



Office of the City Manager

CONSENT CALENDAR  
February 9, 2016

To: Honorable Mayor and Members of the City Council  
 From: *DWR* Dee Williams-Ridley, Interim City Manager  
 Submitted by: Savita Chaudhary, Director, Information Technology  
 Subject: Contract No. 9906 Amendment: Government Finance Officers Association (GFOA) for Extension of Enterprise Resource Planning (ERP) Advisory Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 9906 with Government Finance Officers Association (GFOA) for extension of Enterprise Resource Planning (ERP) Advisory Services to replace the current FUNDS\$ system, increasing the amount by \$95,095, for a total not to exceed \$144,835 from March 15, 2016 to July 31, 2017.

FISCAL IMPACTS OF RECOMMENDATION

The amendment will add \$95,095 for extension of Enterprise Resource Planning (ERP) Advisory Services through July 31, 2017. The appropriation of the entire contract amount of \$144,835 will be included in the Second Amendment to the FY 2016 Appropriation Ordinance in FUNDS\$ & VOIP Replacement Fund budget account code 609-2701-410-3038.

**GFOA Professional Services (Project Code 16CM04)**

\$49,740	Original Contract Amount
<u>\$95,095</u>	Additional Contract Amount
\$144,835	Total Contract NTE Amount

The contract amendment has been entered into the City's contract database and assigned CMS No. RAWPU.

CURRENT SITUATION AND ITS EFFECTS

GFOA provides advisory services related to the procurement and implementation of an Enterprise Resource Planning (ERP) system. These services include the research for ERP readiness, business process analysis, process design and requirements, developing request for proposal (RFP) draft, and change management. With the addition of services to include, Governance support, Chart of account re-design, system

selection, contract negotiation, and implementation transition City of Berkley will benefit from their experience to define the project scope and project goals.

### BACKGROUND

GFOA has provided outstanding services for the research for ERP readiness, business process analysis, process design and requirements, defining the as-is processes and has an active contract to develop request for proposal (RFP) draft, and change management.

### ENVIRONMENTAL SUSTAINABILITY

GFOA consultants are assessing the replacement of FUND\$ system which will result in efficiencies to reduce the manual processes and paper usage in future as we replace the FUND\$ system and migrate to online timesheets.

### RATIONALE FOR RECOMMENDATION

GFOA provides ERP implementation advisory services by focusing on business process, organizational change, and definition of requirements to ensure follow through on the Project scope and project goals.

GFOA has grown to become a market leader in assisting local governments with their ERP systems. GFOA consultants have past consulting experience, best practice research, and conducts benchmark research with other leading comparable organizations. GFOA has assisted approximately 300 cities, counties and school districts with system selection, contract negotiation, and implementation readiness for ERP systems.

### ALTERNATIVE ACTIONS CONSIDERED

Staff considered issuing a RFP to bid these services competitively, but found that the service is very specialized and a request for waiver of competitive solicitation was completed Feb 2015, and approved for the ERP advisory services. This request is for the extension of ERP implementation advisory services. GFOA is a non-profit organization, it has no affiliation with any software or hardware vendors, and serves as a completely independent agent for the government that they work for.

### CONTACT PERSON

Savita Chaudhary, Director, Information Technology, 510-981-6541

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 9909 AMENDMENT: GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) FOR EXTENSION OF ENTERPRISE RESOURCE PLANNING (ERP) ADVISORY SERVICES

WHEREAS, Government Finance Officers Association (GFOA) was selected in April 2015 for Enterprise Resource Planning (ERP) Advisory Services; and

WHEREAS, GFOA is a non-profit organization, it has no affiliation with any software or hardware vendors, and serves as a completely independent agent for the government that they work for; and

WHEREAS, funding has been allocated in Budget Code 609-2701-410-3038 16CM04; CMS No. RAWPU.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 9909 with Government Finance Officers Association (GFOA) for extension of Enterprise Resource Planning (ERP) Advisory Services to replace the current FUND\$ system, increasing the amount by \$95,095 for a total contract amount not to exceed \$144,835, for the term March 15, 2016 to July 31, 2017.

