



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1718-110 AMD #1

File ID: K-1718-110 AMD #1 **Type:** Contract **Status:** Consent Item

Version: 1 **Reference:** Item 19 **In Control:** City Council

Department: Parks and Recreation **Cost:** \$45,770.00 **File Created:** 06/15/2021
Department

File Name: Amendment No 1 Consulting Services **Final Action:**

Title: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-1718-110: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SCIENS CONSULTING INCREASING THE CONTRACT AMOUNT BY \$45,770 FOR A REVISED CONTRACT AMOUNT OF \$368,810 TO PROVIDE ADDITIONAL CONSULTING SERVICES FOR THE IMPLEMENTATION, TESTING, AND FUTURE SOFTWARE UPGRADES AND REPLACEMENT FOR THE PARKS AND RECREATION DEPARTMENT.

Notes:

Agenda Date: 06/22/2021

Agenda Number: 19

Attachments: Amendment for Contract No. K-1718-110, K-1718-110

Project Manager: Jason Olsen, Director of Parks and Recreation

Entered by: lisa.griggs@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File K-1718-110 AMD #1

Body

BACKGROUND: The Fiscal Year 2016-2017 (FYE 2017) Capital Improvements Program (CIP) budget included an allocation for an Enterprise Resource Planning (ERP) suite to replace the existing Superior suite presently used for various departments. The Information Technology (IT) Department staff, through interviews with other cities and based on the complexity and scope of the project, recommended a consultant with the professional knowledge and expertise in the specific area of ERP software solutions and implementations for municipalities of our size and projects with similar scope be retained.

On February 29, 2016, the City of Norman advertised Request for Proposal RFP-1516-41

soliciting responses for consultant services to assist the IT Department and City staff in conducting a Needs Assessment, developing a Request for Proposal (RFP), to evaluate and score responses from software vendors, and to develop testing scripts, setup and lead demonstrations of possible solutions, and contract negotiations. Alternate pricing or estimated costs to complete the project through implementation, testing and final acceptance were also requested and received.

On March 13, 2018, City Council approved Contract K-1718-110 with Sciens Consulting in the amount of \$323,040 to provide consulting services for the implementation, testing and final acceptance of the enterprise applications for Municipal Court; Planning and Community Development (building permits and inspections); Finance (utility customer billing); core enterprise resource planning (ERP), and time and attendance.

DISCUSSION: In FYE 2018, the Parks and Recreation Department implemented a new software program from Vermont Systems called "RecTrac". In FYE 2020, IT and Parks hired a temporary IT Analyst from an Employment Agency to assist with software process flow documentation and assessment, followed by configuration, tuning, training, and documentation. These tasks were not completed and the position was terminated. Since the position is no longer filled, there is a balance of \$57,066.48 left in the account for these services (the funds were previously encumbered to Express Temporary Personnel Services). The Parks Department would like to get assistance with an RFP and professional services through selection and implementation at this time for a new software program.

Vermont Systems and RecTrac have had multiple issues with the point of sale system and have not found them to be user-friendly programs for the residents of Norman and recreation program users. Due to the continued commitments in the IT and Parks Departments, there is a strong need for professional services to write an RFP, assist in evaluations, contract negotiations, and vendor selection. It has been identified that having a consultant working with the City that has experience and knowledge of these varying municipal software packages is extremely valuable. Both the Parks and IT Departments would like to amend the current contract with Sciens Consulting to accomplish this. Their proposal is \$45,770, which covers necessary activities through contract negotiations; this would not encompass system implementation. The funds previously allocated for the temporary employee have been transferred for the purpose of the proposed amended contract with Sciens Consulting.

These services are proposed for addition as an amendment to Science' existing contract, and the scope of the contract would be expanded to include them upon approval. Except for cost and performance/timing issues addressed specifically in the amendment, the underlying contract will not otherwise change in any way.

RECOMMENDATION: It is recommended that the City Council approve Amendment No. 1 to Contract K-1718-110 with Sciens Consulting in the amount of \$45,770 to provide consulting services for future software upgrades and replacement for the Parks and Recreation Department. Funds are available for these consulting services in the General Fund, Information Technology Department, Professional Services: Consultant-Other (account 10123121-44099).



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