



Dakota County

Legislation Text

File #: DC-1792, **Version:** 3

DEPARTMENT: Information Technology

FILE TYPE: Consent Action

TITLE

Authorization To Execute Contract Amendment For Business Analyst Services

PURPOSE/ACTION REQUESTED

Authorize the Information Technology (IT) Chief Information Officer (CIO) to execute a contract amendment with On-Demand Group to extend the term and to purchase additional business analyst services.

SUMMARY

County IT has contracted with a Business Analyst consultant to assist staff in ensuring that projects are properly scoped, and all business requirements are well documented.

Deliverables to be included are:

- Working with all stakeholders to gather and document a list of requirements that will be basis for the formal requirements definition;
- Where warranted, create a process document (this document outlines the steps necessary to complete a process, either business or technical);
- Perform and document a gap analysis (identify the difference between the current state and where the customer would like to be); and
- Work with users and stakeholders to guide or lead quality assurance (QA) testing. May include creating test cases and test scripts.

The original contract was to assist staff on a variety of projects freeing up staff to work on the Enterprise Resource Planning (ERP) Implementation project and other larger projects. The ERP project is in its post-implementation phase; however, we now have pent-up demand for projects that were put on hold due to resource constraints through the ERP implementation. This extended term will mean work on the Jail Management System (JRMS) Replacement Project, Paymentus Implementation of Additional Fee Types project and other projects as assigned will continue without interruptions.

RECOMMENDATION

Staff recommends that the Board authorize the Information Technology (IT) Chief Information Officer (CIO) to execute a contract amendment with On-Demand Group. This amendment will provide for additional business analyst services and will increase the contract amount by \$75,000 in a total not to exceed \$150,000. It will also extend the contract term until August 31, 2023.

EXPLANATION OF FISCAL/FTE IMPACTS

The contract amendment will increase the contract amount by \$75,000, resulting in a revised contract amount not to exceed \$150,000. There are sufficient funds in the 2023 IT Consulting Budget for the increased costs.

☐ None ☒ Current budget ☐ Other
☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

WHEREAS, professional services are required to ensure the continuation of projects freeing up County Information Technology (IT) staff to work on larger projects; and

WHEREAS, IT had contracted with a Business Analyst consultant to assist staff in ensuring that projects are properly scoped, and all business requirements are well documented; and

WHEREAS, the original contract in the amount of \$75,000 needs to be extended to continue to allow staff to work on Enterprise Resource Planning (ERP) post-Implementation project, other larger projects and pent-up demand of projects; and

WHEREAS, the amendment extends the contract term by 6 months, ending August 31, 2023, and increases the cost for services by \$75,000 for a total contract amount of \$150,000; and

WHEREAS, the IT Department has a consulting budget available in 2023 to fund the 2023 portion of the professional services contract amendment from March 1, 2023 to August 31, 2023, totaling \$75,000.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Information Technology Chief Information Officer to execute a contract amendment with On-Demand Group for additional technology and business analyst services from March 1, 2023 to August 31, 2023, at a cost of \$75,000, for a total contract amount of \$150,000, subject to approval by the County Attorney's as to form.