



21-0363

**TITLE:** Consider/Discuss/Act on a Resolution Authorizing the City Manager to Execute a Change Order to Increase the Contract Amount with Sciens, LLC for Professional Consulting Services Related to Preparation, Coordination and Implementation of a New Fire Records Management Software (FRMS) to Include Project Management Services

**COUNCIL GOAL:** Operational Excellence  
(2C: Identify opportunities for internal efficiencies and continuous improvement to foster and reinforce a higher performing organizational culture and 2E: Continuously provide a high level of customer service to our citizens)

**MEETING DATE:** May 4, 2021

**DEPARTMENT:** Information Technology

**CONTACT:** Sid Hudson, Chief Information Officer

**RECOMMENDED CITY COUNCIL ACTION:**

- Approval of the Resolution.

**ITEM SUMMARY:**

- This Resolution authorizes the City Manager to execute a change order to the existing professional services contract with Sciens, LLC., increasing the not to exceed amount by \$17,800, for a total not to exceed contract amount of \$165,000.

**BACKGROUND INFORMATION:**

- In 2014 the City issued and awarded RFQ No. 14-26RFQ to Sciens LLC to provide the following professional services related to the purchase of new Fire Records Management Software (FRMS):
  - Data Gathering & Requirements Gathering Definition
  - Request For Proposals (RFP) Development

- Evaluation and Selection
- Project Implementation
- Due to competing supplementals in the budget process at the time, this project was set aside.
- In working with the vendor over the past year, it has been determined that the vendor has the intention to End of Life the current RMS software package, therefore the intent of this item is to restart the professional services contract to update the specifications prepared in 2014 to current day and issue the RFP to investigate new FRMS software.
- The previous engagement with Sciens, LLC expended \$30,720 of the authorized contract amount before discontinuing the project.
- An accompanying Ordinances to execute budget amendments pertaining to the Fire Records Management Software Project is also on this agenda for consideration.

**FINANCIAL SUMMARY:**

- This Resolution authorizes the City Manager to execute a Change Order to the existing professional services contract with Sciens, LLC., increasing the not to exceed amount by \$17,800, for a total not to exceed contract amount of \$165,000.
- Funding for these services will be available in IT2120 after approval of accompanying ordinances(s).

**BOARD OR COMMISSION RECOMMENDATION:**

- N/A

**SUPPORTING MATERIALS:**

[Resolution](#)