



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 8

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: December 05, 2022

SUBJECT:

Enterprise Resource Planning System Replacement Project – Change Order C02

RECOMMENDATION:

Approve Change Order C02 to the agreement with Collaborative Solutions for providing an additional 12 weeks of post-production support for the enterprise resource planning system replacement in the amount of \$64,800, for a new total of \$1,363,520 for Phase I, and a new agreement total of \$2,606,660.

BACKGROUND:

The City Council awarded contract to Collaborative Solutions (Collaborative) in February 2022 as a part of the enterprise resource planning (ERP) system replacement project in the amount of \$2,527,160. 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. The City Council approved Change Order C01 on November 7, 2022.

The current scope of work (SOW) with Collaborative provides six (6) weeks of post-production support. In the two weeks that followed go live of the Workday Financials system, both the City and Collaborative agreed that additional post-production support is needed in order to address various implementation configurations that, while they were not a deterrent to the City being able to go live with Workday Financials on November 1, were deferred until post go live. Change Order C02 adds twelve (12) more weeks of post-production support to ensure the ongoing success of the Workday Financials by retaining specific Collaborative staff that have supported the implementation process at a cost of \$64,800 and increasing the total cost for Phase I to \$1,363,520 and the total agreement cost to \$2,606,660.

BUDGET IMPACT:

The ERP replacement project is projected to have adequate savings in project management costs to offset the total cost of \$64,800 for Change Order C02, so no supplemental budget appropriations are required. If no savings in project management costs materialize, General Fund vacancy budget savings of approximately \$4.0 million can be used to cover this change order.

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 C02

STAFF CONTACT

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