



very time consuming and, based on the complexity of this project, the lack of end user experience in implementing enterprise class systems and the continuing time-project constraint, a project manager is essential to guide this project through completion.

- The implementation of the ELMSS requires a consultant that will act as the project manager and will provide technical support throughout the duration of the ELMSS project (development of the RFP has been completed, selection of software is in process, integration with existing systems, training, etc.) and, in conjunction with the selected vendor, oversee the design, configuration, testing and post implementation support of the ELMSS.
- Kevin Sansom, the owner of Projectess, has over 25 years of experience in public and private sector projects and his firm offers specialized service leading strategic planning, project management, and process improvement efforts.
- Mr. Sansom's background includes:
  - Establishing efficient and effective project management offices with state-of-the-art processes and procedures.
  - Helping organizations set up quality assurance and process improvement programs.
  - Helping organizations with strategic planning efforts.
  - Helping municipalities set up development services centers.
  - Helping information technology departments improve their governance and service.
  - Helping organizations with RFP preparation and vendor evaluation.
  - Training organizations on project management and process improvement.

**FINANCIAL SUMMARY:**

- This Resolution authorizes an amendment to the contract with Projectess, LLC, until July 2017, at a rate of \$50 per hour not to exceed the aggregated amount of \$380,000.
- The additional \$150,000 is available in the FY 2015-2016 budget in fund 031-2119.

**BOARD OR COMMISSION RECOMMENDATION:**

- N/A