

## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** February 12, 2018  
**SUBJECT:** Consider consulting contract with Sciens, LLC, to evaluate the replacement of the City's Enterprise Resource Planning System in an amount not to exceed \$69,270.  
**PRESENTER:** Karen Bostic, Assistant City Manager

### **SUMMARY:**

The current Enterprise Resource Planning (ERP) system, Superior, has been used by the City since 1998. This system is the "backbone" of all financial and human resource transactions for the organization. If approved by City Council, Sciens LLC would provide a needs assessment, develop a request for proposals (RFP) for a replacement system as well as act as project manager in the selection of a new ERP vendor. The cost of these services would not exceed \$69,270.

### **GENERAL DESCRIPTION:**

In October, 2017 a Request for Proposal (RFP) was issued to identify and select a professional consulting firm with experience in technology consulting, needs assessment and enterprise resource planning implementation. RFP's were received from Baker Tilly, iLynx, Inc., Sciens LLC and SoftResources Software Consulting. An evaluation team was formed to review the RFP's. The members of this team were Karen Bostic, Jimmy Perdue, Kyle Spooner, Mark Mills and Robert Myers. The committee independently reviewed and scored the information provided by the consulting firms and then met to discuss the RFP's. Based on the committee's scoring, it was determined that a face to face interview with Baker Tilly and Sciens LLC would be helpful in making a decision on which firm would best fit the City's needs. The interviews were held with the evaluation team and it was a unanimous decision that Sciens LLC was the firm that best fit needs of the City.

Sciens, LLC is a management and information technology (IT) consultancy headquartered in McKinney, Texas, serving public sector clients throughout the United States and Canada. The company was formed in 1989 to support the management and IT consulting needs of local governments, and has retained the same executive team since its inception. Recent examples of similar projects (i.e., needs assessment, RFP development, vendor evaluation, software selection and contract negotiations) include City of Allen, City of Amarillo, City of Odessa and City of Waco, just to name a few.



The consulting process will be divided into three separate phases; ERP Assessment & Planning, ERP Request for Proposal, ERP Vendor Evaluation & Selection. Through the entire process, specific goals, objectives and deliverables will be achieved in order to accomplish system replacement success. It is anticipated that the three phases of this project will take between eight and nine months and that implementation of a new system will begin in FY 2019. Funding for this project was included in the FY17-18 Adopted Capital Projects Budget.

**RECOMMENDATION:**

Approve a consulting services contract with Sciens, LLC, in an amount not to exceed \$69,270.