



ERP REPLACEMENT UPDATE

INFORMATION TECHNOLOGY DEPARTMENT

CURRENT STATE & VISION STATEMENT

Current State:

- Current County ERP Advantage v 3.10 solution implementation completed June 2018
- CGI contract expires and current version 3.10 support ends June 2024
- On-premise solution hosted by a 3rd party vendor, Lumen (previously CenturyLink)

Vision Statement:

- Implement a state-of-the-art ERP system that can support County activities, increase operational effectiveness, and efficiencies in business processes

PROJECT OBJECTIVES

A. Acquire a cloud-based ERP system for the below functions (*Note: **Yellow** font indicates functionality is currently managed outside of ERP or functionality exists within ERP but is not being utilized):

➤ General

- Document Management
- Employee Self-Service
- Integrated modules
- Reports and Dashboards

➤ Human Resources Management & Payroll

- Benefits Administration
- **Onboarding/Offboarding (NeoGov)**
- Payroll Processing
- **Performance Management (NeoGov)**
- Personnel Management
- Position Control/Management
- **Recruitment (NeoGov)**
- Time & Attendance
- **Training & Certification (NeoGov)**

➤ Budgeting

- **Budget Book creation**
- Budget Development
- Management & Forecasting

➤ Finance

- Accounts Payable
- **Accounts Receivable – General Billing**
- **Cash Management**
- **Contract Management**
- **Financial Reporting (Caseware, Excel)**
- Fixed Asset Management
- General Ledger
- **Grant Management**
- **Lease Management (Lease Query)**
- Procurement/Purchasing
- **Treasury (Sympro Debt & Investment)**
- Vendor Management

PROJECT OBJECTIVES - CONTINUED

- B. Enable the County to increase operational efficiencies by implementing best business practices and increased automation (i.e., encourage streamlining and automation of standard routine business transactions, enhanced processing, self-service, workflow, etc.)
- C. Encourage the implementation of standard functionality and best business practices embedded in the solution to reduce cost, long-term maintenance impacts, and avoid or minimize customizations
- D. Improve quality and accessibility of information through standard reports, ad hoc tools, and the ability to create new reports. Information access must be perceived by the County's average user as intuitive and efficient
- E. Promote a system that provides for self-services to the General Public, County employees, and external agencies via online and mobile capabilities
- F. Implement a scalable platform that will support future growth, changes in local, state and federal laws, MOU agreements and integration with external systems without requiring significant upgrades, costs, and County resources.

HIGH LEVEL TIMELINE

- **FY20/21 Run existing system/Build Requirements Spec**
 - Start gathering high level requirements 2nd quarter 2021 thru December 2021 **In Progress*
- **FY21/22 Run existing system/Release RFP**
 - Staffing Needs Assessment by January 2022 **will be Assumption based*
 - Draft & Finalize RFP January thru April 2022
 - RFP Phase May 2022 thru August 2022
- **FY22/23 Run existing system/Select Vendor and Begin Implementation**
 - Vendor Selection - September 2022 thru December 2022
 - Finalize Agreement & Obtain BOS Approval January thru February 2023
- **FY23/24 Run existing system/Begin Implementation and cutover to new system**
 - Kick-off March 2023
 - Implementation order: PB, FIN/VSS, HRM/Payroll
 - CGI Contract ends 6/2024
 - Go Live TBD

REQUIREMENTS GATHERING APPROACH & TIMELINE

- RFP requirements drafted leveraging other public agency RFP's as a starting point
- Draft requirements to be reviewed by Department SME's
- SME's to add additional requirements to address any gaps for the County

Milestone	Status	Start	Finish
Draft Requirements Template	Complete	3/17/21	7/14/21
Requirements Kick-off	Complete	6/23/21	6/23/21
SME Review of Draft Requirements	Complete	6/28/21	7/30/21
Add County Requirements	In Progress	8/9/21	9/3/21
Requirements Walkthroughs	Not Started	9/13/21	11/8/21
Requirements Sign-off	Not Started	9/14/21	11/16/21

PROJECT ORGANIZATION

Department	Executive Sponsor/ Governance	Steering Committee	Project Team
CAO	Charles McKee, Dewayne Woods	Ezequiel Vega-Rios	Budget Office SME: Juan Pablo Contracts & Purchasing: Tom Skinner, Gina Encallado, Debra Wilson
ACO	Rupa Shah	Burcu Mousa	FIN Lead: Becky Gong FIN BA: Usha Talabhaktula AP SME: Michael Lewis FIN SME's: Erika Martinez, Siomara Barajas, Joey Nolasco Payroll SME's: Patsy Girard, Marcela Jimenez HRM Lead: Gary Giboney HRM BA's: Kevin Tate, Mike Alcorn, Bob Janssen
HRD	Irma Ramirez-Baugh	Kim Moore	HR Lead: Idalia Ow Benefits SME: Sunny Haight HR SME's: Maria Partido, Wendell Sells, Ariana Hurtado
ITD	Eric Chatham	Paresh Patel	Implementation/Program Manager: Michelle Karim Project Manager: Renee Parker Technical Lead: Anusha Ignatius

NEXT STEPS

- Invite Departments to participate in RFP requirements development
- Implement proposed communication plan

Status Format	Project Team	Steering Committee	Leadership/ Governance
Written	Monthly	Monthly	Monthly
Meeting	Bi-weekly	Monthly or As Needed	Quarterly or As Needed

*Timing for Budget Committee and BOS

- Provide Project Charter for Sponsor signature
- Provide ERP Roles & Responsibilities document for Sponsor signature
- Present overall ERP implementation update to BOS and Department Heads

The image features a dark blue background with a large, faint, light blue circle in the center. The word "QUESTIONS?" is written in a bold, white, sans-serif font across the middle of this circle. In the four corners of the image, there are decorative white line-art elements that resemble circuit board traces or neural network connections, with small circles at the end of the lines.

QUESTIONS?