



**CITY OF BROADVIEW HEIGHTS  
RESOLUTION NO. 2025-117**

INTRODUCED BY: MAYOR ALAI AND THE ENTIRE COUNCIL

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN  
AGREEMENT BETWEEN THE CITY OF BROADVIEW HEIGHTS AND RIGHT  
STUFF SOFTWARE FOR TIMEKEEPING SOFTWARE IN THE CITY OF  
BROADVIEW HEIGHTS AND DECLARING AN EMERGENCY**

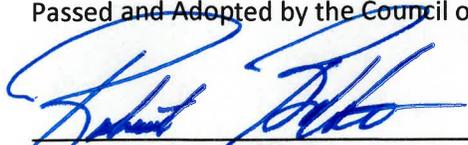
WHEREAS, the City Council has determined that it is in the best interest of the City to enter into an agreement between the City of Broadview Heights and Right Stuff Software for Timekeeping Software in the City of Broadview Heights.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROADVIEW HEIGHTS, COUNTY OF CUYAHOGA AND STATE OF OHIO:

SECTION 1. The Mayor is hereby and herein authorized to enter into an agreement between the City of Broadview Heights and Right Stuff Software for Timekeeping Software in the City of Broadview Heights as delineated in Exhibit "A" attached hereto and made a part hereof as if fully rewritten.

SECTION 2. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, peace, safety and welfare for the reason stated in the Preamble hereof, and provided it receives the affirmative vote of five (5) or more of the members of Council and signature of the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Passed and Adopted by the Council on this 2<sup>nd</sup> day of September, 2025

  
\_\_\_\_\_  
Robert Boldt, President of Council

  
\_\_\_\_\_  
Samuel J. Alai, Mayor

September 2, 2025  
Date

  
\_\_\_\_\_  
Attest: Robin Parsons, Clerk of Council

September 2, 2025  
Date

**City of Broadview Heights  
Interoffice Memorandum**

To: Members of Council  
From: David A. Pfaff, Finance Director  
Date: August 15, 2025  
Re: Right Stuff Time and Attendance System – Contract Renewal

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Our current agreement with Right Stuff expires at the end of the year at the end of the year. I would like renew our current agreement for an additional three years.

The annual cost of the renewal is \$27,200 (\$23,000 for license and \$4,200 for hosting), which is approximately a 5.4% increase over the cost we have paid the last three years.

Please let me know if you have any questions.

cc: Sam Alai, Mayor

### Request for Council Authorization to Purchase Form

<b>Description of Item or Service</b>	<b>License &amp; Hosting Fee - Timekeeping Software</b>
<b>Vendor</b>	<b>Right Stuff Software</b>
Dates of Contract	1.1.2026 - 12.31.2028
<b>Contract or Purchase Price</b>	<b>\$81,600.00</b>
If over \$77,250 - Was purchase competitively bid	No
If under \$77,250 Were Multiple Quotes Obtained	No
If no, state reason	Exempt from bidding - existing software license renewal.
State Contract or Other Purchasing Consortium Contract Number	
If yes, list other pricing or attach separate sheet:	

I hereby certify, that to the best of my knowledge the above information is true, accurate, and complete.

*David A. Pfaff*

8/18/2025

**Signature:**

**Date:**

For Finance Department Usage:	
<b>Account Number</b>	<b>Amount</b>
100.7730.52339 - Outside Services	\$0.00
Payment will not be made till 2026, will be billed annually in January	
I hereby certify there are sufficient funds lawfully appropriated for the proposed expenditure and the funds are in the treasury or in the proper fund, free from any previous encumbrances.	
<i>David A. Pfaff</i>	
8/18/2025	
<b>Finance Director:</b>	<b>Date:</b>
<b>Notes:</b>	
No funds certified at this time (2025), annually in January (2026-28) funds will be certified/encumbered out of that year appropriations.	



Right Stuff Software Corporation  
700 Stonehenge Pkwy Unit A  
Dublin, Ohio 43017

614.734.1899 Office  
[www.rightstuffsoftware.com](http://www.rightstuffsoftware.com)

David Pfaff  
Finance Director  
9543 Broadview Road  
Broadview Heights, OH 44147

June 26, 2025

Dear Mr. Pfaff:

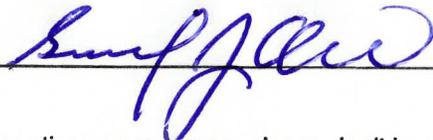
We greatly appreciate the opportunity to work with the City of Broadview Heights and we trust that the software we have developed for you has led to greater efficiency and accuracy within the city. This renewal letter is intended to provide the options for your contract renewal, including the opportunity to lock in your rate for a three-year period by selecting the option below for a three-year contract renewal.

The new annual licensing fee, which covers the same support and maintenance as provided in your current contract, will be \$23,000. Annual hosting will remain unchanged from your current rate of \$4,200.

By selecting an option and signing below, the City of Broadview Heights, as the Licensee, is agreeing to a renewal of your current contract. All terms and conditions contained within that contract will remain in effect except as outlined below. Please select one option below by checking the applicable box then sign and date this letter and return it to Renee Shaul ([RShaul@rightstuffsoftware.com](mailto:RShaul@rightstuffsoftware.com)) by September 1, 2025.

- Three-year renewal period commencing January 1, 2026. Upon the expiration of this term on December 31, 2028, the agreement will automatically renew for additional one-year terms unless Licensee has provided to Right Stuff Software 90 days written notice of Licensee's intent not to renew.
- One-year renewal period commencing January 1, 2026. Upon the expiration of this term on December 31, 2026, the agreement will automatically renew for additional one-year terms unless Licensee has provided to Right Stuff Software 90 days written notice of Licensee's intent not to renew. Your rate will be subject to an additional inflationary increase effective January 1, 2027 and we will notify you of this new rate no later than August 1, 2026.

Signature:



Date:

9/2/2025

If you have any questions or concerns, please don't hesitate to reach out. Our team is happy to help in any way.

Sincerely,

Renee Shaul, Director of Sales