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Information Technology Department
100 N. Appleton Street
Appleton, WI 54911

MEMO

To: Alderperson Plank and Members of the Finance Committee

From: Dean Fox, Information Technology Director

Date: 1/8/15

Re: Request to award contract for ERP Consulting Services for the iSeries Replacement Project to Plante Moran in the amount not to exceed \$105,750

The 2015 budget includes \$125,000 CIP funding for consulting services to assist with the selection of an ERP (Enterprise Resource Planning) system to replace the iSeries. The selected consultant's work will include 4 major phases:

- 1) A complete Business Needs Assessment
- 2) Requirements Definition and Solution Design
- 3) Development of a Request For Proposals (RFP) based on phase 2
- 4) Assistance with proposal evaluation and vendor selection

An RFP for the consulting services was issued to six (6) firms. Our RFP review team has completed the evaluation of the two (2) proposals received. The firms responding to the RFP were:

		<u>Score /100</u>	<u>Cost Proposal</u>
Plante Moran	Southfield, MI	91	\$105,750
Baker Tilly	Madison, WI	89	\$108,877

The team unanimously agreed that Plante Moran would be our vendor of choice for the project. Reasons for choosing Plante Moran:

- 90 years in business as a top tier accounting firm
- 50 plus years as a government management consultant
- 30 plus years as an IT systems consultant to municipalities

- Thoroughness and detail of the RFP response.
- Dozens of successful implementations very similar to the City's over the years including transitioning from an AS/400 based system to an ERP system.
- Reference checks that came back with high praise for their work done on similar projects.

The evaluation team requests your consideration and approval of a contract with Plante Moran as described. Please note that this contract does not include the costs of acquisition or implementation of the selected system, which cannot be quantified until this work is completed.

If you have any questions regarding this recommendation please contact Dean Fox.