purchase, configuration, implementation and training for software to further automate and streamline accounts payable invoice processing for an initial cost not to exceed \$384,000.00, is hereby approved. A copy of the Agreement is attached hereto and is incorporated by reference as **Attachment 1**. The Chief Technology Officer or his designee is authorized to execute all documents related to this agreement.

SECTION 2. Payment in the amount of \$384,000.00 in SAP Fund 43099000, Certificates Of Obligation Capital Projects, SAP Project Definition 09-00046, Accounts Payable Data Entry Upgrade OCR, is authorized to be encumbered and made payable to ReadSoft Inc., for the purchase and implementation of licensing software for AP Invoice Modernization. Payment is limited to the amounts budgeted in the Operating and/or Capital Budget funding sources

identified. All expenditures will comply with approved operating and/or capital budgets for current and future fiscal years.

SECTION 3. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance, may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

SECTION 4. This ordinance shall be effective immediately upon passage by eight affirmative votes; otherwise it shall be effective on the tenth day after passage hereof.

PASSED and APPROVED this 11th day of September, 2014.

M A Y O R
Ivy R. Taylor

ATTEST:

APPROVED AS TO FORM:

Leticia M. Vacek, City Clerk

Robert F. Greenblum, City Attorney