

MEMORANDUM

Purchasing #25-006

DATE: June 3, 2025

TO: Gregory P. Harrison, City Manager

VIA: Mary Rivero, Director of Procurement & Contracts

FROM: Eric Seifer, Purchasing Supervisor

SUBJECT: Request for Standardization of City's ERP Software

The Procurement & Contracts Department (formerly known as the General Services Department) accepts the recommendation from the Information Technology Department to maintain Central Square ERP system on the list of standardized purchases. According to Section 8. Other Methods of Procurement Section F. Standardization of the General Services Procedures Manual, "standardized items are unique to the City because the use of any other brand or source will put the particular City operation in jeopardy and not allow the proper city service to be completed."

Central Square ERP software, Naviline, has been in use by the City for over 20 years and has been custom-configured to support critical City functions. Its integration across financial, procurement, human resources, and utility billing operations ensures seamless coordination and operational efficiency. This long-term investment aligns with §32.45 (Standardization) of the City Ordinance, as replacing the system would compromise the integrity and effectiveness of essential municipal services.