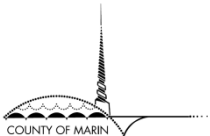# ATOM Pre-Bid Meeting

Administrative Technologies of Marin

November 2013

Presented by:
Matthew Hymel, CAO
Charlie Haase, Director of IST
Tim Flanagan, ATOM Project Manager

Joanne Peterson, Director of Human Resources
Roy Given, Director of Finance
Bob Beaumont, Director of Public Works

COUNTY OF MARIN

FINANCE
PAYROLL
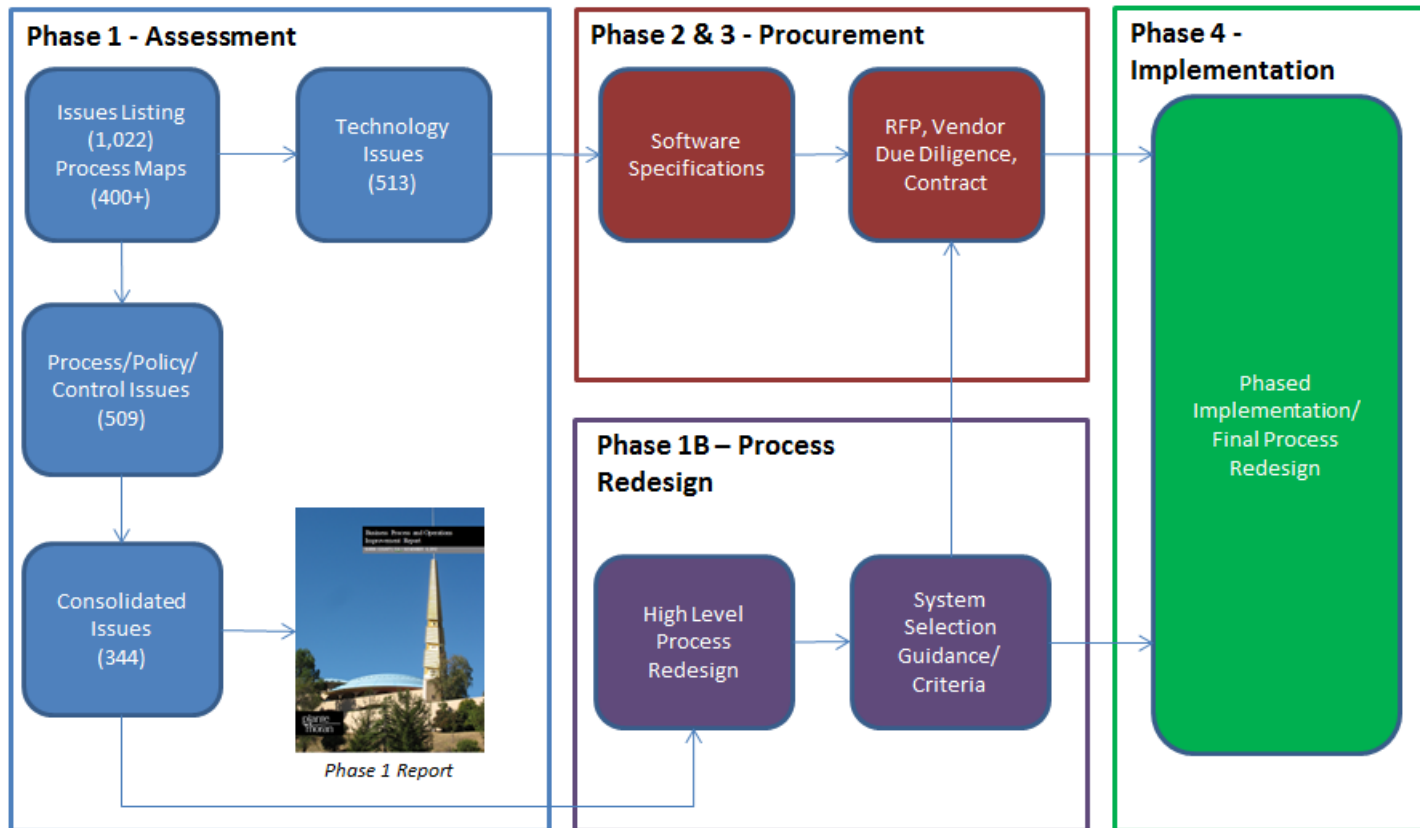HR
BUDGET
ATOM

Overview of Presentation

Purpose of today: Enable our future vendor partner(s) to put their best foot forward when responding to our RFP

