

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

PROJECT TITLE:

| | | | | |
|---|----------|-----------------|------------------------|------------------------|
| Change Order with Cayenta for Upgrade to Cayenta Financials | _____ | Briefing | COUNCIL BILL # | _____ |
| | _____ | Proposed Action | Originating Department | Information Technology |
| | _____ | Consent | Contact Person | Steven Hellyer |
| | <u>X</u> | Action | Phone Number | 425-257-8777 |
| | _____ | First Reading | FOR AGENDA OF | March 6, 2019 |
| | _____ | Second Reading | | |
| | _____ | Third Reading | | |
| | _____ | Public Hearing | | |
| | _____ | Budget Advisory | Initialed by: | |
| | | | Department Head | _____ |
| | | | Administration | _____ |
| | | | Council President | _____ |

| | | | |
|------------------------|------------------------------------|--|--------------------------------------|
| <u>Location</u> | <u>Preceding Action</u> | <u>Attachments</u> | <u>Department(s) Approval</u> |
| Information Technology | Approved by Council May 4, 2017 | Everett, City of - Oracle to SQL Server Conversion of Cayenta ERP 7.9 Change Order 001 | Information Technology |

| | | |
|----------------------|----------|-----------------------------------|
| Amount Budgeted | \$13,814 | |
| Expenditure Required | \$13,814 | Account Number(s): 015 5000000410 |
| Budget Remaining | -0- | |
| Additional Required | -0- | |

DETAILED SUMMARY STATEMENT:

The Information Technology Department and Cayenta have determined that due to the complexity of the Everett Cayenta Financial environment a Change Order and Amendment to the Statement of Work is necessary.

The proposed Change Order 001 includes an additional Test Conversion along with the new corresponding Milestones CONV10, CONV11 to accommodate the need of a special conversion approach to address specifics of Everett's Production database structure. The special conversion approach is in response to additional levels of complexity in Everett's Cayenta Production environment as detailed in the attached Everett, City of - Oracle to SQL Server Conversion of Cayenta ERP 7.9 Change Order 001.

RECOMMENDATION (Exact action requested of Council):

Authorize the Mayor to sign Change Order Cayenta for An Upgrade to Cayenta Financials for an additional \$13,814.00, not including State Sales tax.



Everett, City Of – Oracle to SQL Server

Conversion of Cayenta ERP 7.9

Change Order #001

Title

Change Order 001 – Changes to SOW – The Additional Data Conversion Test Run and The Additional Milestones

Background and Justification

The purpose of this change order is to include an additional Test Conversion, a.k.a. 'Test Conversion #2' in the SOW, along with the new corresponding Milestones CONV10, CONV11 to accommodate the need of a special conversion approach, addressing specifics of the Everett's Production database structure.

Justification:

While preparing for, and also during, the pre-agreed Test Conversion, represented in the SOW by the Milestones CONV4, CONV5, the Cayenta team discovered an additional level of Everett's Cayenta Production system complexity, including:

- Large number of custom objects. The list contains:
 - 414 Custom Views
 - 369 Custom Tables
 - 8 Stored Procedures
 - 8 Database Triggers

By definition, custom objects are the responsibility of the client to convert. However, due to their number and their interconnection, Cayenta team took over the task of either directly converting these objects, or providing instructions how to, to minimize risks associated with otherwise an in-house conversion

- Historical data from closed Fiscal Years, going back to the year of 1992.

Each closed fiscal year adds between 80 to 90 tables. The total number of the historical tables (cca 2.300) almost doubled the number of tables to be handled by the conversion, thus creating an additional conversion process time

The facts above led to the conclusion, that an additional Test Conversion (#2) will be required to devise new conversion technique and scripts to handle the volume, new - non-standard - custom objects, and the performance, in order to meet the downtime restrictions during the go-live weekend.

This Change Order and Amendment to the Statement of Work ("Change Order") is made by and between Cayenta, a Division of N. Harris Computer Corporation and Everett, City Of and relates to the Statement of Work made effective as of 4th day of May 2017.

