MINUTES

City of Stamford
ERP Governance Committee Special Meeting
March 17, 2021
5:00 PM
Via Webinar

ERP Governance Committee Members in Attendance:
Geoff Alswanger
Joe Centofanti
Sandy Dennies
Andy George
Sally Jackson
Mike Pensiero
Michael Pollard
David Watkins
Chuck Williams

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order by Ms. Dennies at 5:08 p.m. A quorum was present. Also in attendance was Nathan Frey from ISG.

The following materials were distributed in advance of the meeting: meeting agenda, minutes of the February 17, 2021 meeting, Governance Committee Status Report, Risk Register, and Governance Committee slide presentation.

Approval of Minutes. Mr. Pollard moved and Mr. Watkins seconded a motion to approve the minutes for February 17, 2021. **The motion carried unanimously 9-0-0.**

Review project status report. Mr. Williams reported that the ERP Project was on schedule and reviewed planned work and issues. The Committee discussed the roles of the Governance Committee and the Steering Committee.

ERP system RFP progress and status. The ERP RFP will be issued to the four selected vendors on 3/19/21. Vendor proposals are due back by 4/23/21. Demonstrations will take place end of May and beginning of June. Award and contract negotiations will take place mid-July. ISG will assist the City with technical issues for the negotiations.

Requested project budget authorization. The Committee discussed how to get a responsible quote for contract and equipment costs to the Boards in time for budget and Mill Rate deliberations. The date of the next Governance Committee meeting will be changed in order to allow the Committee to view the RFP responses. Implementation will begin in phases beginning first quarter of FY21-22. Ms. Dennies stressed that this undertaking results in major process changes that the City must commit to going forward into future administrations.

The meeting adjourned at 6:00 p.m.

Next meeting is scheduled for
April 28, 2021
Via Webinar.