



16-998

TITLE: Consider and Discuss a Resolution Authorizing the City Manager to Execute a Contract Amendment for Project Manager Services Related to the Procurement, Integration and Implementation of the Enterprise Land Management Software System (ELMSS) in the Amount of \$150,000 with an Aggregated Contract Not To Exceed \$380,000

COUNCIL GOAL: Operational Excellence

MEETING DATE: October 3, 2016

DEPARTMENT: Department of Information Technology

CONTACT: Sid Hudson, Chief Information Officer

RECOMMENDED CITY COUNCIL ACTION:

- Approval of Resolution on October 4, 2016

ITEM SUMMARY:

- The Resolution will authorize the City Manager to execute a contract amendment with Projectess, LLC for an additional \$150,000 for project manager services related to the procurement, integration and implementation of the Enterprise Land Management Software System, until July 2017, at a rate of \$50 per hour not to exceed the aggregated amount of \$380,000.

BACKGROUND INFORMATION:

Project Manager

- This project involves the implementation of an enterprise class system that, in and of itself, is 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. 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:

- The Resolution will authorize 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

SUPPORTING MATERIALS:

[Draft Resolution Proposal](#)