



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 08/19/2025

PRESENTER: Lisa Norris, Managing Director, City Manager's Office

TITLE: Second Amendment to the Master Services Agreement with Collaborative Solutions, LLC for additional scope modifications related to the Workday Software Implementation Project in an amount of \$253,694.40, bringing the contract total to an amount not to exceed \$3,418,976.60

REVIEWING COMMITTEE: (Reviewed by the Finance and Government Committee on 08/05/2025)

SUMMARY:

The City entered into a Master Services Agreement ("MSA") with Collaborative Solutions, LLC ("CSLLC") in October 2024 to provide implementation services for the Workday software in the amount of \$3,115,557.20, with a go-live date projected for June 2026.

On or about July 30, 2025, the City and Collaborative Solutions, LLC executed the First Amendment to the MSA, which: 1) extended the project timeline from June, 2026 to September 2026, 2) added an additional payroll, parallel cycle, and payroll build, and 3) added an additional quarter of pay history due to the extended deadline. CSLLC agreed to perform these additional services for an additional amount of \$49,725.00, bringing the total amount of the MSA to an amount not to exceed \$3,165,282.20

This Second Amendment to the MSA requests authorization to increase implementation scope for all items specifically noted in the attached "Project Change Order #2," in the amount of \$253,694.40, bringing the total of the MSA to an amount not to exceed \$3,418,976.60. As city staff reviewed the initial build of the system and basic configuration and processes, additional functionality ("scope") critical to our efficiency, operations, and/or business processes were identified and requested. Items proposed were vetted by our project management team, project staff and the implementor to ensure they provide critical functionality, enhance operational efficiency, and/or streamline processes. Costs include consultant hours to design, configure and test the setup results from the requested items prior to intense testing by city staff that begins in October.

No additional funds are needed as the project is currently under budget and has built in contingency to fund such project changes.

PURPOSE OF REQUEST:

Fund additional requested implementation services and scope items from Collaborative Solutions, LLC for the Workday implementation.

EXPENDITURE HISTORY (2 to 3 yrs info):

	<u>Amount</u>	<u>Approval Date</u>	<u>Reason</u>
<i>Original Contract:</i>	\$3,115,557.20	10/15/2024	Implementation Services for Workday through June 2026
<i>Amendment #1</i>	\$49,725.00	7/30/2025	Timeline Extension to September 2026, added Payroll parallel, added Payroll Build, and 3 additional months of pay history
<i>Amendment #2</i>	\$253,694.40	Tentative City Council: 8/19/2025	Additional Scope Items
<i>New Total:</i>	\$3,418,976.60		

FINANCIAL CONSIDERATION:

Budgeted?	<input checked="" type="checkbox"/>	Fund Name	IT CIP Fund
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If Capital Improvement:					
Total Project Budget	\$3,800,000	Proposed New Funding:	\$0	Remaining Funding:	\$261,422.12

ATTACHMENTS / SUPPORTING DOCUMENTS:

1- Project Change Order #2