

Amendment #2

34646

This Amendment ("Amendment") is made this 22 day of Oct 2018 by and between Berry, Dunn, McNeil & Parker, LLC ("BerryDunn") and the City of Long Beach, California ("Client").

WHEREAS, BerryDunn and the Client are parties to agreement 34646 dated June 21, 2017 ("Agreement"); and

WHEREAS, BerryDunn and the Client desire to amend the Agreement;

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, BerryDunn and the Client agree as follows:

1. The Change Request 1 will be added to the project scope as described, reallocating the work effort of existing tasks as documented on page 24, Exhibit B: Fee Schedule of the Agreement to not exceed the total project budget.
2. Invoices for services completed as described in this Change Request will be progress-based with specified line items of service hours completed and direct expenses incurred.
3. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.
4. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto executed this Amendment as of the dates set for the below.

City of Long Beach, California **Tom Modica**
Assistant City Manager

BERRY, DUNN, MCNEIL & PARKER,
LLC dba BERRYDUNN

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER

BY: 

BY: 

[Signatory Name], [Signatory Title]

Seth Hedstrom, Principal

ATTEST:

ATTEST:

BY: _____

BY: 

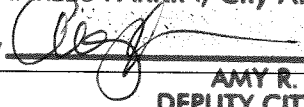
Dated: 11/2/18

Dated: 10/22/18

APPROVED AS TO FORM

10-30, 2018

CHARLES PARKIN, City Attorney

By 
AMY R. WEBBER
DEPUTY CITY ATTORNEY

City of Long Beach
ERP Implementation Project Quality Assurance Services

Change Request Form

Submittal Date: October 18, 2018

Description of Change: BerryDunn will provide coordination for Phase 1 End User Training including the following tasks and activities. BerryDunn will plan to complete all key tasks related to this effort onsite, except where remote work is more efficient and does not significantly impact tasks completion.

1. **Develop Phase 1 EUT Plan.** BerryDunn will initiate the planning effort by requesting project documentation and meeting with key stakeholders in order to develop the Phase 1 EUT Plan to be collaboratively reviewed among key stakeholders. The plan will include a number of topics including but not limited to training objectives, training scope, roles and responsibilities, key considerations, and a task plan for implementing the EUT Plan.
2. **Implement the EUT Plan.** BerryDunn will coordinate the implementation of the EUT plan including but not limited to space planning, course identification, class scheduling, materials development, and trainer preparations.
3. **Coordinate Pilot Training and Review EUT Entrance Criteria.** BerryDunn will coordinate Pilot Training sessions and review the EUT Entrance Criteria with the core project team.
4. **EUT Oversight.** BerryDunn will provide oversight of the EUT courses including ensuring effective execution of the classes and monitoring risks as EUT continues. BerryDunn will provide recommendations for improvements as part of weekly status calls.

Budget: The budget for this change request is based on an increased number of hours at our contracted rate of \$205 as well as estimated travel expenses as indicated in Table 2 below.

Table 1: Project Budget

EUT Coordination	Up to 300 hours	\$61,500
Estimated Travel Expenses	\$1,900 per trip for 5 trips	\$9,500
Total		\$71,000

BerryDunn will include these services in the current monthly progress invoices within the current project budget.