



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of April 26, 2016

Action Item for the City Council Meeting of May10, 2016

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**DATE:** April 07, 2016

**TO:** Ronald L. Olson, City Manager

**FROM:** Belinda Mercado, Director of Municipal Information Systems  
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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 his 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 \$200,000.

**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 data transfer from the existing billing system and validate customer account data to include additional testing and validation.

**BACKGROUND AND FINDINGS:**

Software currently in use by the Utility Billing Office (UBO) was first installed in 2002 and handles customer accounts, utility billing, and payment processing. The Utility Billing project is the last component that was originally included as in the scope of the Infor ERP solution. In April 2013, council approved the purchase of the Infor ERP product which included Infor Public Sector (IPS) - Utility Billing module.

The Infor Utility Billing Project has been in progress for the last year. The original contract included city staff providing all data conversion tasks which has been a challenge. Services are needed by our vendor to allow for additional time in transferring and validating data necessary to complete the project.

**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, project must be placed on hold and cannot be completed. (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:**

Municipal Information Systems Department  
Finance Department  
Office of Management and Budget

**FINANCIAL IMPACT:**

☒ Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2015-2016</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		\$2,283,347.01		\$2,283,347.01
Encumbered / Expended Amount		\$1,340,528.09		\$1,340,528.09
This item		\$200,000.00		\$200,000.00
BALANCE		\$742,818.92		\$742,818.92

Funding will be from MIS Fund 5210-40470-242-530160.

**RECOMMENDATION:**

Staff recommends approval of this agenda item.

**LIST OF SUPPORTING DOCUMENTS:**

Infor Change Order