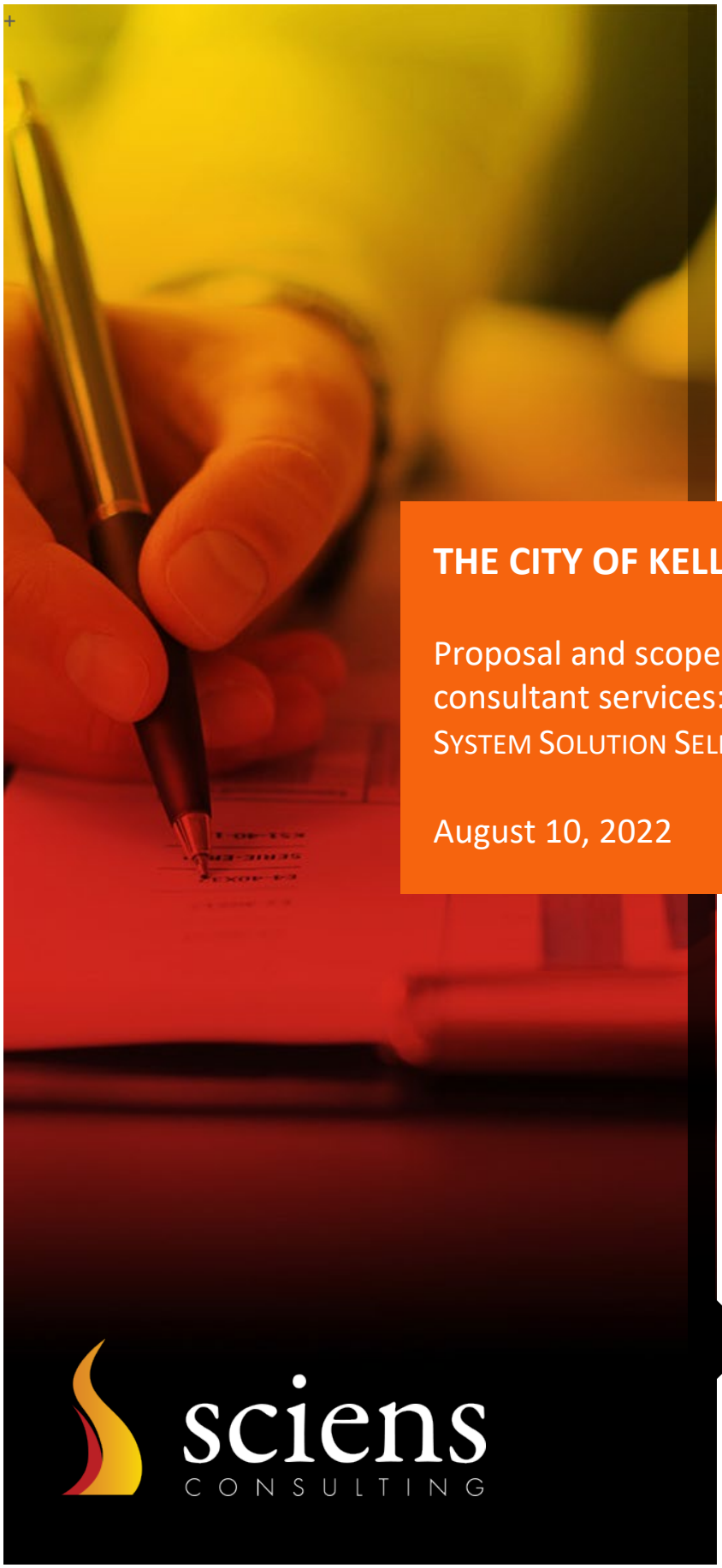
Exhibit A



THE CITY OF KELLER, TX

Proposal and scope of services to provide consultant services: ASSET MANAGEMENT SYSTEM SOLUTION SELECTION

August 10, 2022

sciens
CONSULTING

Sciens LLC
5900 S. Lake Forest Drive, Suite 300
McKinney, Texas 75070

Contact:
Steven Barcey, Senior Manager
sbarcey@sciens.com
(469) 346-6288
www.sciens.com

August 10, 2022

City of Keller, Texas
Attn: Ryan Lee, Support Services Manager
1100 Bear Creek Parkway
Keller, TX 76248

Dear Mr. Lee:

Thank you for the opportunity to discuss the City's needs this week. Based upon our discussion, Sciens has developed this proposal to provide consultant services for the selection of an Asset Management system solution. We are eager to contribute our expertise and support to ensure a successful transition for the City.

Sciens is a highly-specialized management consulting firm headquartered in McKinney, Texas that has dedicated itself to serving the needs of local governments like the City of Keller. We are able to provide our customers with personal service and dedicated attention not available in the larger, more impersonal consulting firms. Just ask our customers…they know the difference.

Because of our commitment to the local government market, we understand the unique demands that local government faces. From Finance to Asset Management, we know your business. We have extensive experience with replacing integrated municipal systems, including permitting, plan review, building inspections, and code enforcement functionality. We are also experienced in the replacement of ERP systems, asset management, public safety communications, law and fire records management systems, and dispatch systems. We provide guidance on GIS, best practice infrastructures, data warehousing, transparency and analytics, and mobility. Most importantly, we understand how these systems need to work together to provide the City with the data and information it needs to manage in today's dynamic environment.

Sciens will be your champion throughout this process, working with your operational departments to provide an independent analysis of your core Asset Management/Work Order software architecture and configuration, a thorough understanding of its functionality and limitations, and a strongly developed RFP designed for the City. As one of the firm's owners, you have my commitment that your project will achieve these goals, and we will do it within the schedule defined, and the budget allotted. Sciens has no vendor affiliations, relationships or preferences and will act in an unbiased manner as we assist the City.

The attached proposal details the scope of work in response to your request for proposal. Please feel free to contact me at sbarcey@sciens.com or (469) 346-6288 with any questions. We look forward to working with the City of Keller on this important project.

