

Mayor and Council Communication

DATE: 05/23/23

M&C FILE NUMBER: M&C 23-0386

LOG NAME: 04AMEND CITY SECRETARY CONTRACT 56419 ASSIMA PROFESSIONAL SVS

SUBJECT

(ALL) Authorize an Amendment to CSC No 56419 with Assima, Inc. for Professional Services for a Training Content Development System for a One-Time Cost of \$90,000.00 and for an Annual Total Cost of \$160,000.00 for the Information Technology Solutions Department

RECOMMENDATION:

It is recommended that the City Council authorize an amendment to CSC No. 56419 with Assima, Inc. for Professional Services for the Training Content Development System for a one time cost of \$90,000.00 for the Information Technology Solutions Department.

DISCUSSION:

The Information Technology Department is requesting an amendment to the agreement with Assima, Inc. for professional services to prepare training documents for the City's current training content system. Currently, the City uses Oracle User Productivity Kit (UPK) as the training content system to provide training to employees. This system is now at the end of its life and becoming obsolete, therefore, the system needs replacement.

The purpose of this M&C is to authorize an Amendment to City Secretary Contract 56419 with Assima, Inc. This is to engage two instructional designers to assist in the revision of PeopleSoft Financials training materials in anticipation for the PeopleSoft Upgrade (PUM46) scheduled to go live in July, 2023 for the Information Technology Solutions Department.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS: Upon City Council's approval, this agreement shall begin upon execution and expire one year from that date.

Funding is budgeted in the Consultant & Other Professional Services account of the Information Technology Solutions Department's Info Technology Systems Fund.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the Info Technology Systems Fund. Prior to any expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

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Expedited