



Midpeninsula Regional
Open Space District

R-19-121
Meeting 19-24
September 11, 2019

AGENDA ITEM 3

AGENDA ITEM

Contract Award for Budget Management Software to Questica Ltd.

GENERAL MANAGER'S RECOMMENDATION *den*

Authorize the General Manager to enter into a three-year contract with Questica Ltd. for an amount not to exceed \$127,350 for budget software acquisition, professional implementation services, and two years of software maintenance.

SUMMARY

The Midpeninsula Regional Open Space District's (District) has identified a business need for budget management software to streamline the District's annual budget development and management processes, and support budget collaboration between District business lines, providing a robust planning and reporting tool. The General Manager recommends entering into a three-year contract with Questica Ltd. (Questica) for an amount not to exceed \$127,250, which includes software purchase and first year of hosting (\$43,850), professional software configuration services (\$48,000), and two years of software maintenance (\$35,400). There are sufficient funds in the Fiscal Year (FY) 2019-20 budget to cover first year expenses. Maintenance costs will be budgeted for in future years.

DISCUSSION

The District currently relies on manual processes to develop and manage operating and Capital Improvement and Action Plan (CIAP) project budgets. The Budget and Analysis department (department) works with all business lines to support budget development and annual budget management. This is largely accomplished through heavy use and management of numerous Excel spreadsheets, emails, and content posted on the department's SharePoint site.

The budget management software will support streamlined budget development and management, allowing for unlimited budget scenarios, tracking changes in real time, enhanced functionality, and cross-platform collaboration. This software will increase visibility, quality, and productivity while reducing the potential for human error. This software integrates with our existing Enterprise Resource System - New World Systems, tracking budget-to-actuals in near real-time. Questica is web-based, allowing staff to link directly to budget dashboards via SharePoint, the District's existing document storage and sharing platform.

The District's 2015 Information Technology Master Plan recommends improving staff productivity by implementing core application systems (e.g. budget management software) and eliminating manual processes, such as work-around spreadsheets and shadow systems.

Implementing this software will streamline workflows, allowing Budget staff to spend more time on analysis and internal customer service rather than spreadsheet management.

Vendor Selection

District staff conducted a thorough assessment of industry budget software and Questica was identified as the vender of choice, due to an intuitive user interface, the ability to manage complex capital project budgets, and competitive pricing both with implementation and ongoing maintenance. Numerous public agencies in California use Questica, including the Cities of Palo Alto, Sunnyvale, Santa Clara, Escondido, Temecula, Concord, Thousand Oaks, and Oceanside.

This software would be procured through cooperative purchasing (or “piggybacking”) based on the City of Escondido Request for Proposal. Section IV.C of Board Purchasing Policy 3.03, *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy* provides that the District may “join in cooperative purchasing agreements with other public agencies (e.g., the State of California, counties, cities, schools, or other special districts) to purchase goods or services at a price established by that agency through a competitive bidding process.” This provides cost savings to the District and reduces staff time required to conduct an extensive bid process. In this case, the City of Escondido issued an extensive solicitation for budget management software. They received four proposals and interviewed two of them. This resulted in Questica being selected for its robust functionality and competitive pricing.

FISCAL IMPACT

There are sufficient funds in the adopted FY2019-20 budget to cover the cost of the recommendation. It is projected that there will be sufficient funds to cover the cost of the recommendation in future fiscal year budgets, which will be adopted as part of the annual Budget and Action Plan process. A summary of the contract expenses for the next three years are shown in the table below.

Questica Contract: Budget Software	Year 1 Expenses	Year 2 Expenses	Year 3 Expenses	Total
Software purchase	\$34,850	\$0	\$0	\$34,850
Annual hosting	9,000	9,000	9,000	27,000
Professional software configuration services	48,000	0	0	48,000
Annual maintenance	0	8,700	8,700	17,400
TOTAL	\$91,850	\$17,700	\$17,700	\$127,250

BOARD COMMITTEE REVIEW

A Board Committee did not previously review this item.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

No action required.

NEXT STEPS

Upon Board approval, the General Manager will direct staff to enter into a contract with Questica.

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