Respectfully submitted,

STEVEN BARCEY
Senior Manager, Sciens LLC
5900 South Lake Forest Drive, Suite 300
McKinney, Texas 75070
Direct phone: (469) 346-6288
sbarcey@sciens.com

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SECTION 1: COMPANY PROFILE

Get to know our QUALIFICATIONS expert level KNOWLEDGE & years of EXPERIENCE

COMPANY OVERVIEW

Sciens LLC (www.sciens.com) is a management consultancy with an information technology (IT) competency headquartered in McKinney, Texas, serving non-profit and public-sector clients throughout the United States and Canada. The company was formed in 1989 to support the management and IT consulting needs of local government, non-profit and private sector companies, and has retained the same executive team since its inception. We have a staff of consultants with years of expertise in the government sector. If selected for this plan, three consultants will be working with the City.

Sciens partners are seasoned industry experts with over 60 year of combined technology management experience. We specialize in incorporating innovative, yet feasible solutions in all of our plans. Through our research-based methodology, Sciens consultants clearly understand management and user operational needs, analyze alternatives and determine the highest value and lowest risk options. We have assisted our clients in project managing numerous technology deployments. Our plans are fully implementable since they are tempered with real world experience.

Government agencies face business challenges on a scope far greater than any business in the private sector. The broad range of services delivered to the community with minimal funding, while facing political obstacles daily, is an environment that few businesses can comprehend. As more complex technologies are adopted, quality management systems are needed to ensure that enterprise systems are aligned – and not in conflict – with the goals of the organization.

Sciens Consulting is **a truly independent technology consulting firm.** We perform all work in an objective and a **vendor neutral** capacity. The company has no ties to the vendor community and only provides independent services. This way, there is no risk that our assessment will be biased in any way towards certain products or solutions.

Sciens is comprised of experienced management and technology professionals with advanced degrees and a large catalogue of industry certifications and credentials. Our team consists of management specialists and industrial engineers experienced in government operations with a deep understanding of how to enhance operational functions.

> “Sciens brings innovative solutions to managing organizations and data – delivered with the true spirit of partnership.
>
> – James Brown, CIO
> Waco, Texas

Our consultants stay current in the latest industry trends through participation in key certification programs and educational forums including:

GFOA – Government Finance Officers Association
Implementing Best Practices

PMI – Project Management Institute
Certified Project Management Professionals

ISACA – Information Systems Audit and Control Association
Certified Information Systems Auditor (CISA) and Certified in Governance of Enterprise IT (CGEIT)

Alliance for Innovation
Exclusive Technology Strategic Planning Partners

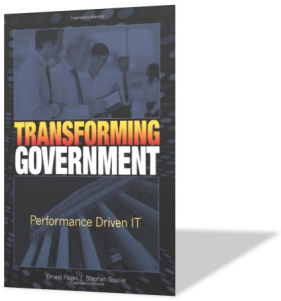
TML | TAGITM
Developed and presented strategic governance plan model

MCSE – Microsoft Certified Professional
Certified Systems Engineer

ITIL – Information Technology Infrastructure Library
V3 and Foundation Certified

IEE – Institute of Industrial and Systems Engineers
Registered Member

FEMA – Federal Emergency Management Agency
Emergency Management Institute



The partners at Sciens are committed to helping our clients work smarter and more efficiently. The founding partners at Sciens co-authored the book, Transforming Government: Performance Driven IT, as a practical guide for local government managers to evaluate process workflows, improve efficiencies, and eliminate redundant and overly complex systems.

EXPERIENCE WITH LOCAL GOVERNMENT PUBLIC SECTOR

Sciens project teams have an extensive history working with local government customers to assess their management practices and IT needs, develop plans based on sound, proven solutions, and successfully guide the systems procurement process from conception through implementation.

Below is a summary of some of our recent clients where Sciens Consulting has performed assessments, planned for technology change, assessed functional requirements, developed RFPs, evaluated vendors, selected software/systems, and negotiated contracts, demonstrating our capability to help align technology with business needs for the City of Keller. In every project, we have thoroughly reviewed all relevant organizational application systems. In addition to Asset Management systems, we have worked with a wide range of forward-looking municipal technology initiatives, including automatic meter reading, regional traffic signal networks, business intelligence and data warehousing, transparency and self-service, public safety systems, and cloud-based infrastructure.

- Ada, OK
- Alachua County, FL
- Allen, TX
- Amarillo, TX
- Bi-County Police Information Network, WA
- Burleson, TX
- Cedar Park, TX
- Charlotte, NC
- Citibank
- Collier County, FL
- Collin County, TX
- Columbia, MO
- Columbus, OH
- Conroe, TX
- Dallas County, TX
- Danville, VA
- Deer Park, TX
- Delray Beach, FL
- DeSoto, TX
- Ector County, TX
- Fort Lauderdale, FL
- Franklin & Benton Counties, WA
- Gilbert, AZ
- Greene County, MO
- Hastings, NE
- Hialeah, FL
- Hillsborough County, FL
- Indianapolis, IN
- Irving, TX
- Jacksonville Beach, FL
- Jupiter, FL
- Jupiter and Palm Beach Gardens, FL
- Keller, TX
- Kennewick, WA
- Lancaster, TX
- Lincoln, MA
- Loveland, CO
- Martin County, FL
- Maui County, HI
- McKinney, TX
- Mesa, AZ
- Miami International Airport, FL
- Norcross, GA
- Norman, OK
- North Richland Hills, TX
- North Central Texas Council of Governments
- Northampton County, PA
- O'Hare International Airport, IL
- Odessa, TX
- Onondaga County and Syracuse, NY
- Owensboro, KY
- Oxnard, CA
- Palm Beach Sheriff's Office, FL
- Palm Beach, FL
- Parkland, FL
- Pearland, TX
- Plano, TX
- Plantation, FL
- Polk County, FL
- Pompano Beach, FL
- Port Arthur, TX
- Prosper, TX
- Richardson, TX
- Richland, WA
- Sony Corporation
- Southlake, TX
- Spartanburg County Parks & Rec Commission, SC
- St. Petersburg, FL
- Sugarland, TX
- Sun Prairie, WI
- Sunrise, FL
- Syracuse, NY
- Truckee, CA
- Universal Studios, Japan
- University Park, TX
- Victoria, BC, Canada
- Waco, TX
- Wayne County Probate Court, FL
- Westminster, CA
- Wichita Falls, TX
- Wilmette County, IL
- Wylie, TX
- Yuma, AZ

