

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution No. 9085 authorizing the execution of an amendment to a Professional Services On-Call Agreement with ManageForce to increase the “not to exceed” contract amount to \$254,000 to provide Information Technology (IT) additional staffing and expertise for the JDE 9.2 Upgrade.

### **FISCAL IMPACT**

This action authorizes the City Manager to amend the City’s agreement with ManageForce to increase the contract amount from a “not to exceed” \$90,000 to a “not to exceed” amount of \$254,000. Funding for the additional \$164,000 will come from CIP G-59. This amendment has no impact on IT rates. The initial contract amount of \$90,000 is funded from ITD Maintenance and Operations.

### **STAFF CONTACT**

Emily McLaren, ITD Lead, 452-4065  
Sabra Schneider, Chief Operations Officer, 452-4890  
*Information Technology Department (ITD)*

### **DIRECTION NEEDED FROM COUNCIL**

Authorize an amendment with ManageForce to extend the agreement value.

### **BACKGROUND**

JD Edwards (JDE) and My Self Service are the City’s Enterprise Resource Planning (ERP) system and help to support enterprise-wide finance and timekeeping functions. To maintain regulatory compliance and vendor support, the JDE application is upgraded every 3 years and an upgrade is planned during 2016. The skills and expertise provided by the existing agreement with the vendor, ManageForce, include specialized developer technical services for the JD Edwards/MySelf Service Application, the City’s Enterprise Resource Planning (ERP) system. Based on the performance of the vendor, and specialized skills and expertise needed for the JDE 9.2 Application and Tools Upgrade project, the staff is seeking to expand the contract amount..

Within the scope of this amendment, ITD will contract for specific technical skills that would not be feasible to develop and maintain in-house. These skills include:

- Configurable Network Computing (CNC) Technical Expert: This resource specializes in the installation and configuration of the JDE Application and is required to complete the upgrade. Due to the elapsed time between upgrades, it is not efficient to retain these resources internally.
- Technical Developer : This resource specializes in the JDE development tools and is required to retrofit custom objects within JDE that are specific to the City of Bellevue.

- Functional Expert: The resource is expert in the new functionality and features and will assist the project team and stakeholders in adhering to best practices in the new 9.2 environment.

### **EFFECTIVE DATE**

If adopted, this Resolution will become effective immediately.

### **OPTIONS**

1. Adopt Resolution authorizing the execution of an amendment to a Professional Services On-Call Agreement with ManageForce to increase the “not to exceed” contract amount to \$254,000 to provide Information Technology (IT) additional staffing and expertise for the JDE 9.2 Upgrade.
2. Do not adopt this Resolution and provide alternative direction to staff.

### **RECOMMENDATION**

Option 1.

### **MOTION**

Adopt Resolution authorizing the execution of an amendment to a Professional Services On-Call Agreement with ManageForce to increase the “not to exceed” contract amount to \$254,000 to provide Information Technology (IT) additional staffing and expertise for the JDE 9.2 Upgrade.

### **ATTACHMENTS**

Resolution No. 9085

### **AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

On Call Professional Services Contract with ManageForce  
Contract Amendment Form