

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

FROM: Jennifer Hennessy, Director of Finance

DATE: August 27, 2019

SUBJECT: Approve a Consultant Services Agreement with SoftResources, LLC, for Citywide Financial System Upgrade Consulting Services

PREPARED BY: Rosanne Ward, Management Analyst

RECOMMENDATION: That the City Council:

1. Approve a Consultant Services Agreement for SoftResources, LLC in an amount not to exceed \$283,920 for citywide financial system upgrade consulting services;
2. Authorize the City Manager to approve contract change orders up to 10% of the contract amount or \$28,392.

BACKGROUND: The City currently utilizes Tyler Technologies Eden Enterprise Resource Planning (ERP) software to support Citywide financial operations. ERP software is utilized for human resource management, payroll, project accounting, financial reporting, and more. Eden was implemented in 2001, and is approaching the end of its useful life. The City has elected to upgrade to the Tyler Technologies Munis ERP software and is procuring consulting services to guide the City through this process. The consultant will assist the City in defining key requirements and ensuring best practices are adhered to throughout the implementation process.

Finance and Information Technology staff recommend the use of a consulting service to mitigate implementation risk by utilizing SoftResource's expertise for project planning and monitoring, product knowledge, and overall execution of the project. The level of services provided will add overall value to the ERP implementation project. SoftResources has extensive knowledge in leading software implementations for local governments, and has provided similar services for the City during implementations of permitting and asset management software.

FISCAL IMPACT: Adequate funds are included within the 2020-2024 Capital Improvement Program.

ATTACHMENTS: Agreement