



City of Plantation
City Council Chambers

Subject:

Enterprise Resource Planning Consulting Services (Change Order No. 3)

Summary:

Requesting authorization and approval of the following:

- Execute Change Order/Amendment No. 3 with Sciens LLC, Inc for Enterprise Resource Planning Consulting Services (Agreement No. 019-23) for a total amount of \$927,600.00 (see attached document for additional details).

Procurement:

On November 29, 2023, consent agenda item No. 8, City Council authorized and approved the execution of an agreement between the City and Sciens LLC for Enterprise Resource Planning (ERP Consulting Services. Due to the aggregate value of the change order(s) associated with this project/service, City Council approval is required.

Change Order No. 1 (Approved Administratively):

- The City retained Sciens LLC as a consultant to assist with the ERP system selection and negotiation process. The preliminary assessment conducted as a part of this process uncovered that the City used two document management systems and the City determined that it would be in its best interest to do a comprehensive assessment of how these systems are used to identify 1) whether these systems can be consolidated and 2) which system should be the primary system to integrate with the new ERP.
 - Total \$34,692.00

Change Order No. 2: (Approved by City Council on August 13, 2025, Consent Agenda Item No. 7):

- Once the selection committee rendered a recommendation for an ERP vendor, the City with the assistance from Sciens LLC began the ERP agreement negotiation process.

Due to the complexity of the negotiations, following email and virtual communications, the City and the recommended firms scheduled a three-day on-site negotiations session to ensure the alignment of implementation scope and timeline expectations. The City's current agreement with Sciens LLC only considers consultant hours for the negotiations phase and does not provide for travel cost. It is in the City's best interest to have our consultant on-site for the negotiation's session.

- Total \$5,400.00

Change Order No. 3: (Proposed):

- On November 29, 2023, consent agenda item No. 8, City Council authorized and approved \$119,400.00 annually for ERP Implementation Management Support. However, due to the unique nature of Workday ERP implementation, the project management needs are greater than initially anticipated. Therefore, approval of Sciens, LLC ERP Implementation Management proposal dated November 17, 2025, via Change Order No. 3 requests to provide for 80 hours of monthly management support (i.e. 0.5 FTE) during Workday implementation and 36 hours of monthly support during SpryPoint Implementation (should the city choose to continue utilizing Sciens, LLC services to assist with utility billing system implementation).
 - Total: \$927,600.00 (see attached documentation for additional details)

Based on the foregoing, Administration and Procurement Departments requests authorization and approval of the following:

- Execute Change Order/Amendment No. 3 with Sciens LLC, Inc for Enterprise Resource Planning Consulting Services (Agreement No. 019-23) for a total amount of \$927,600.00 (see attached document for additional details).

Background:

Strategic Priority: Planning for a Sustainable Future.

Expanded implementation assessment & planning, and implementation management support.

Sciens team will assist the City with implementation management of the ERP system, including project planning and governance, vendor supervision, and expert guidance during each module's business process analysis. In addition, Sciens team will assist the City with implementation management of the project, including Project Plan and GANTT execution and vendor supervision through onsite project management meetings; and, offsite project management activities, including regular weekly conference calls with the City's Project Management Team and separate calls with the Vendor. Tas shall include, but not be limited to:

- Strategic Vendor Oversight
- Vendor Issue Resolution
- Project Meeting Participation and Input
- Advisory Oversight and Risk Guidance
- Project Progress Monitoring
- User Acceptance Testing (UAT) Guidance
- Quality Advisory Support

- Training Strategy Advisory
- EUT Scheduling and Coordination
- Training Oversight and Feedback Loop
- Onsite Go-Live Support
- Post Go-Live Issue Management

This item is now ready for City Council consideration.

Funding:

Amount:

Plantation Project Management Support Workday Implementation:

- \$712,800.00 (including travel)

Plantation Project Management Support for SpryPoint Implementation

- \$164,800.00 (including travel)

Contingency

- \$50,000.00
 - During the implementation, if the City requires additional assistance beyond the previously defined project management services (e.g., documentation, testing lead, additional on-site support, etc.), these services will be billed at \$250.00/per hour and \$1,800.00/per trip. Any such required assistance shall be confirmed/approved by the City in advance and in writing.

Grand Total: \$927,600.00

Finance Director/Budget Manager Recommendation:

The above change order for Sciens LLC, for ERP consultative services, is funded as follows:

FY2026 - \$190,800, of which, \$71,800 is funded by the Information Technology Department FY2025 & FY2026 Budget Capital Line item - ERP System.

In addition, \$119,000 of ARPA funding was allocated to ERP Consultant services, approved by Council on Nov. 29,2023.

The remaining balance of the change order request (\$736,800) shall be budgeted in FY2027 and FY2028 during the normal budget process.

Prepared By:

Charles Spencer

ATTACHMENTS:

[Proposed Change Order No. 3](#)

[Change Order No. 2_Signed.pdf](#)

[Change Order No. 1 _ Signed.pdf](#)

[Original Executed Agreement.pdf](#)