



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: Information Technology
Department No.: 067
Agenda Date: December 17, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Chris Chirgwin, Chief Information Officer
Contact Info: Kyle Slattery, ERP Implementation Director / Paul Clementi, Budget Director
SUBJECT: Amendment No. 1 to the Agreement for Services of Independent Contractor with Accenture for Workday Implementation Services and Change Orders #8 and #9

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute Amendment No. 1 to the Agreement for Services of Independent Contractor (Attachment A) with Accenture for Workday implementation services that will do the following: (1) extend the term one year through December 31, 2025, (2) reduce the not to exceed amount for travel expenses to \$115,500.00, (3) reflect prior authorized change orders funded by contingency into the total "not to exceed" contract amount, and (4) increase the contract by \$648,995.76 for project timeline extension and Learning Management System implementation, for a new total not exceed of \$8,625,645.76; and
- b) Approve and authorize the Chair to execute Change Order #8 to the Statement of Work with Accenture (Attachment B) to extend the first phase of the project to August 31, 2025; and
- c) Approve and authorize the Chair to execute Change Order #9 to the Statement of Work with Accenture (Attachment C) for Learning Management System implementation; and
- d) Determine that the above actions are not a "project" within the meaning of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), because they are government organizational and administrative activities that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda to authorize the Chair to execute an amendment to the contract with Accenture for Workday implementation services and two related change orders to the statement of work with Accenture.

As reported in the ERP Project Update provided to your Board on October 15, 2024, the go-live date for the first phase (Financials) of the County’s Workday implementation project has been revised to August 1, 2025, which requires a contract extension with Accenture. The anticipated cost of this extension, as detailed in Change Order #8, is \$598,747.76. This cost is partially offset by reducing the amount in the contract for travel expenses from \$242,000 to \$115,500, resulting in a \$472,247.76 net increase in the contract.

Additionally, staff determined it would be beneficial to implement the Workday Learning Management System (LMS), included in the County’s Workday subscription, concurrent with the remainder of the first phase so that the County may leverage the LMS to facilitate user training for Workday Financials prior to go-live and then deploy this functionality for Countywide benefits after go-live. The anticipated cost of implementing the LMS, as detailed in Change Order #9, is \$176,748, which will be partially offset by reducing the assignment of ERP backfill staffing in Human Resources, currently funded by the project budget, for estimated savings of \$78,500.

The combined amount of executing Change Order #8 and Change Order #9 while reducing the amount for travel expenses is a \$648,995.76 increase to the total contract amount. There are sufficient appropriations in the project budget in the current fiscal year for this increase in costs. Amendment No. 1 also incorporates contract contingency utilized of \$725,150 for previous change orders #1-#7 into the total contract amount.

Background:

In fiscal year 2021-22, the County completed a competitive procurement process that resulted in the selection of the Workday Enterprise Resource Planning (ERP) system with professional implementation services from Accenture for a not to exceed contract amount of \$7,251,500. With the approval of the original contract with Accenture in May 2022, your Board delegated to the County Executive Officer the authority to authorize change orders with Accenture in an amount not to exceed \$725,150. Pursuant to this authority, the County Executive Officer has authorized seven changes orders totaling \$725,150. Amendment No. 1 incorporates this contingency utilized into the not to exceed contract amount and increases the contract in an amount sufficient to process Change Order #8 for timeline extension and Change Order #9 for LMS implementation.

On June 25, 2024, your Board formed an informal Ad Hoc Committee of Supervisors Hartmann and Nelson to ensure accountability and progress on the project. During a meeting held on November 15, 2024, the Ad Hoc Committee was briefed on this contract amendment coming forward to the full Board for approval, including the recommendation to implement the LMS concurrent with the remainder of the first phase. Staff will return to the full Board approximately six months after the October 15 update for another comprehensive update.

Fiscal and Facilities Impacts:

Budgeted: Yes. Sufficient appropriations for the contract, as increased by the amendment, are included in the FY 2024-25 adopted budgeted for the General County Programs Department General Fund.

Fiscal Analysis:

Source: General Fund Department 990	Original Amount	Amendment No. 1	Amended Amount
Implementation Services:			
Original Scope of Work	\$ 7,009,500.00	\$ -	\$ 7,009,500.00
Contingency Used for Change Orders #1-#7	-	725,150.00	725,150.00
Change Order #8 - Phase 1 Extension	-	598,747.76	598,747.76
Change Order #9 - LMS Implementation	-	176,748.00	176,748.00
Cost Reimbursements (Travel)	242,000.00	(126,500.00)	115,500.00
Total Contract Amount	\$ 7,251,500.00	\$ 1,374,145.76	\$ 8,625,645.76

Narrative: Amendment No. 1 changes the total contract amount from \$7,251,500 to \$8,625,645.76 by incorporating contingency used of \$725,150 for Change Orders #1-#7 and increasing the contract by \$648,995.76 for Change Order #8 and Change Order #9. Of this increased amount, \$472,247.76 (\$598,747.76 less the \$126,500 reduction for travel) is attributable to extending the first phase of the project while the remaining \$176,748 is attributable to implementing the Workday Learning Management System.

Attachments:

Attachment A – Amendment No. 1 to Agreement with Accenture

Attachment B – Change Order #8 to Statement of Work with Accenture

Attachment C – Change Order #9 to Statement of Work with Accenture

Authored by:

Kyle Slattery, ERP Implementation Director

knslattery@countyofsb.org