



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		10/11/2010			
Department:		Technology Services			
Department Head		David Stephens			
Agenda Coordinator (include phone #): Amy Powell X7342					
CAPTION					
To Loblolly Consulting, LLC, increasing the contract by \$38,000 for the purchase of additional services related to the Customer and Utility Services Department's Business Process Mapping and Documentation Project, Change Order No. 1. (Contract No. DIR-SDD-893)					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2010-11	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	38,000	0	38,000
Encumbered/Expended Amount		0	0	0	0
This Item		0	-38,000	0	-38,000
BALANCE		0	0	0	0
FUND(S): TECHNOLOGY FUND (062)					
COMMENTS: Funds are available in the 2010-11 Technology Fund operating budget for additional consulting services in the amount of \$38,000. Approval of this change order No. 1 will allow for additional services from Loblolly for the Customer & Utility Services Business Process Mapping project.					
STRATEGIC PLAN GOAL: Developing policies, practices and other controls for this project relate to the City's Goal of "Financially Strong City with Service Excellence".					
SUMMARY OF ITEM					
Technology Services requests Council approval of Change Order No. 1 to Loblolly Consulting, LLC., to perform additional consulting services for the Customer and Utility Services Department, in the amount of \$38,000. This additional amount will bring the project total to \$136,000 and will provide for developing and incorporating policies, practices and other controls, SPS Product customizations into a single and separate Utility Billing Service Department's use of SPS Technology document of process flow diagrams and descriptions to include: 1.) support the 132 documented processes for the UBS Department; 2.) interview up to five (5) client staff; 3.) define SPS Technology. The change order will also extend the duration of the project for seven (7) consecutive weeks and a maximum of 558 hours of effort from October 4, 2010 through November 19, 2010. (DIR-SDD-893).					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Contract Modification No. 1					

THE STATE OF TEXAS § First Modification of Contract
§ **By and Between City of Plano and**
§ **Loblolly Consulting, LLC**
COUNTY OF COLLIN §

THIS FIRST MODIFICATION OF Contract (hereinafter "First Modification") is made and entered into on this the ____ day of _____, 20____, by and between **LOBLOLLY CONSULTING, LLC.** (hereinafter "Contractor"), Austin, Texas, and the **CITY OF PLANO, TEXAS**, a home rule municipal corporation (hereinafter "City"), acting by and through its City Manager or his designee.

WITNESSETH:

WHEREAS, City and Contractor entered into an Agreement on June 16, 2010 (hereinafter "Agreement") for business process mapping and documentation project (hereinafter "Services"); and

WHEREAS, City and Contractor desire to amend such Agreement in certain respects as set forth herein in this First Modification.

NOW THEREFORE, the Agreement is incorporated herein as if written word for word. Except as provided below, all other terms and conditions of the Agreement shall remain unchanged and shall remain in full force and effect. In the event of any conflict or inconsistency between the provisions set forth in this First Modification and the Agreement, priority of interpretation shall be in the following order: First Modification, Agreement. In consideration of the foregoing, and for other good and valuable consideration, the parties hereto agree as follows:

I.

Beginning on the effective date of this Modification and continuing through the remaining term of the Agreement, Section I. Scope of Services is hereby modified to include the services listed on the attached Exhibit "A-1."

II.

Beginning on the effective date of this Modification and continuing through the remaining term of the Agreement, Section II. Payment is hereby modified to increase the original sum by **THIRTY-EIGHT THOUSAND AND 00/100**

DOLLARS (\$38,000.00) for the additional services listed on the attached Exhibit "A-1."

IN WITNESS WHEREOF, the parties enter into this First Modification on the date first written above.

LOBLOLLY CONSULTING, LLC

By: _____
Name: _____
Title: _____

CITY OF PLANO, TEXAS

By: _____
Thomas H. Muehlenbeck
CITY MANAGER

APPROVED AS TO FORM:

Diane C. Wetherbee, CITY ATTORNEY

ACKNOWLEDGMENTS

STATE OF TEXAS §
 §
COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, 20____ by _____, (*Authorized representative*) _____ (*Title*) of **LOBLOLLY CONSULTING, LLC** a _____, (*Name of state*) limited liability company on behalf of said limited liability company.

Notary Public, State of Texas

STATE OF TEXAS §
 §
COUNTY OF COLLIN §

This instrument was acknowledged before me on the _____ day of _____, 20____ by **THOMAS H. MUEHLENBECK**, City Manager of the **CITY OF PLANO, TEXAS**, a home-rule municipal corporation, on behalf of said corporation.

Notary Public, State of Texas



September 14, 2010

To: David Stephens, CIO
City of Plano
1520 Ave. K
Plano, TX 75086

From: Pat Wyman, President
Loblolly Consulting, LLC

Regarding PO Number: 381005 OC

Cost Center: 062

Subject: Change Request for Business Process Mapping and Documentation Project

SCOPE REVISIONS

- Develop and incorporate policies and practices and other controls, and SPS product customizations into a single document of process flow diagrams and descriptions.
- Define SPS technology:
 - related UBS process interactions
 - other UBS process City organizational dependencies
 - SPS product functions related to UBS processes
- Interview up to 5 Client staff.
- Work will support the 132 documented processes for the Utility Billing Service
- Extension of project duration for 7 consecutive weeks and a maximum of 558 hours of effort from October 4th, 2010 through November 19th, 2010.

DELIVERABLES

The final deliverables are:

- 2 bound printed color copies of the UBS SPS Processes Document
- CD that contains:
 - Executive Summary presentation in Microsoft PowerPoint format
 - UBS SPS Process Document in Microsoft Word format
 - All related documents and materials

PRICE

The value of this Change Request is \$38,000.



ASSUMPTIONS

- UBS related processes will not exceed 250
- 5 individual Client project participants
- Project end date will be November 19, 2010
- A maximum of two consecutive on-site days per week are required.

PAYMENT SCHEDULE

1. \$19,000 (50%) payable within 10 days of the signing of the "Authorization to Proceed"
2. \$19,000 (50%) payable within 10 days of project completion and turnover of all deliverables.

To confirm resources and dates, kindly email to pwyman@loblollyconsulting.com a copy of this signed Change Request and an updated Purchase Order reflecting the additional \$38,000.

Loblolly appreciates the opportunity to provide these expanded services to support your initiative.

The signature below represents the understanding and authorization to proceed for this engagement. The signature shall be granted by an individual sufficiently authorized to act as an agent of the City of Plano in such transactions.

Authorization to Proceed

Full name

Title

Signature

Date