



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Information Services Department



Date: June 1, 2012
Board Meeting Date: June 26, 2012
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Reyna Farrales, Acting CIO/Director Information Services Department
Subject: Amendment to the agreement with Leckey Consulting, Inc.

RECOMMENDATION:

Adopt a Resolution authorizing an amendment to the agreement with Leckey Consulting, Inc. for consulting services, extending the term through August 31, 2012, and increasing the amount by \$35,000 to \$134,999.

BACKGROUND:

In 2009, Leckey Consulting, Inc. was retained by the County to conduct a Human Resources Information System Assessment which included a project plan, business objectives, process analysis, and an evaluation of alternative solutions. The final report from that study recommended that the County acquire an inclusive, new HR Information System (HRIS). The Payroll Steering Committee (comprised of the Controller, Human Resources Director, Deputy County Manager, and Chief Information Officer) unanimously determined that it is in the best interest of the County to keep the Payroll function integrated with HRIS. In addition, since the acquisition of the County's current payroll system, the need has arisen for the County to review the support structure for the current payroll system (PIPS).

Conducting a Request for Proposal (RFP) for a new HRIS/Payroll system is among the high priority items in the Information Technology Strategic Plan (ITSP) for the current fiscal year. In January 2012, Leckey Consulting Inc., was once again retained to manage the RFP process and provide the County selection team with insight from the experience of other public agencies that have recently upgraded or replaced their HRIS/Payroll systems. The terms of the agreement were based on an agreed-upon schedule for requirements gathering, RFP issuance and response review.

The County issued RFP # 1265 inviting qualified vendors to propose HRIS/Payroll solutions. A significant number of vendors requested additional time in order to prepare

and produce insightful responses to the County. At the recommendation of the selection team, the Payroll Steering Committee extended the RFP due date.

DISCUSSION:

The County benefited from the extension of the RFP timelines. We received 10 responses, which include multiple vendors for the same products. However, as a result of extending the timelines, there was an increase in the scope of work to respond to vendor inquiries, review submitted proposals and facilitate the selection process. The existing \$99,999 agreement is set to expire on June 30. It is recommended that the agreement be extended through August 31, 2012 and the amount increased by \$35,000.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. Risk Management has reviewed and approved Contractor's insurance and County Counsel has reviewed and approved the Amendment and Resolution as to form.

The agreement contributes to a Collaborative Community by engaging users and key staff in the RFP requirements process, and facilitating the selection of a system that will create efficiencies and be the best fit for the County in terms of quality and cost.

Performance Measures:

Measure	FY 2010-11 Actual	FY 2011-12 Projected
Project goals met	N/A	100%
% of County focus group participants satisfied with the RFP and selection process	N/A	100%

FISCAL IMPACT:

The new term of this amended agreement is from January 16, 2012, to August 31, 2012. The new total fiscal obligation under this Agreement is \$134,999, with no increase to the hourly rate, and is funded from Payroll System Reserves. Funding for the replacement system will be included in September final budget revisions as an IT Strategic Plan initiative for FY 2012-13. Project cost range is estimated at \$5-6 million.