

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only
Meeting Date **Held Until**
 / / / /
Agenda Item No: **Agenda Item No:**
 _____ _____

Department:

() **4/5 Vote Required**

Contact:
Christina Rivera

Phone:
565-3779

Board Date:
7/21/2009

Deadline for Board Action:

AGENDA SHORT TITLE:
Project Management Audit Services agreement

REQUESTED BOARD ACTION:
 Authorize the Auditor-Controller-Treasurer-Tax Collector to execute a not to exceed \$92,000 professional services agreement to provide Project Management Audit Services during the implementation of the Human Resources Management System (HRMS).

CURRENT FISCAL YEAR FINANCIAL IMPACT

| <u>EXPENDITURES</u> | | <u>ADD'L FUNDS REQUIRING BOARD</u> | |
|-----------------------------------|-------------|---|----|
| Estimated Cost | \$ 92,000 | Contingencies | \$ |
| | | (Fund Name:) | |
| Amount Budgeted | \$ 100,0000 | Unanticipated Revenue | \$ |
| | | (Source:) | |
| Other Avail Approp. | \$ | Other Transfer(s) | \$ |
| (Explain below) | | (Source:) | |
| Additional Requested: | \$ | Add'l Funds Requested: | \$ |
| Explanation (if required): | | | |

Prior Board Action(s):
 Jan.13, 2009: Board Approved the HRMS Steering Committee's recommended implementation plan for the HRMS, including the total estimated implementation cost of approximately \$6.9 million.

Alternatives - Results of Non-Approval:
 If agreement is not approved the originally planned level of project oversight will not be attained. Board may direct the HRMS Steering Committee to: (1) re-issue Request for Proposals with an adjusted scope of work - at the risk of extending the implementation schedule; or (2) cancel the external oversight resource and instruct staff to perform internal project management audits.

Background:

Staff is requesting the Board of Supervisors delegate authority to the Auditor-Controller-Treasurer-Tax Collector to execute a not to exceed \$92,000 professional services agreement with Archstone Consulting, LLC to provide Project Management Audit Services during the implementation of the Human Resources Management System (HRMS).

On 1/13/2009, your Board approved the implementation of the Human Resource Management System (HRMS). The system will support the County's short and long-term goals, which include the ability to share information across databases and provide for efficient and effective measurement and analysis of the use of County resources. As of this writing, the implementation milestones are on track. The development of the Payroll module has been completed and testing of the module is under way.

The implementation plan adopted by the project's Steering Committee includes the use of an independent and objective, neutral, third party vendor that will provide periodic audit services of the project to the Steering Committee with the intent of protecting the County's interests.

A request for proposals was distributed on 5/19/2009 and four responses were received. In summary, all of the proposals represented the firms' ability to conduct Project Management audits, costs ranged from \$65,000 to \$288,000, and none of the proposed methodologies would result in a schedule delay, provided no significant findings are identified during the assessments.

The evaluation team identified two proposals that include the desired number of reviews/assessments and cover all of the significant areas of this project's implementation. The scope of work includes a through review of the schedule, budget, governance structure, risk management strategies, change management, testing, data conversion, and go-live readiness assessment. The proposed fees for the top two proposals are \$92,000 and \$126,500 including travel costs.

Although one of the two firms has provided similar audit services for an HR system for the State of California and proposes a 4 member-team (2 at a time depending on the assessment phase), the Steering Committee is recommending Archstone. This firm has provided advisory services to the private sector for large HR systems; and their proposal provides for a 2-member team (one of which will be on-board 100% of the assignment), their methodology estimated less need for county staff time, and quoted the lowest fee for the full scope of services.

REQUESTED BOARD ACTION:

Authorize the Auditor-Controller-Treasurer-Tax Collector to execute a not to exceed \$92,000 professional services agreement with Archstone Consultant to provide Project Management Audit Services during the implementation of the Human Resources Management System (HRMS).

Attachments:

On File With Clerk: Interim Agreement with Archstone Consultant

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote: