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**Title:** CONSIDER APPROVAL OF AMENDMENT NO. 2 TO AGREEMENT WITH SDI (SYSTEM DEVELOPMENT INTEGRATION) PRESENCE, LLC TO PROVIDE PROFESSIONAL PROJECT MANAGEMENT SERVICES (TYLER MUNIS) (CITY COUNCIL)

**Sponsors:**

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**Attachments:** 1. Proposed Amendment with SDI Presence, LLC

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, September 17, 2019

Consent

**SUBJECT:**

**CONSIDER APPROVAL OF AMENDMENT NO. 2 TO AGREEMENT WITH SDI (SYSTEM DEVELOPMENT INTEGRATION) PRESENCE, LLC TO PROVIDE PROFESSIONAL PROJECT MANAGEMENT SERVICES (TYLER MUNIS) (CITY COUNCIL)**

**I. SUMMARY**

On February 21, 2017, the City and SDI Presence, LLC entered into an agreement to provide project management services for Tyler Munis Enterprise Resources Planning (ERP) system implementation. The City and Consultant executed the first amendment to the agreement on March 21, 2019, to extend the time period for performance by 180 days, so that the agreement term was extended to September 17, 2019. The second amendment is to extend the agreement for an additional six months, and increase the contract sum by \$59,400 to authorize compensation for services rendered during the extended term.

**II. RECOMMENDATION**

Approve the proposed amendment to professional services agreement with SDI Presence LLC not to exceed \$371,250

### **III. ALTERNATIVES**

Take another action deemed appropriate by the City Council

### **IV. BACKGROUND**

On November 28, 2016, the City Council approved the purchase of the Munis ERP System from Tyler Technologies, Inc.; and directed staff to release a Request for Proposals (RFP) for an implementation project manager.

As reported on November 28th, staff recommended hiring a professional project manager to keep the implementation project on task and hold Tyler Technologies, Inc. accountable for all deliverables. Staff was unable to identify a City employee with the skills necessary to manage the project, and the ability to abandon normal job duties for 2-3 years. Lessons learned from the cities of Culver City, Redondo Beach, Pasadena, Beverly Hills, and the City's own past implementation experience indicate that resources must be dedicated to the implementation or it will not be successful and/or complete.

The RFP was released on November 29, 2016; and proposals were due December 14, 2016. The City received 4 proposals, as summarized below. Each proposal assumed 15-20 hours of work per week for the estimated project duration of 25 months. After analysis and interviews, staff selected SDI Presence, LLC because of depth of resources and direct relevant experience with municipal operations and the Tyler Munis System. Due to staff vacancies and implementation of unrealistic expectations of how long it will really take to implement Tyler Munis ERP, the project will take 6 months longer than expected. A new go-live date of the Payroll module has been rescheduled from April 2019 to January 2020. The six months extension of the SDI agreement will allow the City to ensure successful implementation.

### **V. FISCAL IMPACT**

The original agreement between the City and SDI Presence, LLC states that estimated project manager services does not exceed \$311,850 for the duration of the project; and the second amendment is a request of an additional \$59,400 budget amendment for the estimated amount to be expended in Fiscal Year 2019-2020. The amended amount is included with the adopted Fiscal year 2019-2020 budget.

### **VI. EXHIBITS**

Proposed Amendment with SDI Presence, LLC. (pages 3-7)

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