

COUNTY OF SONOMA AGENDA ITEM SUMMARY REPORT			Clerk of the Board Use Only Meeting Date Held Until ___/___/___ ___/___/___	
			Agenda Item No: Agenda Item No: _____ _____	
Department: Auditor-Controller-Treasurer-Tax Collector			() 4/5 Vote Required	
Contact: Scott Conrad	Phone: (707)565-3515	Board Date: April 7, 2009	Deadline for Board Action:	
Agenda Short Title: Professional Services Contract				
Requested Board Action: Authorize the Auditor-Controller-Treasurer Tax Collector (ACTTC) to execute a contract with the Government Finance Officers Association (GFOA) in the amount of \$172,000 to assist County management in the implementation of the High Line Payroll/Human Resources Management System. Authorize the Auditor-Controller-Treasurer Tax Collector (ACTTC) to amend the Agreement for minor changes which do not significantly change the scope of work or time schedules, and/or increase the amount of payment under the Agreement more than \$25,000 from the original amount, in a form approved by County Counsel. GFOA is a non-profit organization, their consulting rates are based on their costs divided by billable hours and work out to a rate typically 25-50% lower than a for-profit consultant would charge for the same services.				
CURRENT FISCAL YEAR FINANCIAL IMPACT				
<u>Expenditures</u>		<u>Add'l Funds Requiring Board Approval</u>		
Estimated Cost	\$ 25,000	Contingencies	\$	
		(Fund Name:)		
Amount Budgeted	\$ 25,000	Unanticipated Revenue	\$	
		(Source:)		
Other Avail Approp (Explain below)	\$ _____	Other Transfer(s)	\$	
		(Source:)		
Additional Requested:	\$ 0	Add'l Funds Requested:	\$	
Explanation (if required): Appropriations are already included in the Human Resource Management System (HRMS) FY 08-09 budget. GFOA is a non-profit organization, their consulting rates are based on their costs divided by billable hours and work out to a rate typically 25-50% lower than a for-profit consultant would charge for the same services.				
Prior Board Action(s): August 7, 2007: Board approved first phase of plan to acquire HRMS; FY 05-06 and FY 06-07: Board appropriated funding for HRMS through Budget Process; August 27, 2002: Board approved contract with GFOA to assist County with selection of time and attendance system; FY 99-00: Board approved contract with GFOA to conduct initial study of HRMS. January 13, 2009: Board approved the HRMS project and selected High Line as the HRMS Project Software				
Alternatives – Results of Non-Approval: The County would implement the HRMS system without the assistance of GFOA. GFOA brings considerable knowledge and expertise to public section system implementation projects. High Line contract and will help us make sure High Line honors the contract.				

BACKGROUND

The Government Finance Officers Association (GFOA) is a non-profit professional association dedicated to promoting professional management of state and local government. Its membership consists of over 18,000 finance and management professionals in cities, counties, school districts, special districts, and state government across the United States and Canada.

On September 11, 2007, your board authorized a contract with GFOA to assist County management in developing a Request for Proposal (RFP) and selecting a vendor for a countywide human resource management system (HRMS). As a result of that project, on January 13, 2009, your board authorized a contract with Highline Corporation for software licenses and implementation services and approved the HRMS implementation project..

Due to their involvement to date, the GFOA is very familiar with the County's human resources, payroll, and related functions. Additionally, GFOA has significant expertise gained from multiple HRMS software selection and implementation projects in various public sector environments. They will provide continued expert assistance through the implementation, specifically in the areas of assisting project management with contract monitoring and resource planning, participating in design sessions and providing best practice research, and assisting with the review of deliverables for quality and contract compliance. The GFOA will also continue to assist with change management activities that focus on countywide acceptance of new processes and technology.

GFOA is a non-profit organization, their consulting rates are based on their costs divided by billable hours and work out to a rate typically 25-50% lower than a for-profit consultant would charge for the same services.

The Human Resources Department (HR), Auditor-Controller's office (ACTTC) and the Information Systems Department (ISD) desire to use the GFOA's expertise for implementation advisory services (IAS) during the HRMS implementation project. The cost of this service is estimated to be \$172,000 and was included in the project budget authorized by your board on January 13, 2009. Services under this contract would commence on or about April 1, 2009, and conclude in October, 2010.

Attachments:

GFOA Project Scope Document

On File With Clerk:

GFOA Agreement

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote:

BACKGROUND (continued):

Recommendation

The Auditor-Controller-Treasurer-Tax-Collector requests that the Board:

1. Authorize the Auditor-Controller-Treasurer Tax Collector (ACTTC) to execute a contract with the Government Finance Officers Association (GFOA) in the amount of \$172,000 to assist County management in implementing the HRMS system.
2. Authorize the Auditor-Controller-Treasurer Tax Collector (ACTTC) to amend the Agreement for minor changes which do not significantly change the scope of work or time schedules, and/or increase the amount of payment under the Agreement more than \$25,000 from the original amount, in a form approved by County Counsel.