



DATE: October 4, 2024

TO: Larry Davis, Assistant City Manager; Rodney Roberts, Chief Information Officer

FROM: Ja'Tia Thompson, Deputy CIO Enterprise Applications

DEPARTMENT: Information Technology Department

SUBJECT: Change Order Request for RPI Consultants

A change order to our existing consulting services contract with RPI Consultants is being requested to support the implementation of the new Workforce Management module as part of our migration to the Infor system.

RPI Consultants has been a trusted partner through our managed services contract, providing expert guidance and support. Their team has developed a unique and deep understanding of our workforce management system, including specific knowledge of our setup, configuration, policies, practices, and procedures. Leveraging this expertise is critical to ensuring the successful implementation of the new workforce management module.

Key reasons for this change order include:

1. **Specialized Knowledge:** RPI Consultants' familiarity with both the technical aspects of our workforce management system and our organizational processes makes them uniquely qualified to lead this implementation. Their knowledge of our configuration and policies will minimize the learning curve and help avoid common pitfalls during implementation.
2. **Continuity and Efficiency:** By utilizing a consulting partner who already has in-depth knowledge of our environment, we will streamline the implementation process, reduce onboarding time, and ensure seamless integration with existing systems. This continuity is essential for maintaining our project timeline and avoiding unnecessary delays.
3. **Proven Partnership:** RPI Consultants has consistently provided high-quality service through our managed services agreement. Their track record of success with our organization ensures confidence in their ability to deliver this critical project on time and within budget.

By extending our consulting contract with RPI Consultants, we can leverage their unique insight and expertise to implement the Workforce Management module effectively. This change order is necessary to ensure the smooth transition to the new system and to maximize operational efficiencies.

Attachment