

**DATE: JULY 27, 2023**

**FROM: ACCOUNTING**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ - FIRST AMENDMENT TO SERVICE AGREEMENT NO. 21-9843 BETWEEN BYRD PROFESSIONAL RESOURCES LLP dba BYRD GROUP AND THE CITY OF LOS ANGELES HARBOR DEPARTMENT FOR STAFFING AS-NEEDED BUSINESS SYSTEMS ANALYSTS SERVICES**

**SUMMARY:**

Staff requests approval of the First Amendment to Agreement No. 21-9843 with Byrd Professional Resources LLP (Byrd Group), a professional staffing services headquartered in John's Creek Georgia, to provide experienced Business Systems Analysts (BSAs) to assist the City of Los Angeles Harbor Department (Harbor Department) in upgrading its on-premise Oracle EBS ERP System to the Oracle ERP Cloud (SaaS). This item is associated with items 7 and 8, Amendment to Agreement No. 22-9855 with Cherryroad Technologies, Inc. and Amendment to Agreement No. 22-9854 Niti Systems Consultants, Inc., of this agenda.

The proposed First Amendment will exercise the option to renew the term of the Agreement for one (1) year, for a total term not to exceed three (3) years and additional funding of \$1,940,400, not-to-exceed the amount of \$6,081,200. The proposed Amendment is required at this time because the upgrade project schedule has been extended for an additional year.

The Harbor Department will continue to be financially responsible for the payment of expenditures incurred under the Agreement.

**RECOMMENDATION:**

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;

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2. Find that in accordance with the Los Angeles City Charter Section 1022, it is more feasible for outside consultants to perform this work than City employees;
3. Approve the Amendment to the Agreement No. 21-9843 with Byrd Professional Resources LLP to exercise the option to renew the term of the Agreement for one (1) year, for a total term not to exceed three (3) years and additional funding of \$1,940,400 not-to-exceed the amount of \$6,081,200;
4. Authorize the Executive Director or designee and the Board Secretary to attest to the Amendment; and
5. Adopt Resolution No. \_\_\_\_\_.

**DISCUSSION:**

Background/Context – Following a competitive Request for Proposals process, Byrd Group was awarded a two-year agreement (Agreement No. 21-9843) with an option to renew for one (1) year to provide as-needed BSAs to assist the Harbor Department in upgrading its on-premise Oracle EBS ERP System to SaaS.

Existing Contract – Agreement No. 21-9843 commenced on December 16, 2021, for a two (2) year term with an option to renew for one (1) year not to exceed the amount of \$4,140,800.

Proposed Amendment – The Oracle ERP Cloud project was scheduled to be completed within twelve (12) months of the start date of July 1, 2022 with a planned “Go-Live” date of July 1, 2023. The Harbor Department has a contract with Byrd Group to provide Business System Analysts (“BSAs”) through the duration of project and then for an additional six months during the stabilization period. The ERP Project Team recommended the current Construction phase of the project be extended twelve months because of the extensive business transformation, design decisions, and increased number of system integrations. The Go-Live date has been deferred from July 1, 2023, to July 1, 2024. Consequently, the need for the BSAs is extended to December 2024 for the same purpose as outlined in the Agreement No. 21-9843. The extended project schedule allows for additional time and resources necessary to complete technical and functional tasks as well as testing required for a successful system implementation.

**ENVIRONMENTAL ASSESSMENT:**

The proposed action is the approval of the First Amendment to Agreement No. 21-9843 with Byrd Group to provide as-needed Business Systems Analysts to the Harbor

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Department, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

**FINANCIAL IMPACT:**

Approval of the proposed First Amendment to Agreement No. 21-9843 will exercise the option to extend the term of the Agreement by one (1) year, for a total term not to exceed three (3) years, and increase funding by \$1,940,400, for a total not-to-exceed amount of \$6,081,200.

If the proposed Amendment is approved, spending is anticipated to occur as follows:

| <b>Fiscal Year (FY)</b> | <b>Capital</b>      | <b>Operating</b>    | <b>Total</b>        |
|-------------------------|---------------------|---------------------|---------------------|
| 2022                    | \$ 229,200          | \$ -                | \$ 229,200          |
| 2023                    | \$ 1,990,200        | \$ -                | \$ 1,990,200        |
| 2024                    | \$ 2,541,900        | \$ -                | \$ 2,541,900        |
| 2025                    | \$ -                | \$ 1,319,900        | \$ 1,319,900        |
| <b>Total</b>            | <b>\$ 4,761,300</b> | <b>\$ 1,319,900</b> | <b>\$ 6,081,200</b> |

FY 2024 funding in the amount of \$2,541,900 is available within Account 54310 (Information Systems Consulting Services), Center 1000, Project No. 2564800. Funding for future fiscal years will be requested as part of the annual budgeting process, subject to Board approval.

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CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the proposed First Amendment to Agreement No. 21-9843 as to form and legality.

TRANSMITTALS:

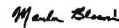
1. First Amendment between the City of Los Angeles Harbor Department and Agreement No. 21-9843 – Byrd Professional Resources LLP
2. Agreement 21-9843 Byrd Professional Resources LLP

FIS Approval: MB (initials)  
 CA Approval: \_\_\_\_\_ (initials)



Digitally signed by Frank Liu  
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FRANK LIU  
 Director of Accounting



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MARLA BLEAVINS  
 Deputy Executive Director & Chief Financial Officer

APPROVED:



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EUGENE D. SEROKA  
 Executive Director

MB/FL  
 Author: J. Lustado