



Office of the City Manager

CONSENT CALENDAR
January 24, 2017

To: Honorable Mayor and Members of the City Council

From: *DWR* Dee Williams-Ridley, City Manager

Submitted by: Savita Chaudhary, Director, Information Technology

Subject: Contract No. 9906A 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. 9906A 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 \$9,450, for a total not to exceed \$154,285 from March 15, 2016 to July 31, 2017.

FISCAL IMPACTS OF RECOMMENDATION

The amendment will add \$9,450 for extension of Enterprise Resource Planning (ERP) Advisory Services through July 31, 2017. The funding is allocated in the FY 2017 in FUND\$ replacement fund budget account code 609-2702-410-3038 16CM04.

GFOA Professional Services (Project Code 16CM04)

\$49,740	Original Contract Amount
\$95,095	1 st Amendment Amount
\$9,450	Proposed Amendment Amount
<u>\$154,285</u>	Total Contract NTE Amount

The contract amendment has been entered into the City's contract database and assigned CMS No. S16KC.

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. Amendment A included the following services: Governance support, Chart of account re-design, system selection, contract negotiation, and implementation transition City of Berkeley will benefit from their experience to define the project scope and project goals. The

additional activities proposed are to provide a 1 ½ day training to the ERP implementation team, prepare the team to take part in ERP implementation and will focus on ERP process from its pre- to post-implementation phases, customer and vendor expectations, and participants will learn how to balance scope, resources, costs and other constraints, and how to manage schedule and work variation.

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, support contract negotiations with selected vendor and advise the change management initiative.

ENVIRONMENTAL SUSTAINABILITY

GFOA consultants are assessing the replacement of FUNDS\$ system which will result in efficiencies to reduce the manual processes and paper usage in future as we replace the FUNDS\$ 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 sending all staff on the project to a standardized ERP boot camp training, however this become cost prohibitive. GFOA is able to bring the training to Berkeley and focus on Berkeley specific issues for less than sending 10 staff to conference. 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. 9906A 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 609-2702-410-3038 16CM04; CMS No. S16KC.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 9906A 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 \$9,450 for a total contract amount not to exceed \$154,285 for the term March 15, 2016 to July 31, 2017.

