



## Request for City Council Committee Action from the Department of Information Technology

**Date:** July 14, 2014

**To:** The Honorable John Quincy, Chair, Ways and Means/Budget Committee

**Subject:** Amend Contract for Human Resources Information System (HRIS) Upgrade Services as part of the Enterprise Resource Planning (ERP) Program

**Recommendation:** Authorize proper City officials to amend contract C-38180 with Sierra Systems Group, Inc. (now Sierra-Cedar, Inc.) to:

- a. Provide professional services for the human resources upgrade to include the following four replacement functional leads on the HRIS upgrade project in the ERP Program: 1) HCM/ELM, 2) Benefits Administration, 3) Payroll, and 4) Time and Labor and a resource to provide for organizational readiness/change management/training to the HRIS upgrade project
- b. Increase the contract \$2,200,000, for a new not-to-exceed total of \$6,337,040.

**Previous Directives:**

1. November 1, 2013 – Authorization to issue a Request for Proposal for vendors to provide HRIS upgrade services.
2. December 13, 2013 – Authorization to execute contracts with vendors to provide professional services relating to the HRIS upgrade project.
3. January 23, 2014 – Authorization to execute contracts with vendors to provide additional professional services relating to the HRIS upgrade project.
4. February 6, 2014 – Presentation to the Committee of the Whole to provide general information and background on the ERP Program.
5. February 21, 2014 – Authorization to issue a Request for Proposal for a vendor to provide financial system (COMPASS) upgrade services.
6. May 9, 2014 – Authorization to execute a contract with Sierra Systems Group, Inc. (Sierra-Cedar, Inc.) to provide financial system upgrade services.

### Department Information:

Prepared by: Barbara K. Malinski, Contract Administrator, X3249  
Submitted by: Otto Doll, Chief Information Officer, x3633  
Kevin Carpenter, Chief Financial Officer, x3554  
Patience Ferguson, Director of Human Resources, x2139  
Approved by: Jay Stroebel, Interim City Coordinator  
Presenter(s) in Committee: Otto Doll

Reviews	Approval	Date	Not Applicable
Permanent Review Committee (PRC):			<input checked="" type="checkbox"/>
Civil Rights Approval:	<input checked="" type="checkbox"/>	April 25, 2014	<input type="checkbox"/>
Policy Review Group (PRG):	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>

**Financial Impact:** The amendment to the Sierra-Cedar, Inc. contract to provide these professional services to the HRIS upgrade project in the ERP Program does not require additional appropriation or funding. The contract amendment replaces the individual contracts approved earlier by Council for these same services. Funding for these services is included in the ERP Program budget as articulated to the City Council at the 2/6/14 presentation to the Committee of the Whole. Since this is an existing system, on-going maintenance and support is currently funded through General Fund cost recovery allocation model charges.

**Background/Supporting Information**

The Enterprise Resource Planning (ERP) Program consists of upgrades to the human resources information system (HRIS), the financial system (COMPASS) and implementation of an enhanced reporting and analytics tool (Cognos).

HRIS and COMPASS are utilized to process and track every City of Minneapolis personnel, payroll, procurement, contracting and financial transaction, and interface with many other City information systems. The overall goals of the ERP Program are to bring the human resources and financial systems up to the most current supported software version (PeopleSoft v9.2), provide more functionality to support the above business processes, increase user ability to work in these systems, and provide more comprehensive access to data for generating reports, supporting analysis and making decisions.

The City released a Request for Proposals (RFP) on November 5, 2013 for professional services to implement the HRIS upgrade project. The RFP was structured to solicit technical and functional expertise in eight areas based on the overall project scope and system integration requirements. IT executed contracts with five vendors to provide these services. On February 21, 2014, the City released an RFP for a vendor to provide the financial upgrade services and on May 9, 2014 entered into a contract with Sierra Systems Group, Inc. (now Sierra-Cedar, Inc.) to serve as the system integrator for the financial system upgrade project and provide the professional services for this work effort including organizational readiness/change management/training services for the entire program as well as the financial upgrade project. The City has developed a need to replace the four functional resources on the HRIS upgrade project and obtain organizational readiness/change management/training resources to specifically support the HRIS upgrade project. The most effective way to do this is to amend the contract with Sierra-Cedar, Inc. which is already providing similar resources for the finance system upgrade project.