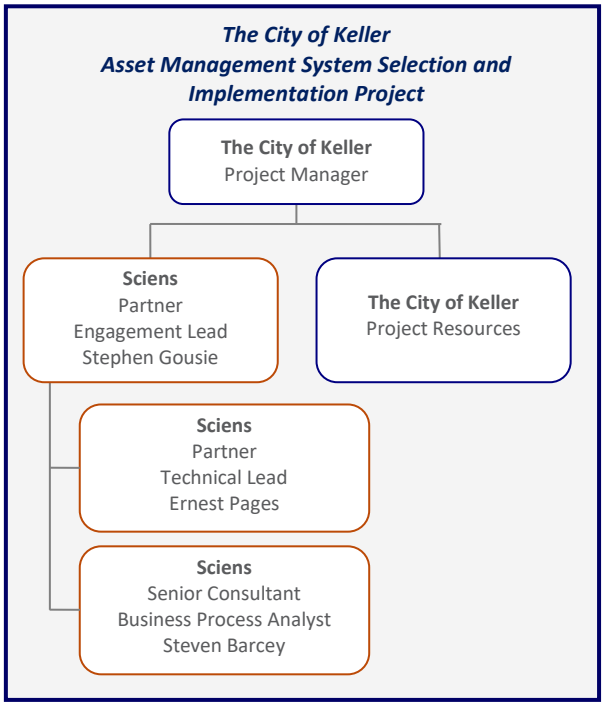
SECTION 2: THE SCIENS TEAM

EXPERIENCED & KNOWLEDGEABLE

Sciens has worked with many public, private and non-profit organizations throughout the years. Although every client is facing a unique set of challenges, there are many common threads that every business confronts. Isolated systems or redundant processes can slow an organization or increase costs. We bring a fresh perspective to assess environments and recommend practical solutions to improve performance.

PROJECT TEAM

The first step for a successful project is to assemble the best team possible to execute the work and provide an efficient and effective framework for accomplishing the project. In our experience, the greatest teams function as a true partnership based on trust and respect. As shown in the adjoining project structure, our goal is to become part of your project management team while providing a formal arrangement for accomplishing the work.



If awarded the City of Keller project, Stephen Gousie, Partner at Sciens, would serve as the primary engagement lead and lead business consultant. Ernest Pages will serve as technical lead for the project; he brings a wealth of technical and business experience working with municipalities, including the City of Keller. Additional support for the project will be provided by Steven Barcey, Senior Consultant at Sciens, who will analyze the key system requirements and assist in the development of the request for proposal and analysis of vendor responses.

All three team members are available for the duration of the selection process, while Stephen Gousie and Ernest Pages will be available to lead for on-site meetings, presentations, and project management advisory for the duration of the system selection process. We are 100% committed to the success of the project and ensure the City gets a system that is functional, with better workflows, leading to greater efficiency. Working with City management and end users, the Sciens team provides leadership and execution expertise to ensure the project stays within budget and schedule.

PROJECT MANAGEMENT, COORDINATION AND COMMUNICATION

Effective and efficient project management is a carefully planned and organized effort to accomplish a specific effort. It begins with development of a project plan which is a baseline tool for the project and includes defining project goals and objectives, specifying tasks and how goals will be achieved, what resources are needed, and associating budgets and timelines for completion. It also includes implementing the project plan, along with careful controls to manage the "critical path" to ensure the project is being managed according to plan. The Sciens team will communicate with you every step of the way, informing the project manager of upcoming deliverables, meetings and review sessions. Detailed on the few pages are the resumes of the proposed project team that will be working with the City.

STEPHEN GOUSIE, PARTNER

SUMMARY

Stephen is a nationally recognized expert in project management, business process analysis and reengineering. His specialization is the use of technology to streamline operations and service delivery. He has led project teams on hundreds of projects for both the public and private sectors. Stephen has managed projects in strategic planning and integrated systems definition and acquisition, including those involving web services, client server and legacy integration.

Prior to founding Sciens Consulting, Stephen served as a strategic programs manager for NEC Solutions America, Niteo Partners and Zefer Consulting. He was managing director and senior consultant for Information Mapping, business analyst for the U.S. Customs Service, and assistant controller for the Water Pollution Control Federation.

REPRESENTATIVE PROJECTS

Enterprise Resource Planning:

Conducted extensive analysis of user needs in the context of Municipal ERP system vendors' market capabilities. As part of the scope, he developed specifications and Requests for Proposal, and assisted clients with vendor selection and contract negotiations.

Provided project management, vendor management, and risk management assistance during implementation of several Municipal ERP Systems: Finance, Human Resources, Utility Billing, Community Development, Work Order/Asset Management, Citizen Portals, Courts.

Managed project team on ERP system needs definition, selection, implementation and training for system at a Fortune 100 petrochemical company.

Public Safety System Design, Selection & Implementation:

Conducted extensive analysis of user needs in the context of Computer Aided Dispatch (CAD), Law Records/Mobile, Fire Records/Mobile, and Jail/ Detention vendors' market capabilities. Included specifications development, Requests for Proposal preparation, as well as assisting with vendor selection, contract negotiation and implementation.

Business Process Reengineering:

Lead business analyst and project manager for team that analyzed municipal business processes, identified improvement opportunities, documented, and trained new processes.

Specialties

Project Management
Business Process Reengineering
Strategic Planning
Systems Implementation
Vendor Management
Technology Acquisition

Education

Lesley University, Graduate School of Arts & Sciences
Masters of Science in Management

The George Washington University – Columbian College *Bachelors of Arts in Economics*

Professional Certifications

Project Management Professional (PMP #1324565)

Certified Process Design Engineer (CPDE)

EXIN Certified in IT Information Library (ITIL)

Publications / Speaking Engagements

Co-authored book, Transforming Government – Performance Driven IT

2018 Speaker at ICMA Workshop: *Citizen Portal – Window into the SmartCity of the Future*

2017 Speaker at Texas Association of Government IT Managers (TAGITM) annual conference: *You Are Not Alone: ERP Faces a New Era*

ERNEST PAGES, PARTNER

SUMMARY

Ernest is an internationally recognized expert with over 25 years of experience in operations management and planning. He has advised private and public-sector CIO's and CEO's on strategic operations improvements through financial, work process and technology. He balances technical depth and business savvy to create effective implementations.

