

Approved 9/22/20
MINUTES
County Operations Committee
August 13, 2020
@ 5:15 p.m.

MEMBERS PRESENT:	Rob Reneau – Chairman, Jennifer Groves Allison – Vice Chairman; Linda Daley (<i>teleconference</i>), Betty Duncan , Kate Pastucha , Steven Rieker , William Watkins, Jr.
MEMBERS ABSENT:	
OTHERS PRESENT:	Scott Sorrel – County Administrator; Shauna Musselman – Assistant County Administrator, Jennie Cordis Boswell - State's Attorney's Office; Randy Brunner – Finance; Mark Little , Ben Simpson – IT Department; Nicole Bjerke - Treasurer

Call to Order

Chairman Reneau called the meeting to order at 5:16 p.m.

A motion to allow the participation of Ms. Daley via teleconference was made by Ms. Pastucha and seconded by Ms. Duncan. The motion to approve carried unanimously (5-0).

Resolution

• **Enterprise Resource Planning (ERP) Software Selection Consultant Services**

A motion to approve was made by Mr. Watkins and seconded by Ms. Pastucha. Mr. Sorrel advised that staff recommends approval to award a contract for an Enterprise Resource Planning (ERP) Software Selecting Consulting Agreement. He stated that a consultant will assist in identifying and evaluating business processes to determine efficiency improvements, writing bid specifications for a wholistic software solution, negotiating terms and conditions of the contract of the selected software vendor, and implementation of the contract.

Mr. Sorrel stated that the ERP would replace the legacy software systems Pentamation, Community Plus, and Timeforce, which incorporate the Finance system, Human Resource components, Purchasing and Fixed Assets, and the time and attendance component. He commented that the systems are old and facing end of life dates for support as early as September 2021. He noted that additional upgrades are unavailable due to the ages of the current systems. He remarked that the project has been planned for several years and project funding has been allocated in the IT fund balance.

(Mr. Rieker enters meeting.)

Mr. Sorrel advised that a cross-departmental Executive Steering Committee solicited proposals, evaluated the responses based upon cost, general information, implementation consulting experience, EFP software implementation experience, and approach to methodology. He stated that the committee unanimously recommend the selection of BerryDunn as the preferred and most qualified vendor. He advised that the value of the first phase of the contract, including contingencies, totals just over \$125,000.00 and reiterated that funding is available in the IT budget.

Ms. Duncan asked if the consultant contract will entail post-installation maintenance costs, and Mr. Sorrel remarked that there is no cost as part of the consultant contract, although there is a secondary cost for the implementation phase. He stated that there will be an upfront cost for the conversion process to the new software as part of the contract for the software vendor, and will include a customary annual maintenance cost.

The motion to approve carried unanimously (7-0), with Ms. Duncan voting aye via teleconference.

Adjournment

The meeting was adjourned by Chairman Reneau at 5:31 p.m.

Recorded and Transcribed by: Jan Kleffman