



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

- Date:** March 16, 2015
- To:** The Honorable John Quincy, Chair, Ways and Means Committee
- Referral To:** Full City Council
- Subject:** Increase Sierra-Cedar, Inc. Contract, C-38180 for Enterprise Resource Planning (ERP) Program professional services
- Recommendation:** Authorize proper City officials to increase contract C-38180 with Sierra-Cedar, Inc. to:
- a. Increase the contract \$1,000,000, for a new not-to-exceed total of \$7,337,040.
- 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.
 7. July 14, 2014 - Authorization to amend Contract C-38180 with Sierra Systems Group, Inc. (now Sierra-Cedar, Inc.), to provide professional services to include the four replacement functional leads on the project: (1) Human Capital Management/Enterprise Learning Management (HCM/ELM); (2) Benefits Administration; (3) Payroll; and 4) Time and Labor and a resource to provide for organizational readiness/change management/training.

Department Information:

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Approved by: Spencer Cronk, City Coordinator
Presenter(s) in Committee: Otto Doll, CIO

Reviews	Approval	Date	Not Applicable
Permanent Review Committee (PRC):	<input type="checkbox"/>		<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 extend professional services for 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 February 6, 2014 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.

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) 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. Information Technology (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 its final schedule to complete these activities, and has determined the Sierra-Cedar resources will be needed through September 30, 2015. This will ensure a smooth go-live launch with a month of post go-live support.