



09/10/13

Dr. Ken Moore  
MayorEric S. Stuckey  
City AdministratorHISTORIC  
FRANKLIN  
TENNESSEE

August 26, 2013

To: Board of Mayor and Aldermen

From: Eric Stuckey, City Administrator  
Russell Truell, ACA Finance

**Subject:**

The purpose of this memorandum is to provide information to the Board of Mayor and Aldermen (BOMA) for consideration of a change order to complete the conversion of CDR (Community Development & Regulatory Processes) from Infor release 7 to release 8. (COF# 2013-0139)

**Background:**

On September 25, 2003 the Board of Mayor and Alderman approved the award of a contract to Hansen Information Technology (now Infor Systems) for purchase and implementation of ERP Asset Management System software. The software replaced multiple manual and semi-automated systems in place at that time.

Business & Neighbor Services requested an upgrade to take advantage of the many enhancements to this system in March of 2013. With the loss of our outside consultant and our Data Base Administrator in February and June of 2013, we requested assistance from Infor to complete this upgrade. Infor CDR Release 8 was a major rewrite which requires some outside assistance from the vendor. When we acquire a suitable DBA, we may be able to eliminate some of the proposed costs. Estimated time to complete this upgrade is December 2013.

**Financial Impact:**

The full cost of the change order is \$194,062.50. A budget amendment will be required if all the hours are utilized.

**Recommendations:**

Staff recommends Board approval of the change order to complete the project.



# CHANGE ORDER

## INTRODUCTION

This Change Order document ("Change Order") is subject to all terms and conditions of the Software Services Agreement (or, if applicable, the Professional Services Agreement) between Infor and Licensee with an Effective Date of May 12, 2010 (the "Services Agreement") and constitutes a change to the Services Work Order identified below by Work Order Number ("Work Order"). All terms of the Services Agreement and Work Order are incorporated herein by reference. Capitalized terms not defined in this Change Order are defined in the Services Agreement or Work Order. In the event of a conflict, the terms of this Change Order control over the terms of the Services Agreement and Work Order.

## 1.0 CHANGE ORDER

<b>Licensee (customer)</b>	City of Franklin
<b>Project Name</b>	Hansen 8 CDR Implementation
<b>Project Number</b>	32312211
<b>Project Manager</b>	Johna Youlio
<b>Project Phase</b>	Design
<b>Product(s)</b>	Community Development and Regulatory (CDR)

<b>Work Order Number</b>	Franklin No. #001
<b>Change Number</b>	1
<b>Issue Number</b>	1
<b>Description</b>	Increase in hours to complete implementation
<b>Requestor</b>	Russell Truell/Fred Banner
<b>Identified Date</b>	August 15, 2013
<b>Prepared By</b>	Jim Jensen

## 1.1 Preliminary identification and assessment

Describe the change in detail

#### **Describe the change in detail**

Remaining hours to complete the CDR implementation. Hours include design and build of current AP types identified, formula updates for Fee Calculations, unit testing, UAT support and deployment assistance. Opim Phases are Design through Deployment respectively.

#### **Reason for the change**

Initial project budget has been consumed and additional hours are needed to complete the project.

#### **High level impact assessment**

Increases hours by 1,035 and budget by \$194,062.50.

## **1.2 Detailed impact analysis**

#### **Impact on project plan (including estimated timelines)**

None. New Project Plans have been created for both projects.

#### **Target date (for implementation)**

12/30/2013.

#### **Impact on resource requirements**

Two resources will be allocated for this implementation from Infor side. Resources on client side to complete were reviewed as a risk and priority has been given to this project due to the increased budget and timelines.

#### **Additional risk**



**Impact on project cost****Increase in project cost of \$194,062.50****Service Fee Estimate for Additional Services Provided under this Change Order**

Resource/Activity/Task	Estimated Hours	Hourly Rate	Estimated Fee
Project Manager	207	\$187.50	\$38,812.50
Technical Consulting	828	\$187.50	\$155,250.00
			\$
<b>Total</b>			<b>\$194,062.50</b>

Estimated time and costs listed in this Change Order represent an estimate only and are in addition to the estimates provided in the original Work Order. Actual project time and cost may vary from the estimates provided. Where a substantial variation from this Change Order is foreseen, both parties must agree in writing to the additional work and document the change in a subsequent Change Order.

**Other Projects Affected****None****Who needs to be notified of the change****Client Stakeholder, Russ Truell and Fred Banner.****Comments**

## 2.0 CHANGE APPROVAL / PAYMENT

By signing below, Licensee authorizes Infor to proceed with the work set forth in this Change Order and bill Licensee per the payment terms set forth in the original Work Order for any additional Services fees. Please return a signed copy of this Change Order to Infor PSO.

THE PARTIES have executed this Change Order through the signatures of their respective authorized representatives.

**INFOR:****LICENSEE:**

Signature:

Signature:

Printed Name: Johna Youlio

Printed Name: Russ Truell

Title: Project Manager

Title: Project Stakeholder

Address:

Address:

Address:

Address:

Signature Date:

Signature Date:

