



SUMMARY REPORT

Agenda Date: 9/24/2019

To: Board of Supervisors

Department or Agency Name(s): Information Systems and Auditor-Controller-Treasurer-Tax Collector

Staff Name and Phone Number: John Hartwig 565-6055, Erick Roeser 565-3295

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Agreement with Bluemont Consulting, LLC to Provide Technical Services and Support for the Enterprise Financial System (EFS)

Recommended Action:

Authorize the Information Systems Director and Auditor-Controller-Treasurer-Tax Collector to execute a professional services agreement with Bluemont Consulting, LLC for technical services and support for the Enterprise Financial System (EFS) in an amount not to exceed \$1,425,000 for the period of October 1, 2019 to September 30, 2022 with two additional one-year options to extend.

Executive Summary:

The Enterprise Financial System (EFS) provides integrated accounting, procurement and budgeting functions countywide and is supported by functional and technical staff from the Auditor-Controller-Treasurer-Tax Collector Office (ACTTC) and Information Systems Department (ISD). Since completion of the second phase of implementation in 2015, the County has also utilized a managed services agreement with CherryRoad Technologies (CherryRoad) for post-implementation and upgrade support. While the partnership between CherryRoad and the County has been very successful, at this time the desired outcome is for County staff to take on more ownership and responsibility for maintaining all components of EFS and reduce the risk of reliance on external consultants. The current proposed agreement with Bluemont Consulting, LLC will provide for a dedicated resource to provide crucial knowledge transfer to staff as the County transitions from implementation and upgrade mode to on-going support mode. The proposed agreement will be financed through existing internal service rates and will not result in an increase to departments as it is only represents a change in service delivery model. Overall the new agreement is expected to result in savings of \$30,000-\$40,000 annually to the County.

Discussion:

The County began the process of updating its financial management systems in February 2013 from a mainframe system to more current platforms, including PeopleSoft Financials/Supply Chain Management (for day to day accounting and financial reporting), Hyperion (for budget management) and a number of associated applications that support these new technologies. The combination of all of these updated systems is called the Enterprise Financial System (EFS). As of July 1, 2014, the first phase of the system implementation was complete, and the County began using PeopleSoft as its source for accounting transactions. As of July 1,

2015, the second phase of the implementation effort was complete, which included using Hyperion for budget development and additional modules within PeopleSoft for contract management, cost accounting, billing and accounts receivable functions. Additionally, the County upgraded PeopleSoft to the newest version (9.2) which was completed in March 2017, and has begun model of annual updates of the PeopleSoft application to the current image release level.

The Board approved the existing agreement with CherryRoad in 2015 to provide post implementation and upgrade support for EFS. At this time as the organization transitions from an implementation and upgrade mode to an on-going support mode for EFS it has been determined that focused efforts on knowledge transfer to County staff is the priority. Staff believes Bluemont Consulting, LLC is the most suited to provide the dedicated resource needed to support County staff as they develop the expertise in maintaining and supporting PeopleSoft, Hyperion, and the additional applications that make up the system in an effective and efficient manner given the extreme and ongoing difficulties in recruiting qualified staff.

The development of the proposed agreement has been a partnership between ACTTC and ISD staff and if approved will be co-managed by the two departments. The single source selection of Bluemont Consulting, LLC has the support of Purchasing due to the specific expertise of the key staff that will be providing services under the agreement. This individual has provided technical support to EFS throughout both phases of implementation, the upgrade, and the annual catch-up events. This individual is uniquely qualified in that they have both expert level technical skills in all of the EFS applications and a very in-depth understanding of County practices and processes. This particular combination of skills and knowledge is incredibly difficult, if not impossible to find.

The proposed agreement will not result in an increase in rates to departments as it is considered a re-direction of expenses from the existing managed services agreement to a new consulting agreement with joint oversight by ACTTC and ISD. The cost of the agreement will be financed through existing internal services charges and is estimated to save \$30,000-\$40,000 annually versus the current agreement with CherryRoad.

The agreement with Bluemont Consulting will ensure continued support assistance of PeopleSoft modules currently utilized by the County and will provide needed implementation guidance and expertise if additional PeopleSoft modules are deemed desirable for purchase and implementation to broaden the EFS systems functionality and capabilities, such as the ability to address the full asset management life cycle, including facility maintenance.

Prior Board Actions:

4/3/2018-Amendment to the Agreement with CherryRoad Technologies

6/14/2016-Board approved agreement with CherryRoad for PeopleSoft Version 9.2 Upgrade

4/7/2015 -Board approved professional services agreement with CherryRoad for PeopleSoft and Hyperion support.

2/5/2013 -Board Approved proceeding with EFS Implementation Project and budget.

9/18/2012-Approval granted to proceed and negotiate contract for purchase and implementation of new Financial ERP System.

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses	\$213,750	\$285,000	\$285,000
Additional Appropriation Requested			
Total Expenditures	\$213,750	\$285,000	\$285,000
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$213,750	\$285,000	\$285,000
Use of Fund Balance			
Contingencies			
Total Sources	\$213,750	\$285,000	\$285,000

Narrative Explanation of Fiscal Impacts:

The requested not-to-exceed amount of the proposed agreement is \$1,425,000 for an initial three year term of October 1, 2019 to September 30, 2022. Additionally, there are two one-year options to extend. The proposed agreement will be funded utilizing the existing EFS internal service rate structure and is currently estimated to result in a \$30,000-\$40,000 annual savings when compared to the current agreement with CherryRoad.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Attachment 1: Professional Services Agreement

Attachment 2: Exhibit A Scope of Work

Attachment 3: Exhibit B Insurance Requirements

Agenda Date: 9/24/2019

Attachment 4: Insurance Waiver

Attachment 5: Sole Source Waiver

Related Items “On File” with the Clerk of the Board:

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