Prior to founding Sciens Consulting, Ernest served as management consultant at Deloitte and Touche. From a technology perspective, he was a software engineer at Siemens Communications, IT manager at Ryder System, systems engineer at Nortel Networks, and design engineer at Stone and Webster Architect Engineers.

REPRESENTATIVE PROJECTS

IT Management Assessment & Planning:
Conducted detailed reviews of multiple IT organizations using COBIT and ITIL best practices. Subsequently developed new organizational structure, governance mechanisms and technology direction.

IT Disaster Recovery Planning:
Assisted multiple organizations design fault resilient network and system configurations. Designs have planned for the system recovery using technologies, such as virtualization and cloud computing.

Systems Design, Selection & Contract Negotiations:
Analyzed the operations of over 80 public sector organizations, developed RFPs, and assisted with vendor selection, contract negotiation and implementation of integrated systems.

Municipal Business Process Improvement:
Analyzed the operation of many city governments and recommended improvements to the key business processes (e.g. Purchasing, Building Permits, Inspections, Human Resources, Public Works, Citizen Relationship Management).

Geographic Information Systems (GIS) Analysis:
Analyzed the operations of multiple organizations to determine the GIS needs, available data sources, GIS architecture, and support delivery organizational structure. Developed procurement RFP's and assisted in the selection of the optimal GIS integrator.

Specialties

Executive Advisory
Business Planning & Feasibility
Procurement & Contract Negotiation
Business Process Improvement
Implementation Project Management
Technology Management

Education

University of Miami School of Business
Masters of Business Administration
Florida Atlantic University School of Engineering
Bachelors of Science in Mechanical Engineering

Professional Certifications

State of Florida, Engineering EIT Number 481ET259
Certified in the Governance of Enterprise IT (CGEIT)
Certified Information Systems Auditor (CISA)
Microsoft Certified Systems Engineer (MCSE)
Certified in Information Technology Infrastructure Library (ITIL)
FEMA Continuity of Operations (COOP) & Incident Command System (ICS) Planning

Publications / Speaking Engagements

Co-authored book, Transforming Government – Performance Driven IT
Speaker at Texas Association of Government IT Managers (TAGITM) annual conferences

STEVEN BARCEY, SENIOR CONSULTANT

SUMMARY

Steven applies an analytical background in financial economics, risk management, business analysis, statistics and strategic management consulting to provide insightful, practical and effective solutions to local government agencies. He has developed strategic master planning services to a wide range of Cities, demographics and technological maturity. He maintains a consistently fresh view on technology use by keeping up-to-date on emerging technology trends, industry best practices of governance and organization, and the evolving demands of citizens and staff.

Prior to joining Sciens Consulting, Steven worked in risk management consulting at a major data analytics firm and provided consulting services and market risk analysis for major financial institutions on their investment portfolios.

REPRESENTATIVE PROJECTS

Market Analysis:

Provided analysis of leading vendors in the municipal applications environment including ERP systems (e.g., Finance, Human Resources, Work Orders, Asset Management, Community Development, and Citizen Information Systems), Government Transparency and Business Analysis systems, and Parks & Recreations systems. Reviewed the functionality, financial stability, future vision and roadmap, and market penetration of each leading solution.

Municipal Applications Procurement:

Developed procurement documents including optional Cloud-hosting, alternate pricing, City contractual requirements, end user functional requirements, technical environment limitations, and City prioritization. Provided objective evaluation and ranking of proposals, guidance and evaluation of vendor demonstrations, and final recommendations to City Management.

Municipal Process & Data Analysis & Planning:

Analyzed the operation and data management of City departments, reviewing the reliance on paper and decentralized data silos. Provided strategic planning initiatives to digitize and centralize the City's processes and data.

Specialization

- Strategic Management Consulting
- Risk Management
- Systems Analysis, Selection & Procurement
- IT Governance
- Data Management
- Business Process Analysis
- Financial Economics
- Project Management

Education

University of Texas
Bachelors of Science in Finance and Economics

Recent Clients

- Burleson, TX
- Conroe, TX
- Delray Beach, FL
- Hastings, NE
- Keller, TX
- Kennewick, WA
- Martin County, FL
- McKinney, TX
- North Richland Hills, TX
- Owensboro, KY
- Oxnard, CA
- Plano, TX
- Prosper, TX
- Southlake, TX
- Truckee, CA
- Waco, TX
- Westminster, CA

SECTION 3: PROJECT SCOPE OF WORK

OVERVIEW

Over the last two decades, there has been a marked shift in how work is performed within local governments, from silo departments with separate functions and outputs, to a system of interlinked processes that cross functions and link organizational activities. Today, with increasingly tight budgets, business units are looking to improve their operation through the use of modern technology.

Asset Management systems (AMS) can help cities to achieve these goals. Our consulting team understands that software decisions are business, technical, financial, political, process and organizational decisions. Because these solutions are broad in their scope and reach deep within the organization we work with the organization to include a broad-based group of employees in any selection effort.

Sciens has assisted Local Government Management Teams through this transition; we specialize in streamlining operations and aligning the business needs with the appropriate technology. Our consulting team understands the complexity of this selection. We understand that that the most important criterion is the evaluation of risk associated with any given product and its implementation. As result, our consulting team works with the City's evaluation team to make risk management and risk mitigation key priorities in evaluating different solutions, different implementation methods, different delivery methods and different implementers.

Based on our extensive experience with municipalities, Sciens is proposing to begin with an assessment of the current environment to understand the business objectives that each of the end user groups wants to achieve through this system replacement. Through surveys of and interviews with key personnel, we also identify desired functionality that is commercially available today and viable within the City's technology architecture that can be included in the request for proposal.

The graphic to the right shows a comprehensive municipal Enterprise Resource Planning (ERP) environment, including Asset Management. In today's market, however, no single vendor has a best-of-breed capability in all component systems. Municipalities are choosing to either compromise on functionality in certain areas, for the sake of full-integration, or choose multiple vendors' systems and provide that integration for themselves. While the latter places an added burden upon the City's IT Department, it is often the only way for a City to achieve the promise of software efficiencies.

