



TECHNOLOGY SOLUTIONS

9211 Waterford Centre Blvd, Suite 125  
Austin, TX 78758

3/20/2019  
Greg Berglund

**GTS DIR#-TSO-3504**

Re: Quote for Mike Peters

Project Lead 2 Emerging

\$115.00 per hour

1728 hours

Total.....\$198,720.00

Thank you,

**JENNY KERTSOS**

*Account Executive, Staffing*

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## Scope of Services

Pursuant to the DIR-TSO-3504, GTS shall provide Mike Peters as Project Lead 2 Emerging at the rate and rank as provided above for City of Georgetown's implementation of the Workday ERP System (the "Project"). The Project Lead will be on-site at the City for 10 months. Mike Peters, or any candidate provided as a replacement pursuant to the terms of DIR-TSO-3504, must have the following skills and perform the following services:

The Project Lead (Accounting) will manage Workday engagements according to City of Georgetown's financial/cost management policies. The Project Lead will actively encourage and facilitate communication between the business analysts and accounting teams, and ensure that requirements are documented, complete, accurate, approved, and on budget.

- Under direction of Finance Director and Controller, act as a high-level ERP project advisor to the Finance and Administration Department
- Provide project related experience and advice to City leadership on the best practices for implementing an enterprise class ERP system, particularly in the areas of Finance, Accounting, Human Resources, and Information Technology
- Attend Workday BPA, Design, and other project meetings as a representative of the Finance department; and in some cases "in lieu of" the Finance Director, Controller, or other F&A staff.
- Thoroughly communicate key business and technical issues to F & A management staff as well as other City staff at all levels of the organization.
- Develop alternatives for dealing with project issues based on personal knowledge, input from all levels of City Staff, and direction from Finance Director or Controller.
- Effectively communicate alternatives to City staff.
- Works with Finance and Human Resources to define and manage policies and procedures
- Facilitate good decision making in regards to choosing the best alternative for each issue.
- Enterprise Resource Planning (ERP), Financials implementation, and upgrade experience
- Strong verbal and analytical skills
- Detailed understanding of ERP System concepts and general module functionality
- Act as primary expert to construct specific solution, scope document, risk profile, and corresponding financials
- Act as a high-level ERP project advisor to the Human Resources department as needed.
- Ability to follow all organizational Standard Operating Procedures relative to cost modeling, approvals and reviews, and all other associated workflow and deliverables

The Project Lead will represent the interest of the City of Georgetown and be responsible for working with the Accounting Team.