

**AGREEMENT FOR CONSULTING SERVICES
AMENDMENT NO. 1**

This Amendment No. 1 to Contract No. K-1718-110 is between the City of Norman, Oklahoma, a municipal corporation, (hereinafter referred to as the "City") and Sciens LLC, (hereinafter referred to as the "Consultant").

WITNESSETH:

WHEREAS, the parties entered into Contract No. K-1718-110, for the purpose of Consultant's provision of services to assist with the implementation, testing, and final acceptance of applications for City use ("Project"); and

WHEREAS, Contract No. K-1718-110 was for a total amount of \$323,040.00.

WHEREAS, the City requires various additional services from Vendor, necessitating an amendment amending the scope of Contract No. K-1718-110 and a price increase of \$45,770.00 total, for a new contract price of \$368,810.00; and

NOW, THEREFORE, the parties desire to amend Contract No. K-1718-110 as follows:

- I. The Project shall be amended to include and accommodate Consultant's provision of the items and services described in Exhibit A hereto ("Exhibit A Services"):
 - a. The Exhibit A Services shall be provided at the following cost:

; and
 - b. The Exhibit A Services shall be completed by _____.

Contract No. K-1718-110 shall only be amended as required to give full force and effect to these amendments. All other terms of Contract No. K-1718-110 shall remain in full force and effect, and execution of this Amendment constitutes a representation by Consultant that any bonds, assurances, or insurances, as applicable, are sufficient for, and extend to, the Consultant's provisions of the services outlined in this Amendment.

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IN WITNESS WHEREOF, the CITY and the CONSULTANT have executed this Agreement.

DATED this ____ day of _____, 2021.

CITY OF NORMAN, OKLAHOMA
("City")

By: _____
Project Manager

By: _____
Mayor Breea Clark

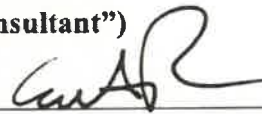
ATTEST:

By: _____
Brenda Hall, City Clerk

Approved as to form and legality this ____ day of _____, 2021.

City Attorney

SCIENS LLC
("Consultant")

By:  _____

Name: ERNEST PAGES

Title: PARTNER

ATTEST:

By:  _____

Title: HAD EEB M RAHMANI TEXAS STATE NOTARY PUBLIC



May 20, 2021

Kari Keeler-Madden
IT Manager Business Systems
City of Norman
P.O. Box 370,
Norman, OK 73070

Dear Kari,

Sciens appreciates the opportunity to present the City of Norman with our proposal to provide consultant services to update the existing RFP and assist with selection and contract negotiations for a new Parks System. We are eager to contribute our expertise and support on this project.

Background

The City is looking to replace their existing parks department application system with a modern platform that helps to streamline their workflows and produce more accurate data analytics.

The City has asked Sciens to reassess the current environment and develop an RFP that addresses the needs and vision of the department. Sciens will also assist the City with selection of a vendor, and contract negotiations.

Scope of Work

Sciens Consulting is proposing to assist the City in the redevelopment of the Parks System RFP which addresses the main concerns of the City, which include:

- Implement a fully integrated suite.
- Capacity to support the Parks Department.
- Increase data accuracy. Improve system stability and reliability
- Maintain security compliances
- Reduce/eliminate redundant data entry.
- Automate manual processes to reduce staff workloads
- Comprehensive and ongoing user training
- Data analysis, trending, and reporting through customizable modern analytical toolsets
- High degree of configurable parameters instead of system customization
- Retiring legacy applications and databases to decrease costs and risk of system failure, and improve data management

Project Tasks

Years of experience working with clients has enabled Sciens Consulting to refine our approach into a proven and structured system selection methodology that incorporates industry standard best practices to deliver effective and field proven implementable solutions. We have analyzed the best research-based frameworks and have integrated their best elements into the 4-phase selection methodology.

Phase 1 – Current Environment Assessment

- Discuss priorities and direction with Parks Management.
- Review available information gathered by through project governance sessions
- Conduct interviews with the IT Department to define technical requirements
- Conduct interviews with the Parks Department to define functional requirements.

Phase 2 – Updating the Requests for Proposal Package

- Redevelop software and infrastructure technical specifications
- Refine estimated budget & timeline
- Updating the RFP package based on new findings to include the narrative, functional specifications, and response forms
- Finalize RFP based upon feedback from the City.

Phase 3 – Evaluation and Selection of a Vendor

- Participate in Bidders' Conference and Vendor Q&A Addendum
- Develop initial vendor evaluation matrix
- Perform a 5-year cost analysis of each proposal
- Analyze each proposal and develop vendor proposal evaluation to rate the overall performance of each vendor
- Recommend vendors to invite for demonstrations of their products
- Manage and assist in the vendor demonstrations (3 demos, 1 day each)

Phase 4 – Contract Negotiation

- Support the City with contract and statement of work negotiations.

These phases outline the project tasks that will be performed. Throughout the process, we serve as your advisors, advocates, and project facilitators. Working together with your team to ensure a successful project outcome and system go-live.

Project Team

The consulting team will consist of Ernest Pages (Partner), and Steven Barcey (Senior Consultant).

Project Timeframe

It is expected that Phase 1 will begin in July 2021 with the final selection of the software estimated completion by February 2022. Sciens will work with the City to arrive at a schedule that meets your objectives and deadlines.



Costs

We will perform the Project Tasks 1-4, for not to exceed fee of \$45,770 as outlined below: 5

Phase	Activity	Hours	Fees	Expenses	Total
1	Assessment & Planning				
A	Data Gathering & Interviews	16	\$ 3,000	\$ -	\$ 3,000
2	Request for Proposal				
A	RFP Specifications & Narrative Draft	40	\$ 6,360	\$ -	\$ 6,360
B	RFP Final	24	\$ 4,120	\$ -	\$ 4,120
C	Bidders Conference, Q&A Addendum, Vendor Evaluation Matrix	26	\$ 3,830	\$ -	\$ 3,830
3	Vendor Evaluation & Selection				
A	Proposals Evaluation	68	\$ 10,280	\$ -	\$ 10,280
B	Short List Demos (3 vendors, 1 day each)	48	\$ 9,000	\$ -	\$ 9,000
C	Final Recommendations	12	\$ 2,060	\$ -	\$ 2,060
4	Contract Negotiations				
A	Contract & SOW Negotiation Support	40	\$ 7,120	\$ -	\$ 7,120
TOTAL PHASES 1-4		274	\$ 45,770	\$ -	\$ 45,770

We hope that you find our proposal acceptable. Please feel free to contact me at (469) 854-2218 if you have any questions.

Sincerely,

Ernest Pages
Partner, Sciens LLC
5900 South Lake Forest Drive, Suite 300
Norman, Texas 75070
Direct phone: (469) 854-2218
Email: epages@sciens.com