



DEPARTMENT OF
INFORMATION SERVICES AND TECHNOLOGY

Charlie Haase
CHIEF INFORMATION OFFICER

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371 Bel Marin Keys Boulevard
Suite 100
Novato, CA 94949
415 473 6309 T
415 473 3792 F
CRS Dial 711
www.marincounty.org/ist

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Administrative Technologies of Marin (ATOM) - Request for Proposals (RFP) for Enterprise Resource Planning (ERP) software and services to replace the current SAP system

Dear Board Members,

RECOMMENDATION: Approve the publication of the RFP for Administrative Technologies of Marin (ATOM) Project

SUMMARY:

The ATOM Request for Proposal (RFP) that has been developed for the purpose of finding an Enterprise Resource Planning (ERP) system to replace our SAP system (see attachment). The RFP is based on thousands of hours of user input from all County departments and articulates our ERP system needs informed by lessons learned from past system implementation.

Beginning with Phase 1, the current state of our business processes was documented and recommendations were made for improvement. Phase 1B, business process improvement, was started at the conclusion of Phase 1 and will continue throughout the ATOM project so that processes can be fine-tuned and the issues identified in Phase 1 can be addressed.

Phase 2 began by utilizing information gathered in Phase 1 and identified system requirements for the new system. These system requirements were vetted by module teams staffed by representatives from various County departments. The module teams prioritized the system requirements of each module to distinguish between those items needed and those desired. The RFP was also reviewed by the ATOM Steering Committee, the ATOM advisory working group and the Board's ATOM subcommittee of Supervisor Sears and Arnold.

The ATOM RFP for software and services will lead to a selection that will include multiple selection criteria. To make a vendor recommendation to your Board, the ATOM selection committee will consider vendor experience, software functionality, one-time costs, ongoing savings, vendor implementation approach, and input from operational department users.

The RFP requests vendors propose solutions for software and implementation services that encompass Finance, Budgeting, Human Resources, and Payroll functions. Bids are requested by mid-December 2013 and identification of finalist candidate is anticipated in May 2014

FISCAL IMPACT: There is no additional cost of this action since software selections services are included in our existing contract with Plante Moran which was approved by your Board in February 2012.

Please let me know if you have any questions or concerns.

REVIEWED BY:

<input checked="" type="checkbox"/> County Administrator	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Department of Finance	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> County Counsel	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> N/A

SIGNATURE:



Charlie Haase
Chief Information Officer

MERIT doc # 100018682
Attachment