

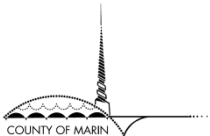
ATOM Status Report

Administrative Technologies of Marin Project Update

October 2013

Presented by:
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Tim Flanagan, ATOM Project Manager

Charlie Haase, Director of IST
Joanne Peterson, Director of Human Resources
Roy Given, Director of Finance
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Overview of Presentation

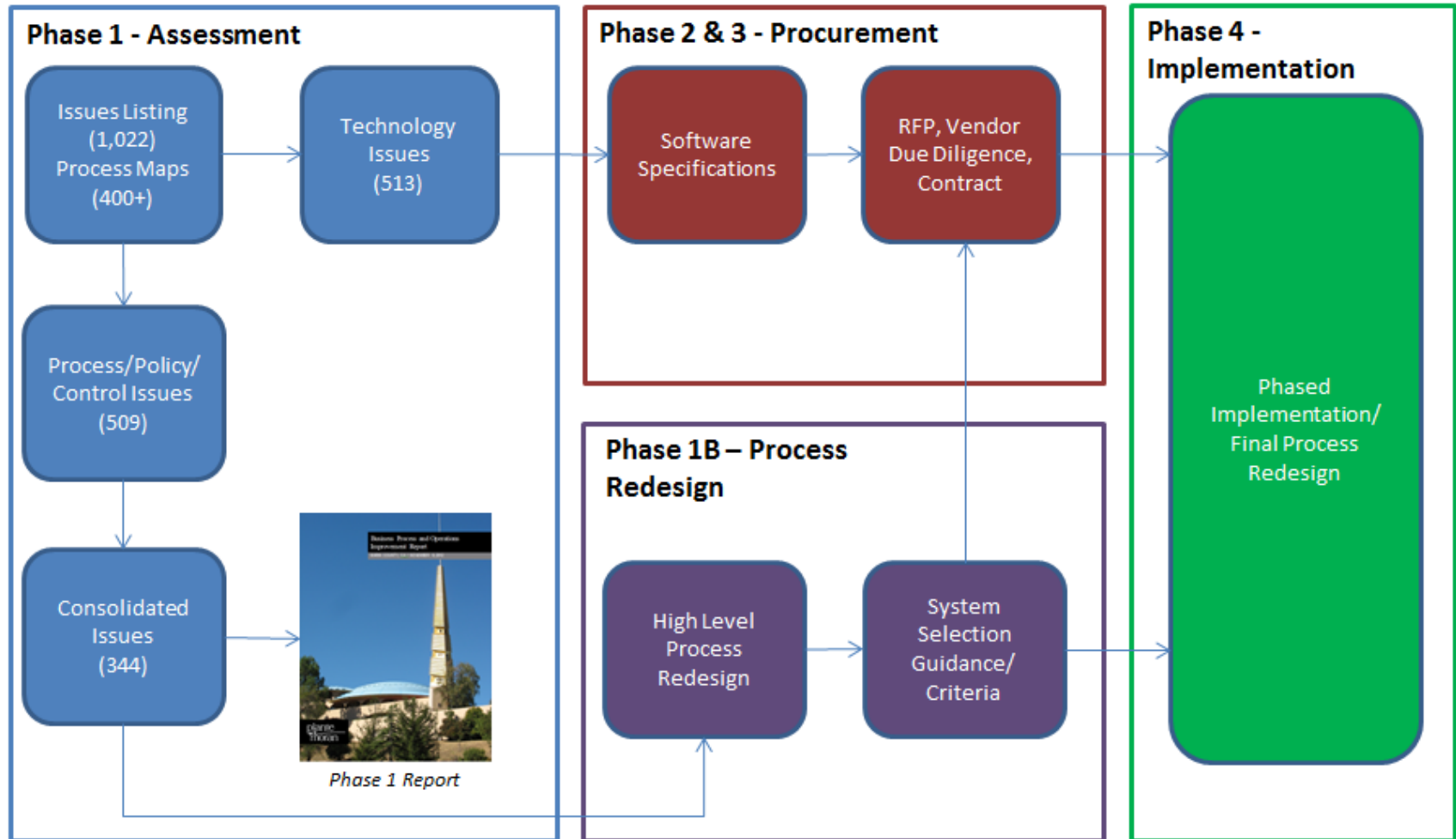
Purpose of today: Provide an overall update on ATOM and request your Board's approval to publish an RFP for software and services to replace SAP

