

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	February 13, 2012
	Agenda Item No.	39
	Roll Call No.	[_____]
	Communication No.	<u>12-059</u>
	Submitted by:	Allen McKinley, Deputy City Manager; John Newman, CIO; Scott Sanders, Finance Director; James Wells, Human Resources Director

AGENDA HEADING:

Authorizing the City Manager to negotiate and execute a contract, subject to review and approval of the form of the contract by the Legal Department, for the provision of quality assurance and project management assistance services during the implementation of the City’s new city-wide Enterprise Resource Planning (ERP) solution with Premis Consulting Group (Premis), not to exceed \$95,000.

SYNOPSIS:

As a result of satisfactory performance during the ERP needs assessment, vendor selection, and contract negotiations process, City staff recommends that the City retains the services of Premis Consulting Group, (Joel Buege, Principal, 2843 N. Lincoln Ave, Suite 102, Chicago, IL) for the provision of implementation assistance for the ERP project.

FISCAL IMPACT:

Amount: \$95,000 for ERP quality assurance and project management assistance services. The cost for these services is included in the ERP Software Replacement CIP budget.

Funding Source: 2011-2012 Capital Improvements (CIP) Budget, Miscellaneous Improvements – Page 9, ERP Software Replacement, MSC008, CP051, FIN990000.

ADDITIONAL INFORMATION:

At its August 23, 2010 meeting, City Council approved an agreement with Premis Consulting Group for the provision of needs assessment and RFP development services for the acquisition of a new city-wide Enterprise Resource Planning (ERP) solution. This action approved the proposal for Phases One through Five, and approved the selection of Premis for Phase Six. The first five phases were:

1. Needs Assessment;
2. Business and Technology Requirements;
3. Development of a Request for Proposal Document;
4. Evaluation and Selection of an ERP Vendor; and
5. Contract Negotiations.

At that time, the scope of the Sixth Phase (Implementation Assistance), could not be determined until the ERP contract negotiations were complete. When requesting the approval of this action, staff indicated they would return to Council seeking approval of an agreement for Phase Six.

Now that the procurement process is complete, staff has determined the scope of the services required of Premis for system implementation assistance. Premis has provided excellent service during the ERP system procurement, and they have learned a great deal about the City and its business processes. Their assistance as a neutral third party will add considerable value to the ERP implementation process.

PREVIOUS COUNCIL ACTION(S):

Date: January 23, 2012

Roll Call Number: 12-0097

Action: [Contract](#) with Tyler Technologies, Inc. (Christopher Hepburn, President) to provide City-wide Enterprise Resource Planning (ERP) Software and related implementation services and authorizing City Manager to approve future annual maintenance services, subject to receipt of certificate of insurance acceptable to the Risk Manager. ([Council Communication No. 12-042](#)) **Moved by Hensley to approve. Motion Carried 7-0.**

Date: November 21, 2011

Roll Call Number: 11-2018

Action: [Proposal](#) from Tyler Technologies, Inc. for a City-wide business enterprise software system and authorizing City Manager to negotiate a contract. ([Council Communication No. 11-721](#)) **Moved by Coleman to approve. Motion Carried 7-0.**

Date: August 23, 2010

Roll Call Number: 10-1383

Action: [Proposal](#) from Premis Consulting Group, (Joel Buege/Principal) for consulting services to complete a needs assessment and create a Request for Proposals (RFP) for the acquisition of a new City-wide business enterprise software system and to assist in implementation of new system, \$187,033. ([Council Communication No. 10-534](#)) **Moved by Hensley to approve; Mayor and Council will send a letter to the School Board, Board of Supervisors and the Water Works looking for an opportunity for collaboration. Motion Carried 5-2. Nays: Cownie and Moore.**

Date: May 10, 2010

Roll Call Number: 10-724

Action: [Issuance](#) of Request for Proposals for consultant services to develop a needs assessment for, and Request for Proposals for, the procurement of a new City-Wide Business Enterprise Software System. ([Council Communication No. 10-241](#)) **Moved by Hensley to approve. Motion Carried 7-0.**

Date: December 17, 2007

Roll Call Number: 07-2425

Action: [Proposal](#) for provision of IT Strategic Planning Services and authorizing City Manager to negotiate and execute contract with Plante Moran, PLLC, \$135,000. ([Council Communication No. 07-750](#)) Moved by Coleman to adopt. Motion Carried 6-1.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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