Contact and General Information



| | | |
|---------|--|--|
| | Everett, City Of | Cayenta |
| Contact | Dorothy Claymore | Jiri Blaha |
| Email | DClaymore@everettwa.gov | jblaha@harriscomputer.com |
| Date | February 1, 2019 | |
| Product | Cayenta ERP | |



Description of Changes

Milestones:

The revised Payment Schedule includes:

1. New Milestones CONV10, CONV11 Criteria and Dates for payment

Original Payment Schedule:

| Conv# | Level # | Criteria for Invoice | Month | Services Billed |
|--------------|---------|----------------------------|---------|-----------------|
| CONV1 | 8.01 | Monthly Project Management | Month 1 | \$2,960 |
| CONV2 | 8.01 | Monthly Project Management | Month 2 | \$2,960 |
| CONV3 | 8.01 | Monthly Project Management | Month 3 | \$2,960 |
| CONV4 | 8.02 | Test Conversion - Tech | Month 1 | \$6,907 |
| CONV5 | 8.02 | Test Conversion - BI | Month 2 | \$6,907 |
| CONV6 | 8.02 | Mock Conversion - Tech | Month 3 | \$6,907 |
| CONV7 | 8.03 | Mock Conversion - BI | Month 1 | \$6,907 |
| CONV8 | 8.03 | Go Live Conversion - Tech | Month 2 | \$6,907 |
| CONV9 | 8.03 | Go Live Conversion - BI | Month 3 | \$6,907 |
| Total | | | | \$50,320 |

Revised Payment Schedule:

| CONV# | Level # | Criteria for Invoice | Month | Amount |
|--------------|---------|----------------------------|----------|-----------------|
| CONV1 | 8.01 | Monthly Project Management | Month 1 | \$2,960 |
| CONV2 | 8.01 | Monthly Project Management | Month 2 | \$2,960 |
| CONV3 | 8.01 | Monthly Project Management | Month 3 | \$2,960 |
| CONV4 | 8.02 | Test Conversion - Tech | Month 1 | \$6,907 |
| CONV5 | 8.02 | Test Conversion - BI | Month 2 | \$6,907 |
| CONV6 | 8.02 | Mock Conversion - Tech | Month 2 | \$6,907 |
| CONV7 | 8.03 | Mock Conversion - BI | Month 3 | \$6,907 |
| CONV8 | 8.03 | Go Live Conversion - Tech | Month 2 | \$6,907 |
| CONV9 | 8.03 | Go Live Conversion - BI | Month 3 | \$6,907 |
| CONV10 | 8.02 | Test Conversion #2 - Tech | Feb 2019 | \$6,907 |
| CONV11 | 8.02 | Test Conversion #2 - BI | Feb 2019 | \$6,907 |
| Total | | | | \$64,134 |



Project Impact

| | |
|---------------------------|---|
| Budget | Increased by \$13,814 |
| Payment Milestones | See payment milestone details CONV10, CONV11 above. |
| Resources | No impact |
| Schedule | Detailed above |
| Risk | Mitigating conversion risks |

Attachments: N/A




Approval

| | | |
|-----------------------------|--------------------|---------------|
| 74.7 | US\$185 | US\$13,814 |
| Chargeable Hours | Rate | Amount |
| N/A | 74.7 | |
| Non-Chargeable Hours | Total Hours | |

Cassie Franklin
Mayor
Everett, City Of

Date


Larissa Wong
Vice President, Professional
Services, Cayenta

Date

February 14/2019

Milestones indicated with an Invoice date prior to the execution date of this change order will be invoiced upon return of the signed Change Order.

The remaining fees shall be invoiced after delivery of goods and services and due thirty (30) days from the date of invoice.

Your signature serves as an acceptance of the "Amount" listed above as it relates to the description of work contained in this Change Order. Your signature also indicates you have reviewed and agree to the scope of work as detailed in any accompanying enclosures or attachments. This signed document indicates that you have provided all of the accurate information necessary to produce the work as stated in the above Change Order.

Internal Use Only

Customer # _____ Application # _____ Originated by # _____ PO# 0000000