



Plante & Moran, PLLC
27400 Northwestern Highway
P.O. Box 307
Southfield, MI 48037-0307
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

July 16, 2014

Ms. Nydia Rafols Sallaberry
Deputy City Manager
City of Hallandale Beach
400 South Federal Highway
Hallandale Beach, FL 33009

Dear Nydia:

Thank you for the opportunity to propose our professional services to continue our assistance to the City of Hallandale Beach, FL ("the City"). We are pleased to present this engagement letter to modify our existing agreement originally executed April 1, 2012 for ERP needs assessment and RFP development consulting services; amended August 3, 2012 for ERP proposal analysis and SOW development & contract negotiation consulting services; and, amended July 9, 2013 for ERP implementation management assistance. We are excited about the opportunity to continue working with you and the City on this very important project.

PROJECT BACKGROUND

The City worked with Plante Moran's Government Technology Consulting team to evaluate and select a new ERP system to replace the current financial, human resources, payroll, and community development software applications from April 2012 to July 2013. Following this, the City requested ERP implementation management assistance during the initial eighteen months of the planned twenty-four month ERP implementation as described in our existing agreement dated July 9, 2013 and summarized below:

- Pre-Implementation and Initial Project Planning Assistance (1 month)
- Functional Team Project Manager (Financial & Payroll/HR - 11 months)
- Project Management Advisor (additional 6 months of project)

REQUESTED SCOPE CHANGE

The City has requested additional Plante Moran implementation management assistance to extend through the entire anticipated twenty-four month ERP implementation project as well as to include assistance with project closing activities. The additional services are anticipated to be provided over an additional six months from the original agreement and in a Functional Team Project Manager Role (as described in Appendix A) for the duration of the project to provide a greater amount of assistance due to overlapping project phases and the transition of City resources.

PROJECT STAFFING

The Partner responsible for deliverables on this project will continue to be Mr. Scott Eiler who will serve as your primary contact and provide oversight to all Plante Moran staff involved throughout the project. Mr. Chris Moshier will continue to be the lead

consultant and will be involved in the day to day project activities. Our team will be assisted by other consultants with specific technical expertise as needed, to meet the project requirements.

PROJECT TIMING

The Plante Moran Government Technology Consulting team anticipates continuing to provide services in the Functional Team Project Manager role through the duration of the implementation process. This engagement is expected to conclude approximately twenty-five months after the initial kick-off.

It is anticipated that the City will maintain a primary project manager who will be our main point of contact during the course of the project and will have the authority to make decisions on behalf of or in coordination with the City management team (i.e., the Change Management Team, Project Team and/or Project Sponsors). The Plante Moran Government Technology Consulting team also anticipates active participation of City and ERP software vendor staff throughout the implementation as necessary to ensure a successful implementation.

PROFESSIONAL SERVICES FEES

Our fees for providing the additional assistance to the City of Hallandale Beach will be based on Plante Moran staff time spent providing the requested services and will be billed at a rate of \$180 per hour, which will include all travel related expenses.

Plante Moran will work with the City to develop a monthly hours allocation and will provide monthly reporting of hours during the project. As such, the additional not-to-exceed fees will be based on our participation through this amendment as follows:

Project Role	Hours / Month	Total Hours	Fees
Functional Team Project Manager <i>September 2014 – February 2015</i> <i>(Difference for increased level from original 36 hours per month to increased 80 hours per month for 6 months.)</i>	44	264	\$47,520
Functional Team Project Manager <i>March 2015 – August 2015</i> <i>(For extended 6 months following original agreement.)</i>	80	480	\$86,400
Project Closing Activities <i>September 2015</i> <i>(Additional 1 month following completion of project activities)</i>	40	40	\$7,200
Grand Total:	N/A	784	\$141,120

Fees associated with any potential changes to our scope of services and/or other optional assistance as deemed necessary by the City can be provided at your request at



Appendix A: Summary Implementation Management Assistance Activities

Project Role	Summary of Activities
<p>Pre-Implementation and Initial Project Planning Assistance <i>(Complete)</i></p>	<ul style="list-style-type: none"> 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 Tyler. f) Participate in development and review of up-front project management related deliverables (e.g., Tyler implementation plan).
<p>Functional Team Project Manager</p>	<ul style="list-style-type: none"> a) Act as a member of the functional team for all remaining Tyler Technologies ERP implementation phases providing team oversight and ensuring that existing business processes are challenged during the course of implementing those module(s). b) Manage activities of the teams for all remaining Tyler Technologies ERP implementation phases to ensure that activities are monitored and tracked for completion. c) Participate in team consulting sessions with the City and Tyler. d) Participate in status meetings with the City and Tyler. e) Provide project management advisory activities described below. f) Monitor project timeline progress as updated by the Tyler. g) Work with team leads and steering committee members to stay on task. h) Provide project management advisory activities described below.
<p>Project Management Advisor</p>	<ul style="list-style-type: none"> a) Provide project management advisory services for Kronos Workforce Central implementation. b) Assist in managing the issues/actions item list. c) Monitor project risks. d) Participate in project steering committee meetings. e) Participate in project management meetings. f) Review project change orders. g) Review and comment on project deliverables. h) Monitor vendor compliance to the negotiated contract. i) Provide acceptance testing guidance. j) Review and comment on project progress. k) Assist in facilitating resolution to key project issues. l) Participate in ad-hoc meetings as needed.

Project Closing Activities	<ul style="list-style-type: none">a) Identify post-implementation team activities that still require resolution.b) Define vendor post go-live support requirements both on-site and offsite.c) Develop a transition approach from the vendor to the client.d) Work with the City to develop and document on-going system support procedures.e) Determine who will maintain issues log for each of the teams and at a PMO level.f) Determine who will be monitoring error logs for the system on a regular basis.g) Finalize the on-going support structure including roles and responsibilities of the different stakeholders.h) Archive project records.i) Close-out all contracts.j) Conduct debriefing sessions on the product and services portion of the project.
-----------------------------------	---