

MEMORANDUM

TO: Claire Powell, City Manager

FROM: Chris Lee, Chief Information Officer

DATE: November 3, 2025

SUBJECT: Ratification of a Professional Services Agreement for Data Migration Services to Definian Data, LLC in the Amount of \$289,650.

BACKGROUND

As part of the City's ERP implementation project (Project T2401), data migration is a critical workstream required to ensure successful system deployment. In July 2025, staff identified the need for additional professional services to support complex data conversion requirements. Following discussions with Definian, the vendor provided a detailed Statement of Work (SOW) outlining the scope and deliverables for data migration services totaling \$289,650, which has been budgeted within the project.

The procurement process was initiated in August, and contract negotiations were completed on October 17, 2025, which did not allow for submission for the October 20, 2025, City Council agenda. The ERP data migration workstream is scheduled to begin on October 27, 2025, requiring execution of the contract prior to the November 3, 2025, council meeting.

ANALYSIS

The ERP data migration workstream is scheduled to begin October 27, 2025. Any delay in contract execution would result in the following consequences:

- **Project Delay:** Pushing the start date to November would delay downstream configuration, testing, and validation activities, jeopardizing the City's ability to meet the planned October 1, 2026, go-live date.
- **Scope Impact:** The implementation integrator's schedule and resource commitments are dependent on the data migration timeline. Delays would require contract modifications and potential change orders.
- **Financial Risk:** Postponing execution could lead to additional project costs due to extended vendor engagement and schedule realignment.

CITY STAFF'S RECOMMENDATION

That the City Council ratify the agreement as set forth in the caption above.