

## Attachment C

### Prior Board Actions: County ERP System

#### ***Business Applications Needs Assessment***

On [July 7, 2020](#), the Board approved a contract with Guidehouse to perform a Countywide Business Applications Needs Assessment (BANA) and develop a plan of action to implement solutions. The principal recommendation from the assessment was for the County to acquire and implement an Enterprise Resource Planning (ERP) System to replace disparate and aging software applications currently in use to perform essential County business processes. This will allow the County to further standardize and automate business processes, simplify the County's technology landscape, meet the expectations of the County workforce, and facilitate the modernization of County business operations.

#### ***Budget Development Policy to Set-Aside ERP Funding***

On December 8, 2020, the Board adopted a new Budget Development Policy to set aside a minimum of \$1.5 million annually, beginning in Fiscal Year (FY) 2021-22, to build a balance to help offset the costs of licensing and implementing an ERP system. This set aside continued in FY 2022-23 and FY 2023-24 pursuant to the budgets adopted by the Board. Amounts set aside for the ERP are included in Committed General Fund balance.

#### ***Request for Proposal for County ERP Software and Implementation Services***

On [August 17, 2021](#), the Board received a BANA Project Update and authorized the release of the Request for Proposal (RFP) for County ERP Software and Implementation Services. The County received twelve (12) proposals from qualified vendors and conducted a thorough evaluation process with participation from over 50 employees to recommend Workday (subscription) and Accenture (implementation services) as the superior solution capable of providing the best value to the County.

#### ***Initial Additional ERP Staffing***

On [November 16, 2021](#), the Board approved the addition and funding of three (3) new positions and the funding for one (1) existing unfunded position in fiscal year 2021-22 to begin to augment staffing for the ERP implementation. This included the addition of an Accountant-Auditor in Auditor-Controller, a Team/Project Leader in Human Resources, and a Team/Project Leader in the General Services-ICT Division to backfill the job duties of staff already dedicated to the project in these departments, and funding for an Enterprise Leader in Auditor-Controller for the role of Finance Lead for the project.

#### ***Budget Workshop ERP Update***

On [April 14, 2022](#), the Board heard a status update on the project and the selection of Workday and Accenture as part of the Budget Workshop Digital Transformation Special Issue. This led to five (5) additional ERP positions and funding for ERP contracts in the FY 2-22-23 budget.

#### ***Approval of ERP Contracts with Workday and Accenture***

On [May 24, 2022](#), the Board approved a Contract for Subscription Rights, Training, and Delivery Assurance Services with Workday, Inc., and an Agreement for Services of Independent Contractor with Accenture LLP to provide business process alignment, organizational change management, and software implementation services for the deployment of Workday software. The subscription to Workday began in May 2022 and continues through June 30, 2037, with annual pricing fixed for each year of the subscription term. The Agreement with Accenture began in July 2022 and continues through November 2024.