

COUNCIL COMMUNICATION

From: The City Manager

Subject: IBM Lotus Notes Development Training

Manager's Recommendation:

I recommend that a purchase order be approved and issued to IBM, Inc., in the amount of \$4,000.00, for web-based Lotus Notes Development training to be used by the Information Services and Geographical Information Services (GIS) Departments.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting and Selling Procedure," of Chapter 14, "Financing and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds for this payment are budgeted and available in the Information Services Training and Development Account No. 658-1720-711.80-90 (\$2,000.00) and in the GIS Training and Development Account No. 650-1738-781.80-90 (\$2,000.00).

Justification:

To remove the cost of additional travel expenses, a web-based training option was selected. This web-based training is designed to instruct in Lotus Notes application development, which will include workflow applications, online forms and document organization. The end result of this training will help streamline the document approval processes for many City operations as well as remove the need for paper submissions.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.