In addition, we look at the core dependent components that are Common Systems to a state-of-the-art ERP system:

- Performance Management
- Document Management
- Dashboarding
- GIS integration.

OUR UNDERSTANDING OF KELLER'S NEEDS

The City of Keller has been utilizing the Lucity asset management system since it was implemented more than two decades ago. It is the core enterprise asset management, work order, and inventory system, providing these functionalities for the City and to the citizens. While this system performs many basic functions well, it is designed for smaller cities and does not provide the City with an integrated platform for growth or modern functionality, such as transparency, advanced analytics, intuitive reporting, integration to external databases, or support to more mobile and e-government environments. The City of Keller was the right client for the software when it was first implemented; however, the City's growth and changing Citizen needs has placed demands on the functionality of the system that it can no longer meet.

In addition to the existing modules provided, the City may be looking to consolidate redundant functionality that is provided by other, non-integrated systems, and expand into modern capabilities. Examples of these are analytical tools for management to access data more efficiently and create intuitive, meaningful reports.

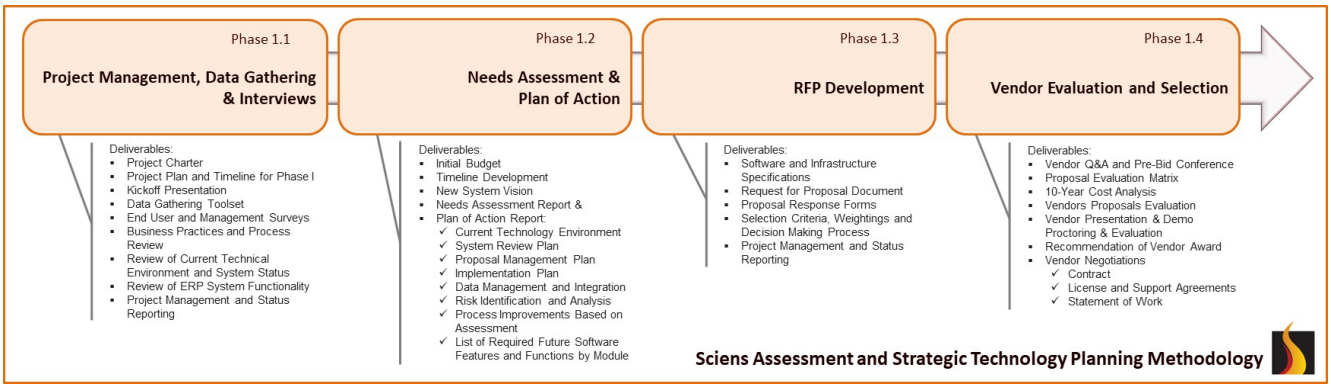
Specifically, the City would like to replace the current Lucity asset management system with one that enables the City to:

- Reduce costs;
- Improve decision making;
- Provide enhanced customer service to both internal and external customers;
- Improve access to information;
- Improve efficiency and effectiveness of business operations;
- Improve accountability.

The City is looking to replace the current software by developing specifications for the desired system, and development of a request for proposal to source a new system. Based on these key project drivers, the City has requested this statement of work to assist with the successful replacement of its current system.

PROJECT PHASE 1: SELECTION OF THE ASSET MANAGEMENT SYSTEM

The project is conducted using the City's administrative work processes as the guide. Each process is examined for opportunities for streamlining, such as removal of extra steps, signatures, paper generation, duplicate entry and repetitive work. The phase breakdown of our methodology is shown below.



PHASE 1.1 – PROJECT MANAGEMENT, DATA GATHERING AND INTERVIEWS

The purpose of Phase 1.1 of the project is to establish the business context for the system replacement, examine current business practices and processes that need to be maintained or updated, and develop a preliminary budget and timeline for the project.

In Phase 1.1, we examine:

- Reliability of data, queries and reports
- Possible use of ancillary technologies to automate functions, such as: bar coding in inventory control and field automation for data entry/retrieval
- Use of geo-data for address entry/lookup and validation to minimize data entry errors
- Areas of the processes that are subjected to high rates of error due to such things as: open text entry and lack of required field as part of the workflow
- Ability of the current technology to support digital government and self-service transactions, including reporting and dashboarding.

In addition, we examine the business case for and make recommendations to the City regarding possible AMS delivery models: on-premise, cloud and hybrid methods, specifically:

- On-Premise: On-premise delivery models assume that businesses license AMS software and install it on computers at their location. AMS software users are responsible for buying computer hardware and software for these solutions. They are also responsible for applying any software upgrades, patches or fixes provided by the software vendor.
- Cloud Delivery: Cloud delivery models allow the software user to use application software on another firm's computing equipment; in the case of some AMS vendors, it runs on their system in their data center. Pricing for these solutions is often done on a monthly basis and may scale up or down based on a customer's usage of the product. This environment also means that software users to do not have to perform software maintenance and upgrade activities with their own internal staff. This could save some organizations from needing to hire additional IT personnel to support their AMS software.
- Hybrid Solution: In a hybrid environment, a software vendor can offer multiple methods for deploying the software. It can be used on-premise, hosted on the vendor's cloud or on another firm's cloud. These solutions may also possess the flexibility to go from on-demand to on-premise (and in some cases back to on-demand) to give you the ability to bring an application in-house should they anticipate the need to make modifications that exceed the capabilities of the standard cloud offering.

From this information, we establish business requirements and a budget for the system, including hardware, software, training, business process reengineering, and other professional services. Once a budget has been established, we examine possible payment choices for the City, i.e., buying, leasing, or subscription.

Finally, we work with the City to ensure that the project has an effective project governance structure and a balanced team representing the major functional areas that will be involved in the system definition.

Specifically, this phase involves the following activities:

- City Strategic Direction / Goals – Working with City Management and the key stakeholders of the new system (e.g., Public Works Director, Superintendents), Sciens gains an understanding of the City's strategic direction and goals, and how the new system would help to further that direction. We assist in the creation of a vision for the new system and definition of goals the City wants to achieve through implementation.

