



EXHIBIT A

CITY OF COLUMBIA, MISSOURI

**FINANCE DEPARTMENT
PURCHASING DIVISION**

Change Order #1

**AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES
BETWEEN THE CITY OF COLUMBIA, MISSOURI AND
PLANTE & MORAN**

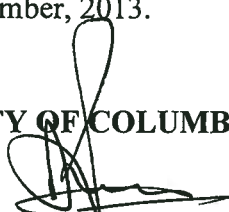
The Agreement for Professional Consultant Services between the City of Columbia, Missouri and Plante & Moran, dated May 1, 2012, (Agreement) is hereby amended by this Change Order to include the acceptance, initiation, and confirmation of the services as described in paragraph 5.2.1 of the Agreement. The scope of work for those services shall be as detailed in the attached Exhibit A.

All other terms, conditions and pricing as stated in the Agreement remain unchanged.

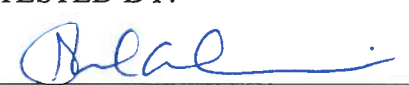
ACKNOWLEDGMENT

IN WITNESS WHEREOF, the parties have caused this Change Order to be executed by their duly authorized agents on the 1st day of November, 2013.

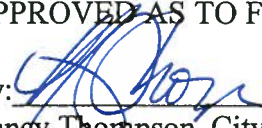
CITY OF COLUMBIA, MO

By: 
Mike Matthes, City Manager

ATTESTED BY:

By:  11/7/13
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: 
Nancy Thompson, City Counselor

PLANTE & MORAN, PLLC

By: 
Scott Eiler, Partner

Plante Moran Implementation Management Roles

Role	Role Description	Time Commitment
Overall Project Manager	Act as the client project manager during the implementation.	.50 - .70 FTE (for one or more phases)
Functional Team Participant	Act as a member of a functional team (e.g. Accounts Payable, Payroll, etc.) during the implementation providing advisement and ensuring that existing business processes are challenged during the course of implementing those module(s).	.25 - .50 (for that phase)
Co-Project Manager	Together with the City's Project Manager, track and confirm that action items and homework are completed on time. Approve all invoices while tracking and reporting the monthly project budget. Ensure that the project adheres to the timeline and avoid scope creep.	8-12 hours / week
Pre-Implementation and Initial Project Planning Assistance	Provide pre-implementation planning assistance and assistance during the first couple of months of the project to ensure that project management processes, procedures, tools and templates are implemented and are being used effectively.	80 – 120 hrs
City Project Manager Advisement	Work with the project manager on a weekly basis to ensure that the PM is organized in their thinking on current critical issues and upcoming project activities. This assumes some level of P&M involvement in up-front planning.	4-6 hrs/week
Contract Compliance	This is important activity that most clients desire that can be provided as an aspect of any of the above services which generally involves review and approval of vendor project invoices based on the terms of the contract.	2 – 4 hrs/week

Project Role	Summary of Activities
Pre-Implementation and Initial Project Planning Assistance	a) Work with the City and selected ERP vendor in project start-up activities. b) Conduct a project expectation alignment session with City staff c) Facilitate a risk management session with City staff and the selected ERP vendor. d) Develop and implement appropriate tools for managing the project. e) Participate in up-front kick off consulting sessions conducted by Vendor. f) Assist in establishing the implementation governance structure g) Assist in providing up-front guidance on change management strategies to be implemented h) Participate in development and review of up-front project management related deliverables (e.g., Vendor implementation plan).
Functional Team Project Manager	a) Act as a member of the financial functional team providing team oversight and ensuring that existing business processes are challenged during the course of implementing those module(s). b) Manage activities of the financial team to ensure that activities are monitored and tracked for completion. c) Participate in team consulting sessions with the City and Vendor. d) Participate in status meetings with the City and Vendor. e) Provide project management advisory activities described below.
Project Management Advisor	a) Monitor project timeline progress as updated by the selected ERP vendor. b) Work with team leads and steering committee members to stay on task. c) Assist in managing the issues/actions item list. d) Monitor project risks. e) Participate in project steering committee meetings. f) Participate in project management meetings. g) Review project change orders. h) Review and comment on project deliverables. i) Monitor vendor compliance to the negotiated contract. j) Provide acceptance testing guidance. k) Review and comment on project progress. l) Assist in facilitating resolution to key project issues. m) Participate in ad-hoc meetings as needed. n) Provide guidance on change management related project activities

