

City of San Leandro
ERP Upgrade Project

Consultant Services Agreement
Amendment No. 1 – Scope of Services

Description of Change: To amend scope of the Consulting Services Agreement between the City of San Leandro and Berry Dunn McNeil & Parker, LLC for Enterprise Resource Planning System Upgrade Advisory and Implementation Services. At the City's request, BerryDunn will provide the following services specific to Project Advisory and Organizational Change Management:

Project Leadership Team Services:

BerryDunn will establish and facilitate meetings of a City Project Leadership Team (PLT), comprised of experienced City departmental leaders, who will liaise with the Executive Steering Committee (ESC) and Project Management Team (PMT). Through the structure of the PLT, BerryDunn will provide the following services:

- **Strategic Guidance:** Work directly with the PLT to align implementation project phases with organizational goals, offering insights into project scope, timelines, and objectives during a weekly PLT meeting.
- **Risk Management & Mitigation:** Anticipate potential project risks and provide mitigation strategies to help the ESC make informed, data-driven decisions.
- **Escalation & Issue Resolution:** Serve as a point of contact for issues, bringing them to the ESC with recommended solutions for efficient and timely resolution.
- **Collaboration & Alignment:** Facilitate collaboration between cross-functional teams and the ESC during recurring meeting to keep City leadership aligned with project goals and priorities.
- **Participation in Vendor-led Project Management Meetings:** BerryDunn will participate in vendor (Cogizant) project management meetings.

In addition to a lead role in PLT meetings, BerryDunn will maintain active supporting roles in project activities including a mix of project, functionality, and technical work streams to be current on activities and progress. This will include providing input and feedback on training materials to ensure alignment with the overall change management approach.

Drawing on information gathered from technical workstreams, internal project activities, and information provided by the vendor (Cognizant), BerryDunn will produce a Monthly Project Oversight Review Memo. This memo will include considerations and adjustments to increase the likelihood of project success. Additionally, the memo will review key activities completed and upcoming, discussing key findings, watch items, and potential decisions needed from the Executive Steering Committee from the reporting period.

Deliverable 14a: Weekly Project Leadership Team Meetings and ESC participation

Deliverable 14b: Monthly Project Oversight Review Memo

Organizational Change Management (OCM) Services:

BerryDunn will continue deliverable 14b with maintaining ongoing OCM updates with the City's OCM team. As requested by the City, BerryDunn will increase involvement with the preparation for end user training for both Phase 1 and 2.

Budget: All services associated with this amendment order will be delivered at an hourly rate of \$260 until December 31, 2026. BerryDunn anticipates allocating the following hours towards the City's initiative:

Months	Fee
January 2026 – August 2026 (380 hours/\$260 per hour)	\$98,800