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City of Plantation  
City Council Chambers

**Subject:**

Enterprise Resource Planning Consulting Services (Change Order No. 2)

**Summary:**

Requesting authorization and approval of the following:

- Execute Change Order/Amendment No. 2 with Sciens LLC, Inc for Enterprise Resource Planning Consulting Services (Agreement No. 019-23) for an amount of \$5,400.00 (see attached document for additional information).

**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.
  - \$34,692.00

**Change Order No. 2: (Proposed)**

- 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 negotiations session.

- \$5,400.00

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

- Execute Change Order/Amendment No. 2 with Sciens LLC, Inc for Enterprise Resource Planning Consulting Services (Agreement No. 019-23) for an amount of \$5,400.00 (see attached document for additional information).

### **Background:**

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. Towards that end, the City administratively approved Change Order #1 in the amount of \$34,692 as provided for in the City Code. This project has been completed and payment has been issued to the consultant.

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 negotiations session, therefore, staff requests Council's approval of travel cost reimbursement in the amount of \$5,400.

This item is now ready for City Council consideration.

### **Funding:**

331-0000-525-6401

### **Amount:**

\$5,400.00

### **Finance Director/Budget Manager Recommendation:**

Enterprise Resource Planning Consulting Services (ERP), Change Order No. 2 is funded by ARPA funds.

**Prepared By:**

Charles Spencer

**ATTACHMENTS:**

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

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

[Executed Agreement.pdf](#)