



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Change Order to Consulting Services Agreement – NexLevel Information Technology, Inc.

DATE: November 8, 2016

ACTION REQUESTED

Approve Change Order No. 1 to Consulting Services Agreement with NexLevel Information Technology, Inc. of Carmichael, CA for professional services on an as needed basis in the amount of \$49,000 for a revised maximum amount of \$148,320 funded by the FY 2016-17 Countywide Systems Fund Final Budget.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

On June 7, 2016, your Board approved a Consulting Services Agreement with NexLevel Information Technology, Inc. to assist with the selection and procurement of a new Enterprise Resource Planning (ERP) system. To date, the Auditor-Controller's Office, along with support from the executive sponsors for the ERP project, has focused its efforts on ensuring the functional requirements to be reflected in the Request for Proposal to software vendors captured the details necessary to ensure adequate and consistent responses to the proposals being provided. This task also included facilitating numerous functional requirements workshops with key County users for PAS and ACORN, as well as technical and interface requirements workshops.

As the workshops progressed and after the requirements were finalized, it was determined by the County executive sponsors additional consulting services would add value to the "selection" and "negotiation" stages of the RFP process, which includes software vendor demonstrations. The requested change order will allow significant participation and collaboration from NexLevel prior to final agreements being signed with the new ERP solution and implementation partner.

Per the Purchasing Policy Manual Section 2.1(b), the requested increase amount of \$49,000 exceeds the Purchasing Manager's authority and requires your Board's approval.

FISCAL IMPACT

The resulting change order will be funded by Countywide Systems Fund and is included in the FY 2016-17 Final Budget.

Cc: Andrew Sisk, Auditor-Controller
Andy Heath, Assistant County Executive Officer
Lori Walsh, Director of Human Resources
Jerry Gamez, Director of Administrative Services

