



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/08/2022

REQUESTER: Kari Madden

PRESENTER: Kari Madden, IT Manager Business Systems & Development

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. TWO TO CONTRACT K-1718-110: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SCIENS, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$36,800 FOR A REVISED CONTRACT AMOUNT OF \$407,601 TO PROVIDE ADDITIONAL CONSULTING SERVICES TO PROVIDE ADDITIONAL TIME FOR THE IMPLEMENTATION, TESTING, AND SOFTWARE UPGRADES FOR THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT.

BACKGROUND:

March 13, 2018 Council approved contract K-1718-110 by and between the City of Norman, Oklahoma and the Norman Municipal Authority and Sciens Consulting in the amount of \$323,040 to provide consulting services for the implementation, testing and final acceptance of the enterprise applications for Municipal Court, Planning and Community Development, Utility Billing, Core Enterprise Resource Planning (ERP), and Time and Attendance. The projected completion of these projects was anticipated to be December 2021 for a total of 40 months.

DISCUSSION:

The City IT and other City staff deployed and managed the new applications that are contracted as part of the ERP project over the last 4 years. The deployments were all staying on-track until COVID began to impact travel in March of 2020 and we saw shut downs of vendor offices and decreased staffing at times in key areas within the City as well. As vendors stopped traveling we found they were working multiple projects during times they would have been dedicated to one if onsite. The Utility Billing project was extended 6 months following the shutdowns due to complexities and additional time going back and forth in sessions which affected other projects that were scheduled to start. Due to the extended project timelines, this created the need for more hours of the consultant to complete the discovery sessions and implementation of the Planning and Community Development project. Their expertise is very helpful as we work through some of the complexities of the software details with the vendor and staff. This request is to extend their contract 12 months to allow assistance during the implementation of the Planning and Community Development software. We negotiated reduced hours to keep their engagement focused on critical milestone points to ease the impact on the budget.

Council approved Amendment 1 in May 2020 for an additional \$45,770 which approved Parks and Recreation's request to look for a replacement of the existing Parks software. Due to staff committed on other projects the Sciens contract was amended to write the specs and RFP for this project and provide consulting services for this project through its implementation.

Sciens has presented the City with an increase to the contract of \$36,800 with Amendment 2 for an additional 160-hours of work to assist in the Planning and Community Development project. Funds are available in contingency in the capital project account (BG0070 50195529-46201).

RECOMMENDATION:

Staff recommends approval of the Amendment 2 to Contract K-1718-110 between the Norman Municipal Authority, the City of Norman, and Sciens Consulting for \$36,800 for a revised contract amount of \$407,601.