

EXHIBIT “A” – SCOPE OF SERVICES

The CONTRACTOR will provide consulting services for the ERP implementation. This includes providing assistance to departments on best practices and set up of the system to provide efficiencies for the users and also providing training and follow up on tasks and duties to complete each module's "go-live" on schedule.

A. ERP Project Tasks. The following Tasks will be determined on a monthly basis as requested by the Finance Director:

Phase 1 Munis Financials - Purchasing, Budgeting and Accounts Payable

- Phase Contract Start – January/February 2020
- Analysis, Conversion and System set-up
- Testing and Implementation
- City-wide Training
- Custom Reporting and Workflows
- Estimated Module Go-Live – June 1, 2020

Phase 1a Munis CAFR Builder

- Phase kick off after go-live of Financials
- CAFR set-up
- Testing and report Design

Phase 2 Collections and Utility Billing

- Analysis and Design
- Conversion, Testing and Implementation
- City-wide Training

Phase 3 Human Capital Management & Payroll

- Analysis and Design
- Conversion, Testing and Implementation
- Timekeeping implementation
- City-wide Training

Phase 4 EnerGov

- Analysis and Design
- Conversion, Testing and Implementation
- Training

Other later Phases as determined.

B. For the ERP Project Tasks described in Section A above, CONTRACTOR shall perform Project work in the role as directed by the CITY’s Finance’s Director using CONTRACTOR’s hourly rate.

Role Description	Hourly Rate
Analysis, Design, Testing and Operations	\$100
Project Management and Training	\$100
CAFR Builder Setup and Reports	\$120