

Memorandum



CITY OF DALLAS

DATE January 17, 2014

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),
Jennifer Staubach Gates (Vice-Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Upcoming Agenda Item: Financial System Upgrade End User Training

The January 22, 2014 Council Addendum will include an item to authorize Supplemental Agreement No. 1 to the contract with CGI Technologies and Solutions, Inc. to provide professional services in support of the City's financial and accounting system upgrade, through the State of Texas Department of Information Resources, in an amount not to exceed \$192,200, from \$1,130,411 to \$1,322,611.

Communication and Information Services (CIS), the City Controller's Office (CCO), Business Development & Procurement Services (BDPS), and the Office of Financial Services (OFS) are working together on an upgrade of the Advantage financial, vendor, and reporting system. This system provides processing of essential financial transactions including: general ledger accounting, budget control and grant management, purchasing, accounts payable, accounts receivable, fixed assets, and vendor registration. The upgrade began in March 2013 and is scheduled to be completed April 2014. The City of Dallas has hired CGI Technologies and Solutions, Inc. (CGI) to perform this upgrade.

On the January 22, 2014 City Council addendum is a request for authorization to amend the contract with CGI to include end user training in support of the current upgrade to the financial system. Training was planned and budgeted as part of the upgrade project and staff has recently completed negotiations with CGI on the scope of work and cost. The purpose of this contract amendment is to engage CGI to provide the following services in support of the upgrade:

- Develop end user training guides and materials for seven (7) Advantage business areas
- Deliver classroom training to approximately 800 total end users for each Advantage business area
- Provide extensive training to BDPS staff to be able to train and support external vendors for vendor self service functions including registration, account maintenance, bid responses, and award history
- Develop training guides and job aides that would be available on the City's Intranet for all new employees as they onboard to the City or existing employees as they transfer to other City departments; and
- Update resources for the City to develop and deliver online and electronic training materials and sessions

Training development and delivery will start immediately after Council approval. The vendor will work with staff to meet the upgrade implementation schedule for the end of April 2014.

Please contact me if you have additional questions.

A handwritten signature in black ink, appearing to read 'Jill A. Jordan'.

Jill A. Jordan, P.E.,
Assistant City Manager

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c: Honorable Mayor and Members of the City Council
A.C. Gonzalez, Interim City Manager
Warren M.S Ernst, City Attorney
Rosa Rios, City Secretary
Craig Kinton, City Auditor
Daniel F. Solis, Administrative Judge
Ryan S. Evans, Interim First Assistant City Manager
Forest Turner, Assistant City Manager
Joey Zapata, Assistant City Manager
Charles M. Cato, Interim Assistant City Manager
Theresa O'Donnell, Interim Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Frank Libro, Public Information Officer
William Finch, Director/CIO, Communications and Information Services
Edward Scott, Director, Controller's Office
Jack Ireland, Director, Financial Services
Michael Frosch, Director, Business Development & Procurement Services
Elsa Cantu, Assistant to the City Manager