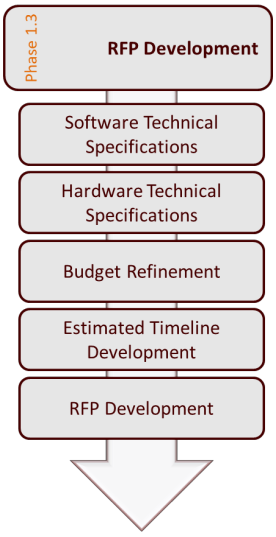
- Business Practices and Process Review – We meet with cross-functional teams consisting of Department representatives knowledgeable in their portion of the business processes typically automated by current, Municipal Operations systems. During these meetings, we capture:
    - Workflow limitations of the existing system
    - Transaction volumes to be supported by the new system
    - Interfaces of the current system which translate into functionality that needs to be supported by the new system
    - Perform an overall SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) of current practices and processes.
- Infrastructure & Applications Architectures Review – We meet with the IT Department to discuss the existing infrastructure architecture, including network and servers, and applications architecture so that we can develop specifications that work within the existing environment. This is done in order to minimize the disruptive effect on the technical environment as well as minimize the technical support required by the new system.
- Integration Requirements – During both business practice/process and IT Department discussions, we examine the systems that are currently integrated to the system and look for opportunities to improve the efficiency of the environment by including them in the specifications for the replacement system.
- System Support Requirements – Assess the function and operations performed to support the current system based on interviews with the IT staff and end-user support staff, including:
    - The ability of the application to support technical services, such as workflow changes
    - Third party vendor interaction within the overall support structure
    - User involvement, control and segregation of duties for configuration changes.

PHASE 1.2 – NEEDS ASSESSMENT AND PLAN OF ACTION

With the findings discovered in Phase 1.1, Sciens will then develop a Plan of Action.

- Needs Assessment and Action Plan – Sciens produces a comprehensive document at the conclusion of this phase, documenting the current state of the environment, the City's vision for the new system, infrastructure and application architectural requirements, integration requirements, system support requirements, and the initial budget and timeline for use in budget planning. In addition, Sciens develops a SWOT Analysis of the City's current business practices and processes, including recommendations for ones to be targeted for change with the new system.
- Initial Budget and Timeline Development – Based on Sciens' experience at acquiring and implementing AMS systems, and using the requirements gathered during the Needs Assessment, we develop an initial budget for a replacement system that includes the required modules, interfaces, hardware and services. This data is presented in the form of a range of high and low-cost estimates. In addition, Sciens develops a preliminary timeline for implementation of the system.
- Status Meeting & Reporting – Throughout the phase, Sciens keeps the City's project manager informed regarding progress being made towards milestones, as well as alerting the project manager as to whether there are any obstacles towards meeting the City's timeline for selection of a new system. Project team discussions and updates can occur as frequently as needed via GoToMeeting, or in person as required by the City. Sciens recommends these meetings occur weekly throughout this phase, and on an ad hoc basis as needed. Minimally, formal presentations to the Project Team during this phase occur at the start of the project and with the delivery of the Action Plan.

PHASE 1.3 – REQUESTS FOR PROPOSAL DEVELOPMENT



In Phase 1.3, we assist the City with the development of the Requests for Proposal and work with Purchasing to see them released to the marketplace.

Sciens develops detailed technical specifications utilizing the inputs from the Needs Assessment & Plan of Action phase. Once the specifications have been reviewed by the City, they are compiled with response documents into a request for proposal (RFP). The RFPs are then issued by the City to the Vendor marketplace. This phase includes:

- Software and Infrastructure Technical Specifications – Specifications are compiled using inputs from the interviews conducted in Phase 1.1. Specifications include software (functional) specifications grouped by major components of the systems which can include: Finance, Human Resources, Payroll, Planning & Development, Asset Management, Citizen Portal, Project Management, Time Entry, etc. In addition, infrastructure specifications (hardware and architecture) are created to describe the City's overall technical requirements (e.g., system architecture, network infrastructure, desired database and compatibility, servers and data storage, system backup and interfaces, security, scalability, reliability/stability, configuration flexibility, and centralized management).

  Once the City has the opportunity to review the specifications, Sciens will conduct conference calls via GoToMeeting with the reviewers to discuss any specifications that need to be deleted, reworded or added.

- Refine Estimated Budget & Timeline – Throughout the project, Sciens reexamines the estimated budget and timeline using available inputs. Within the context of this phase, this will be done as a part of the Vendor Evaluation Matrix developed in order to provide the City with the most accurate estimate using the available vendors' inputs.

- RFP Development & Release – Once the specifications have been developed, an RFP narrative section is developed. This describes the City's current environment, the vision the City has for the new system, and specifically what the City is looking for. In addition to the RFP narrative, proposal response forms are developed. These forms are the only permissible mechanism for vendors to respond to the RFP; they are compiled using locked MS Word and Excel files that force vendors to respond systematically to ease overall evaluation, while permitting them to have freeform fields for explanation and comment. Once the City has had the opportunity to review the RFP document, Sciens will conduct conference calls via GoToMeeting with the Project Team to discuss any specifications that need to be deleted, reworded or added.

  The RFP narrative, software specifications and proposal response forms, along with language supplied by Purchasing for the City's acquisition requirements, constitute the RFP. This is compiled for submission by the City to bid services (e.g., Public Purchase) and/or direct submission to the top industry vendors.

- Selection Criteria and Weightings – As part of the RFP definition process, and prior to the release of the RFP to the marketplace, Sciens will work with the City to define the selection criteria and respective weightings for each of the major components of the vendors' responses. This will be done in full compliance with the City's Purchasing requirements, including any Cone of Silence requirements prohibiting communications with vendors during the selection process.

- Status Meeting & Reporting – Throughout the phase, Sciens keeps the City's project manager informed regarding progress being made towards milestones, as well as alerting the project manager as to whether there are any obstacles towards meeting the City's timeline for selection of a new system. Project team discussions and updates can occur as frequently as needed via GoToMeeting, or in person as required by the City. Sciens recommends these meetings occur weekly throughout this phase, and on an ad hoc basis as needed. Minimally, there will be discussions with each of the functional groups over their review of the specifications, and with the Project Team over the narrative, response forms, selection criteria and

weightings, and overall RFP document. Formal presentations to the Project Team outside of this Phase's process are kept to a minimum to reduce demands upon Project Team members which are already significant during this phase.

