



Midpeninsula Regional
Open Space District

R-16-37
Meeting 16-08
April 13, 2016

AGENDA ITEM 4

AGENDA ITEM

Amend the Contract with Tyler Technologies (formerly New World Systems)

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to amend the contract with Tyler Technologies¹ to increase the compensation by \$48,000 from \$317,400 to a total not to exceed amount of \$365,400, to complete the Integrated Accounting and Financial System Payroll Module implementation.

SUMMARY

In 2011, the District began implementation of an Integrated Accounting and Financial System (IAFS) and went live with the financial modules in 2012 but the Human Resources and Payroll modules implementation was put on hold and resumed in 2015. In order to cover the costs associated with the implementation, a contract amendment increasing the contract from \$317,400 to \$365,400 is required.

DISCUSSION

On August 10, 2011, the Board of Directors (Board) approved a contract with New World Systems (R-11-79) for the purchase and implementation of Integrated Accounting and Financial System software, which included financial, human resources, and purchasing modules. The financial and purchasing modules were implemented first and went live in July 2012. From August through November 2012, Human Resources and Accounting staff began system configuration and implementation of the Human Resources and Payroll modules with a target go-live date of January 2013. However, due to concerns about potential staffing and workload impacts, the implementation was put on hold in December 2012 so that a more thorough analysis could be conducted.

As a result of staff turnover in Human Resources and Accounting, combined with increased workloads in both groups, the HR/Payroll modules implementation was not revisited until late in 2014 when it was decided there was adequate staff capacity to begin implementation in Spring 2015. In order to evaluate the workload impact of using the Payroll module, which would entail bringing payroll processing in-house rather than using a third party provider, the HR modules went live in November 2015 and payroll parallels were run in the IAFS Test environment for two months. After several successful payroll parallels with minimal workload impact, staff

¹ In November 2015, New World Systems was acquired by Tyler Technologies.

recommended the District use IAFS for payroll processing to maximize the integration and functionality of the entire system.

Initially, the payroll go-live date was scheduled for February 2016 but the change in the fiscal year end date from March 31 to June 30 requires system reconfiguration and would require significant duplicate data entry. Consequently, as recommended by Tyler staff, the go-live date was moved to July, after the close of the current 15-month fiscal year.

The contract with Tyler included software, implementation services, training, and travel and expenses for onsite visits for full system implementation. Although the HR and Payroll modules were partially implemented in 2012, implementation had to be started over in 2015 due to software changes since the initial configuration, as well as District staff turnover. Because the budget for HR/Payroll implementation was partially expended in 2012, additional funds totaling \$48,000 are now required to complete the implementation. As part of the contract amendment, District staff was able to negotiate remote web-based trainings for the HR modules at no cost to the District, a savings of approximately \$8,400.

FISCAL IMPACT

A total of \$38,000 was included in the FY2015-16 Adopted Budget for IAFS implementation and has already been expended. The additional \$48,000 for the contract amendment will be covered by savings resulting from the deferral of the Capital Project and Construction Management Software project in the Administrative Services Department . In addition, by bringing payroll in-house, the District will save \$25,000 annually in external payroll provider costs.

BOARD COMMITTEE REVIEW

This item was not reviewed by any committee.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Upon Board approval, the general Manager will execute the contract amendment with Tyler Technologies.

Responsible Department Head:
Stefan Jaskulak, Administrative Services Department

Prepared by:
Kate Drayson, Special Projects Manager, Administrative Services Department