Exhibit A

Month	Pre-Implementation	Phase 1 - Monitor	Phase 1 - CRM	Phase 2 - Financials	Phase 3 - Expanded Financials, HR/Payroll	Phase 3a - Utility Billing	Phase 4 - WO/Asset Mgmt	Phase 5 - Community Development (Emerg)	Engagement Director		Plante Moran Project Roles		Co-Project Manager		Totals	
									Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees
Sep-13										\$0		\$0		\$0	0	\$0
Oct-13									16	\$3,520		\$0	56	\$12,320	72	\$15,840
Nov-13									12	\$2,640		\$0	56	\$12,320	68	\$14,960
Dec-13									4	\$880		\$0	24	\$5,280	28	\$6,160
Jan-14									4	\$880		\$0	24	\$5,280	28	\$6,160
Feb-14									4	\$880		\$0	24	\$5,280	28	\$6,160
Mar-14									4	\$880		\$0	36	\$7,920	40	\$8,800
Apr-14									4	\$880		\$0	36	\$7,920	40	\$8,800
May-14									4	\$880		\$0	36	\$7,920	40	\$8,800
Jun-14									4	\$880		\$0	36	\$7,920	40	\$8,800
Jul-14									4	\$880		\$0	24	\$5,280	28	\$6,160
Aug-14									4	\$880		\$0	24	\$5,280	28	\$6,160
Sep-14									4	\$880		\$0	24	\$5,280	28	\$6,160
Oct-14									4	\$880		\$0	24	\$5,280	28	\$6,160
Nov-14									4	\$880		\$0	24	\$5,280	28	\$6,160
Dec-14									4	\$880		\$0	24	\$5,280	28	\$6,160
Jan-15									4	\$880		\$0	24	\$5,280	28	\$6,160
Feb-15									4	\$880		\$0	38	\$8,360	42	\$9,240
Mar-15									4	\$880		\$0	38	\$8,360	42	\$9,240
Apr-15									4	\$880		\$0	38	\$8,360	42	\$9,240
May-15									2	\$440		\$0	38	\$8,360	40	\$8,800
Jun-15									2	\$440		\$0	24	\$5,280	26	\$5,720
Jul-15									2	\$440		\$0	24	\$5,280	26	\$5,720
Aug-15									2	\$440		\$0	24	\$5,280	26	\$5,720
Sep-15									2	\$440		\$0	24	\$5,280	26	\$5,720
Oct-15									2	\$440		\$0	24	\$5,280	26	\$5,720
Nov-15									2	\$440		\$0	24	\$5,280	26	\$5,720
Dec-15									2	\$440		\$0	36	\$7,920	38	\$8,360
Jan-16									2	\$440		\$0	36	\$7,920	38	\$8,360
Feb-16									2	\$440		\$0	28	\$6,160	30	\$6,600
Mar-16									2	\$440		\$0	24	\$5,280	26	\$5,720
Apr-16									2	\$440		\$0	24	\$5,280	26	\$5,720
May-16									2	\$440		\$0	32	\$7,040	34	\$7,480
Jun-16									2	\$440		\$0	32	\$7,040	34	\$7,480
Jul-16									2	\$440		\$0	32	\$7,040	34	\$7,480
Aug-16									2	\$440		\$0	32	\$7,040	34	\$7,480
Sep-16									2	\$440		\$0	34	\$7,480	36	\$7,920
Oct-16									2	\$440		\$0	34	\$7,480	36	\$7,920
Nov-16									2	\$440		\$0	26	\$5,720	28	\$6,160
Dec-16									2	\$440		\$0	24	\$5,280	26	\$5,720
Jan-17									2	\$440		\$0	24	\$5,280	26	\$5,720
Feb-17									2	\$440		\$0	24	\$5,280	26	\$5,720
Mar-17									2	\$440		\$0	24	\$5,280	26	\$5,720
Apr-17									2	\$440		\$0	24	\$5,280	26	\$5,720
May-17									2	\$440		\$0	24	\$5,280	26	\$5,720
Jun-17									2	\$440		\$0	24	\$5,280	26	\$5,720
Jul-17									2	\$440		\$0	24	\$5,280	26	\$5,720
Aug-17									2	\$440		\$0	36	\$7,920	38	\$8,360
Sep-17									2	\$440		\$0	36	\$7,920	38	\$8,360
Oct-17										\$0		\$0		\$0	0	\$0
Nov-17										\$0		\$0		\$0	0	\$0
Dec-17										\$0		\$0		\$0	0	\$0
Jan-18										\$0		\$0		\$0	0	\$0
Grand Total:									150	\$33,000	0	\$0	1,390	\$305,800	1,540	\$338,800

Blended Hourly
Rate:

\$220