PHASE 1.4 – VENDOR EVALUATION AND SELECTION

In Phase 1.4, the Sciens team evaluates proposals submitted by the vendors, assist the City in selecting two vendors to be invited for demonstrations, assist the City with evaluation of the demonstrations, incorporate feedback from the City from reference checks and site visits, make a final recommendation on a vendor, and assist the City with contract and statement of work negotiations.

Sciens supports the City by proctoring the Bidders' Conference, analyzes the vendor proposal responses, and uses the Vendor Evaluation Matrix to record their performance and determine their conformity to the specifications. Sciens will also lead the City project team through their own evaluation of the proposals. Once the evaluation of all proposals is completed, Sciens works with the City to develop a shortlist of up to two vendors to be invited by the City to demonstrate their system to the City. Based upon performance against the RFP and demonstrations and incorporating feedback from the City from reference checks and site visits, Sciens works with the City project team to make a final recommendation of what vendor it should choose. Subsequently, we support the City through contact and statement of work negotiations.

Specifically, this phase involves the following activities:

Bidders' Conference and Vendor Q&A Addendum – Shortly after the issuance of the RFPs, a Bidders' Conference is held by the City. Sciens proctors the bidder's conference. This can be either mandatory or option for the vendors based on the City's requirements; and, it can be conducted in person or via teleconference (e.g., GoToMeeting). At the conference, the City provides a summary of the RFPs and their intent; the City also provides an informal, non-binding response to questions submitted during the conference. Subsequent to the bidders' conference, a formal response to all questions submitted prior to and during the bidders' conference is drafted by Sciens and posted by the City as an addendum to the RFPs.

- Vendor Evaluation Matrix – Sciens develops the Vendor Evaluation Matrix, a spreadsheet that tracks each vendors' performance at each stage of the evaluation process. During Phase 1.4, we develop the vendor evaluation matrix, including weightings to be used for each component of the evaluation, to track performance by each vendor.
- 5-Year Cost Analysis – In addition to the Vendor Evaluation Matrix, Sciens will also develop a model to analyze the 5-year cost to the City of the various cost options for each vendor. This analysis will then be ranked and weighted to assign points to the total score.
- Vendor Proposal Evaluations – Utilizing the Vendor Evaluation Matrix developed earlier, Sciens analyzes each of the proposal submissions for compliance with both technical and business requirements. In addition, Sciens will assist the City project team through the evaluation of the proposals. Based upon this data, Sciens and the City project team rate the overall performance of each vendor, and the strengths and weaknesses based upon its proposal response.
- Vendor Shortlist Selection – Sciens will enter the City's evaluative data into the Vendor Evaluation Matrix, ranking the vendors based on their estimated ability to satisfy requirements. Based upon this ranking, Sciens works with the City to recommend for the City to consider inviting for demonstrations of their products and capabilities.

- Vendor Demonstrations – Sciens staff proctors and supports the City through vendor demonstrations sessions as per detailed below:
  - Phase 1.4: Asset Management System Software Demos – up to three (3) demo days (i.e., 3 vendor demos, 1 day each).
  - Sciens provides the City's project team with a scoring tool to be used by City staff evaluating the vendor demonstrations. Sciens will also evaluate the Vendor's performance, if required by the City. Subsequently, we compile the results of the scoring tool to score each of the vendors and add this data to the Vendor Evaluation Matrix.
- Contract and Statement of Work Negotiation Support – Once a vendor has been chosen for contract negotiations, Sciens works with the City to review the vendor's documents, attend meetings and conference calls as needed, to finalize a contract, license and support agreements, and statement of work that the City finds acceptable. Sciens will provide up to 40 hours of contract and statement of work negotiation support for each Phase 1.4.
- Status Meeting & Reporting – This is the longest phase in terms of overall duration, and regular communications between the City and Sciens are critical. Throughout the phase, Sciens keeps the City's project manager informed regarding progress being made towards milestones, as well as alerting the project manager as to whether there are any obstacles towards meeting the City's timeline for selection of a new asset management system. Project team discussions and updates can occur as frequently as needed via GoToMeeting, or in person as required by the City. Sciens recommends these meetings occur weekly throughout this phase, and on an ad hoc basis as needed.

PROJECT DELIVERABLES

Detailed below is a summary of the deliverables you can expect to receive throughout the duration of the project.

Phases 1.1 and 1.2:

- Project Plan and Timeline
- Kickoff Presentation
- End User and Management Survey
- Business Practices and Processes Review
- Review of Current Technical Environment and System Status
- Review of Current Functionality
- New System Vision
- Initial Budget and Timeline
- SWOT Analysis
- Needs Assessment and Plan of Action Report

Phase 1.3:

- Software and Hardware Technical Specifications
- Request for Proposal (i.e., narrative, finalized technical specifications, proposal response forms)
- Selection Criteria, Weightings and Decision-Making Process
- List of Representative Vendors in this space
- Updated Project Timeline GANTT and Budget
- Project Management & Status Reporting

Phase 1.4:

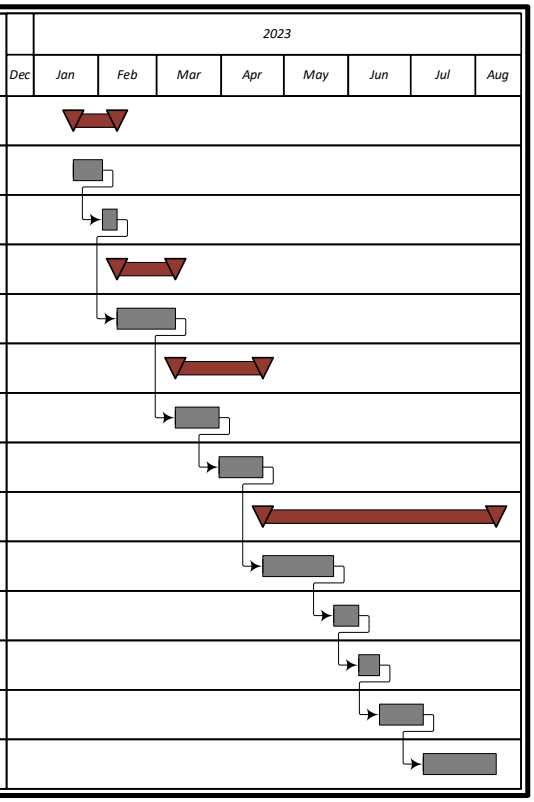
- Project Management & Status Reporting
- Vendor Pre-Bid Conference and Q&A Addendum
- Proposal Evaluation Matrix
- Vendors Proposals Evaluation
- Short List Recommendations
- Vendor Demonstration Proctoring & Evaluation
- Recommendation of Vendor Award
- Vendor Negotiations (i.e., Contract, License and Support Agreements, Statement of Work)

