



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 9

Section Name: {{section.name}}

Account Number: 10-2011

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Finance Department

MEETING DATE: November 07, 2022

SUBJECT:

Enterprise Resource Planning System Replacement Project – Change Order

RECOMMENDATION:

Approve a change order to the agreement with Collaborative Solutions for adding 1099-G and Dunning Letter services in the amount of \$14,700, for a revised contract agreement total of \$1,298,720.

BACKGROUND:

The City Council awarded contract to Collaborative Solutions in February 2022 as a part of the Enterprise Resource Planning (ERP) system replacement project in the amount of \$1,284,020. Implementation is in phases, with Phase 1 covering the core financial elements, including accounting, accounts payable, accounts receivable, and financial reporting. Phase 1 began in March 2022 and went live on November 1, 2022. During Phase 1 implementation, two additional needs were identified in order to ensure compliance with required tax reporting and best management practices for accounts receivable.

The City is required to issue a 1099-G for property owners that receive a reimbursement through the City's sewer lateral program. Change Order C01 anticipates 50 hours of work to create one custom business form layout and one additional new advanced report, which will be performed at the Principal Consultant role at an hourly rate of \$210 for a total cost of \$10,500.

In addition, a Dunning Letter, which is a collections notice, is requested to streamline the process of following up with past due accounts receivable invoices. Change Order C01 anticipates 20 hours of work to create the Dunning Letter, which will be performed at the Principal Consultant role at an hourly rate of \$210 for a total cost of \$4,200.

BUDGET IMPACT:

The ERP replacement project is projected to have adequate savings in project management costs to offset the total cost of \$14,700 for Change Order C01, so no supplemental budget appropriations are required.

ENVIRONMENTAL DETERMINATION:

This change order is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Change Order

STAFF CONTACT

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