



AGENDA MEMORANDUM

Future Item for the City Council Meeting of December 13, 2016

Action Item for the City Council Meeting of December 20, 2016

DATE: November 21, 2016

TO: Margie C. Rose, City Manager

FROM: Belinda Mercado, Director of Information Technology
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Constance Sanchez, Director of Finance
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Change order for additional Professional Services
In support of
Infor Public Sector (IPS) - Utility Billing Project

CAPTION:

Motion authorizing the City Manager, or designee, to execute a change order to the original scope of work in support of the implementation of the Infor Public Sector (IPS) for Utility Billing in the amount of \$275,000.

PURPOSE:

The purpose of this item is to execute a change order for additional Infor consulting services for the Utility Billing Office (UBO) to allow for additional time to complete testing and the installation of the Citizen Portal for Utility Payments.

BACKGROUND AND FINDINGS:

In April 2013, council approved the purchase of the Infor ERP product which included the Infor Public Sector (IPS) - Utility Billing module. *The Utility Billing project is the last component to implement from the original Infor ERP Software agreement.* Over the last three years, staff has implemented Infor Financials, Procurement, Human Capital, Talent Management, Payroll, and Budget modules using Infor's cloud services solution.

Software currently in use by the Utility Billing Office (UBO) was first installed in 2002 and handles customer accounts, utility billing, and payment processing.

Additional services are needed for additional time in the testing and installation of the system. The following is the summary of the project costs to date for the Utility Billing portion of the project.

	Software	Consulting Services	Total
Original Cost *	\$51,774	\$338,000	\$389,744
Change order May 2016		\$200,000	\$200,000
Change order December 2016		\$275,000	\$275,000
GRAND TOTAL			\$864,774

*Heavily discounted due to large purchase of Infor Software in original Infor ERP Agreement.

ALTERNATIVES:

1. Approve the change order for continued consulting services to complete the project.
2. Do not approve the change order for consulting services. Without approval, our vendor will not be able to assist with the completion of the project. (Not recommended).

OTHER CONSIDERATIONS:

Not applicable

CONFORMITY TO CITY POLICY:

The proposed purchase conforms to the City's purchasing policies and procedures and Texas State procurement laws.

EMERGENCY/NON-EMERGENCY:

Non-Emergency

DEPARTMENTAL CLEARANCES:

Information Technology Department
Finance Department
Office of Management and Budget

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2016-2017	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget				
Encumbered / Expended Amount				
This item		\$275,000.00		\$275,000.00
BALANCE				

Comments: Funding from Utilities: Water Fund, Wastewater Fund, Gas Fund

RECOMMENDATION:

Staff recommends approval of this agenda item.

LIST OF SUPPORTING DOCUMENTS:

Infor Change Order