1. Where we are today
2. Highlighting specifics in the RFP
3. Business process owners message
4. A chance to clarify

ATOM Guiding Principles

1. Phased deadlines based on readiness, not an arbitrary schedule
2. Simpler software solutions designed for the public sector
3. Structured project management and oversight by IST throughout the life of the project
4. Meaningful input from our user community at key junctures
5. Timely, quality and targeted training
6. Early and ongoing change management

We are ready for this

Phase 1 - Assessment
- Issues Listing (1,022) Process Maps (400+)
- Technology Issues (513)
- Process/Policy/Control Issues (509)
- Consolidated Issues (344)
- Phase 1 Report

Phase 2 & 3 - Procurement
- Software Specifications
- RFP, Vendor Due Diligence, Contract

Phase 1B – Process Redesign
- High Level Process Redesign
- System Selection Guidance/Criteria

Phase 4 - Implementation
- Phased Implementation/Final Process Redesign

We've spent 18 months documenting our current state and getting our organization ready for an enterprise software project

Specific emphasis – Needed Requirements

Requirements list began with a best practices example of possible requirements and was updated by broad user input

- The Needs vs Desires priority were built with a high degree of user involvement
- Degree to which vendors satisfy the list of 'needs' will be one factor in our decision
- The priority list of 'needs' will not be used as a disqualification tool

Specific emphasis – RFP Scope

Foundational ERP software: Those components of a software solution that must be included in a single provider solution.

ERP or Companion software: Components of a software solution that the County will also procure – ideally during this RFP process

- Time and Attendance carve out possible – critical to describe how a 3rd party vendor fits into your solution if not included in your proposal

- Importance of Companion Software – Separated from the Foundation because we want the best total solution possible

- We will quantify costs of companion modules not proposed when comparing total costs

Project Funding

We have reserves of $6.8M already set aside for this project

Plante Moran has provided an estimate of up to $16M for total project costs for full functionality

- Budget Estimate includes internal staffing costs (ie backfill)
- Use $165k/yr – ($100k salary, $65k benefits) for a fulltime County project team member when building your staff plan & cost estimate
- If your bid exceeds our internal estimates – be sure to explain what major factors contributed to the additional cost

Key Dates to Remember

Date	Description
November 19, 2013	• Deadline for clarification questions
November 21, 2013	• Intent to propose
November 22, 2013	• Written response to questions published
December 16, 2013	• 4:00pm PST – Proposal Final Acceptance date/time
February-March 2014	• On-site software demonstrations by finalist vendors
May 2014	• Steering Committee identifies preferred vendor
June 2014	• Seek BOS approval of negotiated contract

Human Resources Message

Anticipated wave of retirements is creating a high demand for improved systems.

- As the emerging workforce enters our organization, we need to prepared with effective, modern tools

- Need to reduce transactional work and automate our of labor intensive business processes

- Utilize self-service tools to increase efficiencies and meet employee expectations

- Need for seamless integration between HR/Payroll & Finance

- Improve support for decision making around talent - reporting capability to support management and the core business units

Human Resources Message - continued

We operate under 12 complex Labor Agreements that currently require a high-level of customization. Memorandums of Understanding drive many of our system requirements for HR & Payroll

- We are open to simplifying our MOUs through negotiations – if you can quantify potential savings we can offset the change in practices

- We must be prepared to implement a system that accommodates all current MOU details

- Demonstrate your experience with complex labor agreements

Finance Message

County departments need access to improved financial information that informs strategic decision making and enhances our ability to better manage the County's assets/resources.
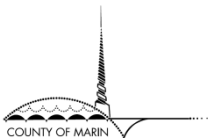
- Create a financial reporting environment that provides usable financial data: project- and activity-based costing info, salary and benefits, vendor/payment data

- Achieve efficiencies in cycle times for CAFR and other state required reports allowing Finance department time for more responsive and value-added customer service

- Enhance internal controls by implementing a system that supports best business practices and ensures the proper accounting of all financial transactions

- Ensure highest level of accuracy in paying our employees on time, every time

- Improve ease of use, modernize tools for employees and managers to achieve countywide productivity savings

Vendor Selection Criteria

- Vendor Experience with emphasis on California municipalities

- Functional Requirements (Finance, Budget, HR, Payroll)

- One-time Costs

- Ongoing Cost Savings

- Implementation Requirements and Method

- Results of Vendor Demonstrations – including user input

- Results of Site Visits and Reference Checks

- Technical Requirements

Process notes

- All project communications should follow the protocol described in the RFP - ***Lobbying specific project sponsors is not permitted***

- Best efforts to give complete answers today – written follow-up to presentation questions to be considered the definitive source

- Partnering with your industry peers to present a comprehensive solution to Foundation and Companion modules is encouraged where applicable

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Questions and answers