



Office of the City Manager

CONSENT CALENDAR
January 30, 2018

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Savita Chaudhary, Director, Information Technology
 Subject: Contract: Third Wave Corporation for ERP Replacement Project's Enterprise Modules Needs Assessment

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract with Third Wave Corporation for ERP Replacement Project: Enterprise Modules Needs Assessment, for a total not to exceed \$400,000 from Feb 15, 2018 to June 30, 2020.

FISCAL IMPACTS OF RECOMMENDATION

One time funding for this project is allocated in Fiscal Year 2018's Enterprise Resource Planning Replacement Fund as follows:

\$400,000 609-2702-410-3038

The contract has been entered into the City's contract management system and assigned CMS No. RHVX7.

CURRENT SITUATION AND ITS EFFECTS

The purpose of an Enterprise Modules Needs Assessment is to inform the process for replacement of all FUND\$ modules not in scope to be replaced with the Tyler Munis ERP solution the City is implementing. The Needs Assessment will also address identified gaps in our system and propose solutions for the City to consider. Additionally, the Needs Assessment will inform the project team on best practices, efficiencies to be realized, requirements gathering and vendor selection processes.

The general scope for this project includes facilitating visioning sessions and interviews with stakeholder City department staff, performing audits of the software and the processes currently used to manage these City assets and the work performed on them and provide recommendations on implementation of new software (either as a single solution or multiple solutions). The needs assessment will include requirements gathering, developing the As-Is and To-Be process maps, an estimated budget for the purchase and implementation of the new software and helping to develop the relevant Request for Proposal/s (RFP's) and guiding the vendor selection process.

The procurement process included identification of modules needed in line with the Digital Strategic Plan and working with staff across all departments to assess vendor proposals. The City developed specific requirements for an effective Needs Assessment and published an RFP. Once proposals were evaluated by a multi-departmental team, 2 vendors were elevated to the reference check phase. Third Wave was deemed the best solution for the City.

BACKGROUND

The City is currently replacing its Enterprise system core functions of Finance, HR and payroll with Tyler Munis. Since 1991, the City has used the SunGard Public Sector (formerly HTE) solution for financials, budgeting, payroll, community development, work order and asset management, refuse billing, and land management functions. The SunGard system (FUND\$) runs on an IBM iSeries server and utilizes a legacy 5250 green screen user interface. The system is keyed entry menus compared to modern point and click software. Beyond its interface impediments, FUND\$ lacks many of the advanced processing, reporting, data analysis, and granular security features that are readily available in newer software packages. To continue the replacement of the SunGard product, the City will replace the Work Order and Asset Management, Fleet and Facilities, Real Property/Lease Management, Property Tax Software, Refuse Billing modules. Additionally, the City is looking to implement Business licenses (currently running on Accela), Performance Management and Learning Management solutions.

ENVIRONMENTAL SUSTAINABILITY

Third Wave Corporation will conduct some of their work remotely, and when they do come on-site for face to face meetings, they will cluster those visits over multiple days to minimize both travel costs and greenhouse gas emissions related to travel. In addition, the implementation of modern solutions will support initiatives with Digital Strategic Plan and will map out more mobile and web-based services for our staff and community, which will reduce travel associated with on-site visits to City offices, and reduce the amount of paper used in place of online applications, payments, etc.

RATIONALE FOR RECOMMENDATION

A review committee evaluated each of the six RFP responses and determined that the Third Wave Corporation's proposal best fits the City's business and fiscal requirements.

Staff recommends Third Wave Corporation to develop an Enterprise Modules Needs Assessment. The cost of the proposal is \$400,000. The timeline of the project will allow for recommendations from the consultant to be considered to be incorporated into the City's Enterprise Resource Planning project plan.

ALTERNATIVE ACTIONS CONSIDERED

Staff considered developing the Needs Assessment internally, however the staff considered it would be beneficial to get an outside perspective that could bring with them industry best practices and experience working with other local municipalities to help setup a framework that the City can use to continue to build a strong technical infrastructure for the City.

CONTACT PERSON

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

Attachments:

1: Resolution

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

CONTRACT: THIRD WAVE CORPORATION FOR ERP REPLACEMENT PROJECT:
ENTERPRISE MODULES NEEDS ASSESSMENT

WHEREAS, on July 19, 2017, the City issued a Request for Proposals (RFP) for ERP Replacement Project: Enterprise Modules Needs Assessment (Specification No.17-11149-C) and received six qualifying vendor responses; and

WHEREAS, the RFP review committee evaluated each proposal and determined that the Third Wave Corporation proposal best met the City's operational, technological, and fiscal requirements; and

WHEREAS, funds have been allocated in budget code 609-2702-410-3038 and the contract has been entered into the City's contract management system and assigned CMS No. RHVX7.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract with Third Wave Corporation for ERP Replacement Project: Enterprise Modules Needs Assessment, for a total not to exceed \$400,000 from Feb 15, 2018 to June 30, 2020.