ATOM Status Report

Administrative Technologies of Marin
Project Update

October 2013

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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

Phase 1 - Assessment
- Issues Listing (1,022)
- Process Maps (400+)
- 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
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

Winter to Spring 2013
• Finalize Phase 1

Summer 2013
• Phase 1B - Continuous business process improvements
• Phase 2 - Complete requirements for RFP

Fall 2013 to July 2014
• Phase 3 - Issue RFP on October 29, 2013
• Select software
• Finalize legal contract and Statement of Work for software

Summer 2014 to End of 2015
• Phase 4 - Implement new software using a phased approach
• Recommend Finance solution implemented first
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>October 29, 2013</td>
<td>Publish RFP, pending Board approval October 29</td>
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<tr>
<td>November 14, 2013</td>
<td>Host pre-proposal conference</td>
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<td>December 16, 2013</td>
<td>Proposals due from vendors</td>
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<tr>
<td>February-March 2014</td>
<td>On-site software demonstrations by finalist vendors</td>
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<tr>
<td>May 2014</td>
<td>Steering Committee identifies preferred vendor</td>
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<tr>
<td>June 2014</td>
<td>Seek BOS approval of negotiated contract</td>
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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.

<table>
<thead>
<tr>
<th>Finance</th>
<th>Human Resources</th>
<th>Time and Payroll</th>
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</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>HR Core</td>
<td>Payroll</td>
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<tr>
<td>Bank Reconciliation</td>
<td>Employee Benefits</td>
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<tr>
<td>Cash Receipting</td>
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<td>Cost Accounting</td>
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<tr>
<td>Fixed Assets</td>
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<tr>
<td>General Ledger</td>
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<tr>
<td>Purchasing</td>
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**ERP or Companion software:** Components of a software solution that the County will also procure – ideally during this RFP process.

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<tr>
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</thead>
<tbody>
<tr>
<td>Budget</td>
<td>Employee Self Service</td>
<td>Time and Attendance</td>
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<tr>
<td>Contract Management</td>
<td>Recruiting</td>
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<tr>
<td>Inventory Management</td>
<td>Talent Management</td>
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<tr>
<td>Billing and AR</td>
<td>Volunteers/Interns</td>
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<tr>
<td>Treasury Management</td>
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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