PROJECT TIMELINE

A draft GANTT chart for the project, identifying the major tasks with associated, proposed start and completion dates and milestones, is shown below. Sciens will work with the City of Keller to arrive at a schedule that meets your objectives and deadlines.

ASSET MANGEMENT SYSTEM SELECTION PROJECT

ID	Task Name	Start	Finish
1	**1.1 Project Management, Data Gathering & Interviews**	**1/20/2023**	**2/9/2023**
2	Initial Data Gathering and Documentation	1/20/2023	2/2/2023
3	Department Interviews	2/3/2023	2/9/2023
4	**1.2 Needs Assessment & Plan of Action**	**2/10/2023**	**3/9/2023**
5	Needs Assessment Development	2/10/2023	3/9/2023
6	**1.3 RFP Development**	**3/10/2023**	**4/20/2023**
7	Technical Specifications Development	3/10/2023	3/30/2023
8	RFP Development	3/31/2023	4/20/2023
9	**1.4 Vendor Evaluation & Selection**	**4/21/2023**	**8/10/2023**
10	Vendor Proposal Development	4/21/2023	5/24/2023
11	Bidders Conference, Q&A Addendum, Vendor Evaluation Matrix, Proposals Evaluation	5/25/2023	6/5/2023
12	Short List Notification & Vendor Preparation for Demonstrations	6/6/2023	6/15/2023
13	Vendor Demonstrations	6/16/2023	7/6/2023
14	Contract Negotiations	7/7/2023	8/10/2023



SECTION 4: CLIENT REFERENCES

While all of our clients are referenceable, we have highlighted four (4) clients who selected Sciens to support their software selections. These projects have all occurred within the last few years. Stephen Gousie, Ernest Pages and Steven Barcey, all of whom would be assigned to the City's project, were engaged in these projects, as well as many others all over the country.

TOWN OF PROSPER, TEXAS

Project Information	Details
Name of Organization	Town of Prosper, Texas
Address	1100 Bear Creek Parkway Keller TX 76248
Contact Information	Pamela Clark, Project Manager Email: pclark@prospertx.gov Phone: (972) 569-1091
Projects	• ERP System Risk Analysis, Assessment, RFP and Selection • ERP System Implementation Support • Community Development Implementation Support

CITY OF NORTH RICHLAND HILLS, TEXAS

Project Information	Details
Name of Organization	City of North Richland Hills, Texas
Address	4301 City Point Drive North Richland Hills, TX 76180
Contact Information	Karen Bostic, Assistant City Manager Email: kbostic@nrhtx.com Phone: (817) 427-6005 Mark Mills, Finance Director Email: mmills@nrhtx.com Phone: (817) 427-6167
Projects	• ERP & Asset Management Risk Analysis, Assessment, RFP and Selection • ERP & Asset Management Implementation Support • Public Safety System Risk Analysis, Assessment, Planning, Selection, and Implementation

CITY OF NORMAN, OKLAHOMA

Project Information	Details
Name of Organization	City of Norman, Oklahoma
Address	201 W Gray Street Norman, OK 73069
Contact Information	Kari Madden, Applications Manager Email: Kari.madden@normanok.gov Phone: (405) 226-0023
Projects	• Currently assisting with implementation of replacement for their SunGard HTE system for Finance, Human Resources/Payroll, Community Development, Utility Billing, Asset Management.

CITY OF RICHARDSON, TEXAS

Project Information	Details
Name of Organization	City of Richardson, Texas
Address	411 W. Arapaho Road Richardson, TX 75080
Contact Information	Dan Steege, Chief Information Officer Email: Dan.steege@cor.gov Phone: (972) 744-4041
Projects	• City-Wide Applications Strategy Plan • Asset Management/ERP Risk Analysis, Assessment, Planning and Selection • Strategic IT Master Plan

SECTION 5: FEE SCHEDULE

PROJECT COST DETAIL

The total project professional fees for services on the City of Keller Asset Management System Solution Selection project are represented in the Project Cost Detail. Based on the scope of work description, deliverables, and our proposed method for conducting the services outlined below, our not-to-exceed-total cost to complete all tasks is outlined below. Since Sciens is a local firm in the Dallas-Fort Worth area, no travel expenses will be charged.

ASSET MANAGEMENT SYSTEM SELECTION PROJECT

Phase	Activity	Hours	Fees	Expenses	Total
1.1	**Project Management, Data Gathering & Interviews**				
A	Data Gathering and Onsite Interviews	44	$ 9,200	$ -	$ 9,200
1.2	**Needs Assessment & Plan of Action**				
A	Plan of Action Development	68	$ 11,600	$ -	$ 11,600
1.3	**Requests for Proposal Development**				
A	RFP Development and Review	96	$ 16,800	$ -	$ 16,800
1.4	**Vendor Evaluation & Selection**				
A	Bidders Conference, Q&A Addendum, Vendor Evaluation Matrix, Proposals Evaluation	44	$ 7,400	$ -	$ 7,400
B	Short List Demos	48	$ 12,000	$ -	$ 12,000
C	Final Recommendations	8	$ 2,000	$ -	$ 2,000
D	Contract & SOW Negotiation Support	40	$ 10,000	$ -	$ 10,000
Total Cost		**348**	**$ 69,000**	**$ -**	**$ 69,000**