



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#23-0311**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Greg Chavarria, City Manager

**DATE:** April 4, 2023

**TITLE:** Motion Approving Change Order No. 11 for Associated Professional Services  
- Infor (US), Inc. - \$584,335 - (**Commission Districts 1, 2, 3 and 4**)

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**Recommendation**

Staff recommends the City Commission approve Change Order No. 11, in substantially the form attached, for associated professional services with Infor (US), Inc., in the amount of \$584,335.

**Background**

On September 7, 2016, the City Commission approved (CAM #16-0900) a twelve (12) year Agreement for the purchase of an Enterprise Resource Planning (ERP) software system solution and associated professional services with Infor (US), Inc. ("Infor" – software and support) and Ciber, Inc. ("Ciber" - Implementer); and authorized the City Manager to approve task orders as well as two, one-year renewal options, contingent upon appropriation of funds in the total amount of \$6,562,618.

On June 6, 2017, the City Commission approved (CAM 17-0512) Assumption of Contract and Consent to Assignment of ERP system implementer agreement from Ciber to Infor. During project scoping and business analysis by staff and Infor, staff determined that changes to the original scope were necessary for the move to version 11, as well as additional data conversions and the Expense Management Module. As such, and in accordance with Section 2-177, Code of Ordinances of the City of Fort Lauderdale, staff administratively approved Change Orders 1-4. The cumulative total (\$655,162) of the first four change orders were less than the 10% as allowed by the Code.

On December 18, 2018, the City Commission approved (CAM 18-1312) Change Order No. 5 for additional consultant services costs totaling \$274,677.80 related to developing interfaces between several software applications used by departments and the new financial accounting system for the ERP.

On September 9, 2021, the City Commission approved (CAM 21-0749) Change Order No. 6 in the total amount out \$10,273,400, which upgraded the on-premise solution to a cloud-based solution at a cost of \$7,273,400 in Annual SaaS Subscription payments over

the remaining 11-year period and increased the implementation service costs for the cloud-based solution by \$3,000,000.

On October 3, 2023, the City completed Phase I of the ERP Project and went live in the new Infor software system. The Phase I implementation included accounting, financial reporting, treasury, inventory, and procurement processes. The Phase I team is working on the stabilization of the new system, which usually takes up to a year. During the implementation of Phase I, the City approved several zero (0) dollar changes to the scope of the project, which were documented in Change Orders 7-10.

Phase II (Global Human Resources (GHR) and Payroll) kicked off in the Summer of 2022. Since that time, the City's Human Resources Department encountered key staff turnover between the months of November 2022 through January 2023. A total of four (4) employees, with years of institutional knowledge separated from the City. All four (4) resources were key members to the ERP Phase II GHR-Payroll implementation. In addition, one (1) Information Technology manager assigned to the ERP project resigned December 15, 2022.

Due to the transition of staff, the City had to re-baseline the project and engage with Infor to propose new dates for go-live. Additionally, the City had to recruit and hire new resources to fill the vacant roles. Due to resource constraints, the City's project team proposed an additional 30 days. Upon consulting with our Finance staff and Payroll subject matter experts, it would be advantageous to start within a new quarter, thus adding an additional 60 days. The anticipated date for going live for Phase II is September 18, 2023, with the first payroll run happening in the new fiscal year of October 6, 2023. The new date offers a clean start to the fiscal year as well as payroll tax quarterly reporting, with respect to data and financial balances. This extension mitigates additional reconciliation efforts if the system transitions in the middle of a quarter.

Change Order No. 11 represents the additional funds needed for Infor professional services to complete the implementation and provide post go live support through October 27, 2023.

### **Resource Impact**

Funds for the proposed change order in the total amount of \$584,335 will be included in the FY2023 Community Investment Plan in the accounts below, contingent upon the approval of the Consolidated Budget Amendment CAM 23-0088.

<b><i>Funds available as of March 10, 2023</i></b>					
<b>ACCOUNT NUMBER</b>	<b>PROJECT NAME (Program)</b>	<b>CHARACTER/ ACCOUNT NAME</b>	<b>AMENDED BUDGET (Character)</b>	<b>AVAILABLE BALANCE (Character)</b>	<b>PURCHASE AMOUNT</b>
10-581-9100-519-60- 6599-P11937	Enterprise Resource Planning (ERP)	Capital Outlay /Construction	\$7,802,136	\$638,174	\$584,335
<b>PURCHASE TOTAL ►</b>					<b>\$584,335</b>

### **Strategic Connections**

This item is a *Press Play Fort Lauderdale Strategic Plan 2024* initiative, specifically advancing:

- Internal Support Focus Area
- Goal 8: Build a leading government organization that manages all resources wisely and sustainably.
- Objective: Maintain financial integrity through sound budgeting practices, prudent fiscal management, cost effective operations, and long-term financial planning

This item advances *the Fast Forward Fort Lauderdale 2035 Vision Plan: We Are United*.

### **Related CAMs**

#23-0088

### **Attachment**

Exhibit 1 - Change Order No.11 - Infor (US) Consulting Fixed Fee Services Work Order

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