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DEPARTMENT OF
FINANCE

FINANCE ADMINISTRATION

CITY OF SACRAMENTO
CALIFORNIA

Ag 2003-119

June 16, 2003

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City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: APPROVAL OF CONSULTANT AND PROFESSIONAL SERVICES
AGREEMENT WITH SPLIT ROCK CONSULTING, INC FOR
SOFTWARE TESTING SERVICES**

LOCATION: Citywide

RECOMMENDATION:

This report recommends that the City Council authorize the City Manager to execute a Professional Services Agreement with Split Rock Consulting, Inc. for Software Testing services related to the implementation of the new utility billing/customer information system (CIS) in an amount not to exceed \$130,000.

CONTACT PERSON: Margaret L. Freeman, CIS Project Manager, 808-7093

COUNCIL MEETING: June 24, 2003

SUMMARY:

In December 2002, the City Council approved the procurement of a new utility billing/customer information system – PeopleSoft CIS. The implementation of the new system has begun and preliminary testing of the system is scheduled to begin July 13, 2003. This report recommends approval of a professional services agreement with Split Rock Consulting, Inc., in the amount not to exceed \$130,000, for Test consulting services required for the successful implementation of the CIS.

COMMITTEE/COMMISSION ACTION: None is required.

BACKGROUND INFORMATION:

In December 2002, City Council approved vendor agreements for the procurement and implementation of a new utility billing/customer information system, PeopleSoft CIS. In February 2003, City Council approved procurement of the required new computer hardware. The computer hardware and application software has been ordered, received and installed. In early May, City staff and the PeopleSoft CIS implementation vendor, SPL, began three months of process analysis workshops to determine the final product configuration. The development of test plans to test the PeopleSoft CIS software configuration is scheduled to begin July 13, 2003.

In January 2003, Split Rock Consulting, Inc (Split Rock) provided consulting services related to the development of a Business Process Analysis (BPA) report for the new CIS. Split Rock provided consulting services that assisted the City in determining the City's existing workflows for efforts performed by the Department of Utilities, Solid Waste and Revenue in support of the new CIS. Split Rock met and exceeded all the agreement requirements including meeting the scheduled timeline. In addition, the principal consultant proposed to provide test support to the City, was on the BPA team in January and was the lead/consultant to the test team for the City of Tallahassee in their successful implementation of PeopleSoft CIS in 2002.

Given Split Rock's past performance and experience, the UBET/CIS Project Team, with the consensus of the project Executive Steering Committee, recommends that the City contract with Split Rock for Testing program services related to the implementation of the new CIS. Split Rock is familiar with the City's organization, knows the City's needs and requirements for the new CIS and has extensive experience with CIS implementation and testing.

The consulting services to be provided by Split Rock will assist the City project team in successfully implementing the new CIS. A project test plan will be developed by Split Rock along with the establishment of guidelines for a test environment. Testing to be performed and covered by the test plan will include: Unit Testing; System Testing; Conversion Testing; Regression Testing; and Cutover Testing.

After the guidelines and test plans are approved, Split Rock will oversee and participate in the development of test scripts for use by the testing team. Split Rock will also generate and validate test scripts in support of the project and test plans.

FINANCIAL CONSIDERATIONS:

The total costs for this agreement are not to exceed \$130,000. The funding is currently available in the Capital Improvement Program budget – Project AB61-CIS Project. No additional funding is required.

ENVIRONMENTAL CONSIDERATIONS:

The current project has been determined to be exempt from the requirements of the California Environmental Quality Act (CEQA), under Section 15061(b)(3), which states that CEQA applies

only to projects that have the potential for causing a significant effect on the environment. The current project involves only software testing services. Therefore, it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

POLICY CONSIDERATIONS:

This recommendation is in conformance with the goals, objectives, initiatives and operating principles of the City's Information Technology Strategic Plan. In particular, it is in accordance with Goal #3, Leveraging Technology Investments, since the replacement of the City's current utility billing system is one of the major initiatives under this Goal.

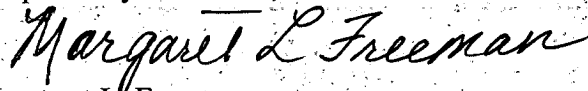
The successful implementation of the new CIS will result in improved customer service for all City residents. Providing improved, timely customer service to all residents of the City is in accordance with the City Council's vision that the City of Sacramento is the city of choice to live, learn, work and play.

The action requested is consistent with Chapter 3.64 of the Sacramento City Code and existing policy regarding professional services agreements.

ESBD CONSIDERATIONS:

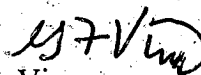
Split Rock is not a certified ESBD firm. If further services are required for the project, an effort will be made to identify possible ESBD firms.

Respectfully submitted,



Margaret L. Freeman
CIS Project Manager

Approved:



Gus Vina
Finance Director

RECOMMENDATION APPROVED:



Robert P. Thomas
City Manager

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RESOLUTION NO. 2003-444

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____



**RESOLUTION AUTHORIZING THE EXECUTION OF A
CONSULTANT & PROFESSIONAL SERVICES AGREEMENT FOR SOFTWARE
TESTING PROGRAM SERVICES WITH SPLIT ROCK CONSULTING, INC
FOR AN AMOUNT NOT TO EXCEED \$130,000**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

The City Manager is hereby authorized to execute a Consultant and Professional Services Agreement with Split Rock Consulting, Inc. for the provision of software testing program services related to the implementation of the new utility billing/customer information system (CIS) in an amount not to exceed \$130,000.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____