1. Status Report on Project
2. RFP Scope and Selection Criteria
3. Next steps

ATOM Guiding Principles

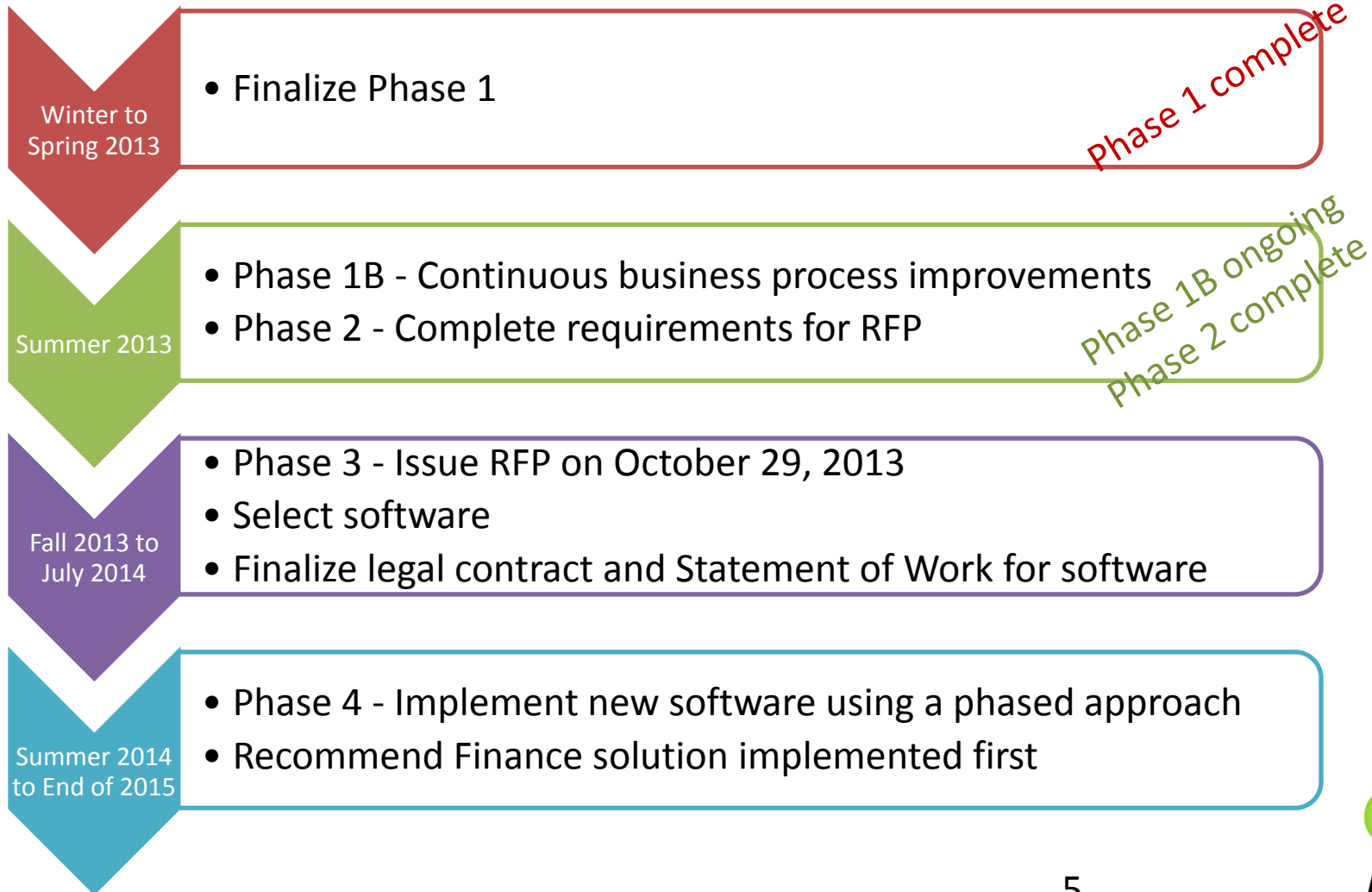
1. Phased deadlines based on readiness, not an arbitrary schedule
2. Simpler software solutions design for the public sector
3. Structured project management and oversight by IST throughout the life of the project
4. Meaningful input from our user community at key junctures
5. Timely, quality and targeted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

Review of Project Phases



Project Review: Schedule and Phases

- *Comprehensive project plan used to track all major milestones for each phase*
- *Detailed project plan with integrated change management for phase 2 and 3 is being used to manage progress*



User Engagement All Along the Way

Each County department had opportunity to participate in every phase

- Document as-is business processes, issues, and shadow systems (Phase 1)
- Identify business processes that need to change – and recommend how (Phase 1B, ongoing)
- Specify detailed system requirements across 24 modules for the RFP (Phase 2)

Schedule for Software Selection

October 29, 2013

- Publish RFP, pending Board approval October 29

November 14, 2013

- Host pre-proposal conference

December 16, 2013

- Proposals due from vendors

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

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

RFP Scope

- Seeking ERP solution (Finance, Human Resources, Payroll) geared toward public sector
- Will consider standalone proposals from Time & Attendance solution providers
- Services required:
 - **Project Management** assistance for implementation
 - **Knowledge Transfer** to County staff
 - **Implementation and Training Services**
 - **Ongoing Support and Maintenance** for useful life of software
 - **Software and Hardware Technical Services**

RFP Scope – Foundational Modules

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

Finance	Human Resources	Time and Payroll
Accounts Payable Bank Reconciliation Cash Receipting Cost Accounting Fixed Assets General Ledger Purchasing	HR Core Employee Benefits	Payroll

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

Finance	Human Resources	Time and Payroll
Budget Contract Management Inventory Management Billing and AR Treasury Management	Employee Self Service Recruiting Talent Management Volunteers/Interns	Time and Attendance

Achieving Success

- Department engagement and commitment to the project
- Right people on the project
- Clear and commonly understood scope and goals
- Foundation of good policies, processes, and controls
- Transparency to Board, employees, and public
- Confidence



Questions

