

County of Marin
Information Services and Technology
David R. Hill Director

August 7, 2007

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

Dear Board Members:

SUBJECT: Contract with Key Business Solutions to provide programming and analysis services related to the Retirement and Special Districts payroll.

RECOMMENDATION: Approve Contract.

SUMMARY: The next six months represents a critical time for the county payroll system. The MERIT team has finally settled down most of the critical issues associated with processing county payroll. There are, however, significant changes coming to payroll and these could destabilize it. These changes include adding support stacks from SAP that are necessary maintenance and implementing the changes to benefits brought on by the new union contracts.


Key Business solutions will provide IST with an SAP analyst to assist the IST staff in the configuration of the SAP payroll system. The primary duties will be to analyze the new SAP upgrades for impact on our current processing and to plan and implement our new benefits calculation formula to be effective January 1, 2008.

FISCAL/STAFFING IMPACT: Funds for this contract (\$220,000) are available in the MERIT budget 360008100.

ALTERNATIVE TO RECOMMENDED ACTION: None

Reviewed by:	<input checked="" type="checkbox"/> Auditor Controller	<input type="checkbox"/> N/A
	<input checked="" type="checkbox"/> County Counsel	<input type="checkbox"/> N/A
	<input type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> N/A

Thank you for your consideration of this matter.
Respectfully,


David R. Hill
Director

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