



CHANGE ORDER FORM

Project Information

Change Order #:	3	Date:	March 24, 2023
Project Name:	Oracle 2.0 Post Go-Live Support & system Refinement Services		
Bid Number:	FS21-12-192	Dept/Division:	Information Technology
Original Budget Unit #:	100100019011	PO #:	
New Oracle Charge Number:	3	Project Number:	11399
		Oracle PO:	20221563
Oracle Expenditure Type:	7435	Expenditure Organization:	100.1000.19011
Project Manager:	Bret Naber	Title:	Chief Information Officer

Contractor/Consultant Information

Contractor/Consultant:	Metaformers	Email:	
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The CONTRACTOR/CONSULTANT is hereby directed to perform the WORK described in the CONTRACT for design/construction as amended by this CHANGE ORDER.

See attached **2** sheets with full explanation for the change order.

Compensation to Contractor/Consultant

The original contract sum was:	\$2,305,327.00
The net change by previous change order was: (Change Order #1 & #2 Total)	\$575,500.00
The contract sum prior to this change order was:	\$2,880,827.00
The contract sum will be: (See List) Increased	\$443,887.00
The new contract sum, including this change order is:	\$3,324,714.00
The contract time will be: (See List) Unchanged	Dec-23
The new date for project completion is:	

This CHANGE ORDER is intended to, and the OWNER agrees that it shall, fairly and adequately compensate the CONTRACTOR/CONSULTANT for the extra direct costs (time and materials, etc.) as well as all expenses and damages which may result from any delays, suspensions, stretch-outs, scheduling, inefficiencies and accelerations in the WORK associated with this CHANGE ORDER, and the CONTRACTOR/CONSULTANT releases the OWNER from any claims for such expenses and damages.

This CHANGE ORDER is intended to, and the CONTRACTOR/CONSULTANT agrees that it does, provide the CONTRACTOR/CONSULTANT a reasonable and adequate period of time in which to complete the WORK in accordance with the CONTRACT for establishment of policies, as amended by this CHANGE ORDER, and the CONTRACTOR/CONSULTANT releases the OWNER from any claims for additional time to perform the WORK associated with this CHANGE ORDER.

The Contract Documents may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document. The Contract Documents, including all component parts set forth above, may be executed and delivered by electronic signature by any of the parties and all parties consent to the use of electronic signatures.

Signatures for City Council

IN WITNESS WHEREOF, the parties have caused this instrument to be executed in two (2) original counterparts as of the day and year first above written.

Approved as to Substance	Reviewed as to Legal Form
City Manager	City Attorney
Certification of Contract Funds Availability	Departmental Certification
Director of Finance	Department Director
Purchasing Official	Project Manager

Certification of Content by Contractor/Consultant

Representative of Contractor/Consultant	Title

Additional Approval:

_____ Budget _____ Supervisor _____ CPC _____ Finance

Cumulative change orders totalling **\$1,019,387** for a total of **44.2%**.

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Change Order #:	3
Project Name:	Oracle 2.0 Post Go-Live Support & system Refinement Services
Date:	3/24/2023
Project Manager:	Bret Naber

Change Order Justification

Why was this not in original contract?	Due to staff turnover, extension of managed services to the end of 2023, and additional specific project initiative needs.
Budget Impact/Funding	Increase \$443,887
Impact to project schedule	No impact to schedule
Detailed Explanation Of Change Order	The following change order requests have been internally approved and appropriated through Council. Payroll supplemental services are required due to a critical staff shortage in the Payroll Office. Services can be provided by our vendor to keep Payroll operations running for 3-4 months while we rehire the key positions. Additional reporting needs have surfaced and could be accommodated with additional resources from our vendor. We have specific report needs documented and prioritized. These reports will be custom and will assist with several other ongoing initiatives. We need to extend our managed services engagement through the end of the year. These services assist in the maintenance of the ERP Oracle environment. Managed Services include mandatory compliance updates, assessment of impacts, documentation and testing services. These services also include knowledge transfer and training. These services will also provide operational support for activities such as financial year end, audit, and other critical ERP functions.

Meta Formers	
\$293,287.00	Managed Services / Project Infusion
\$75,000.00	Payroll - Supplemental Services
\$75,600.00	Reporting
\$443,887.00	Total

Services to assist in the maintenance of the ERP Oracle environment. Managed Services include mandatory compliance updates, assessment of impacts, documentation and testing services. These services also include knowledge transfer and training. Operational support for activities such as year end, audit, and other critical ERP functions.

Payroll Supplemental services are required due to a critical staff shortage in the Payroll Office. Services can be provided by our vendor to keep Payroll operations running for 3 months while we rehire the key positions.

Additional reporting needs have surfaced and could be accommodated with additional resources from our vendor. We have specific report needs documented and prioritized. These reports will be custom and will assist with several other ongoing initiatives.