



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 16-664

Board Meeting Date: 10/31/2017

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**Special Notice / Hearing:** 10/31/2017

**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Jim Saco, Budget Director, County Manager's Office  
**Subject:** Agreement with Sherpa Government Solutions

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with Sherpa Government Solutions for the term of November 1, 2017 through September 30, 2022, for an amount not to exceed \$800,000.

**BACKGROUND:**

The County currently prepares a two-year budget, with a Recommended Budget book once every two years and an Adopted Budget book each year. The County does not publish a Recommended Budget book in the off-year but does bring mid-term adjustments to the Board of Supervisors. The County's current system, the Budget Reporting and Analysis Support System (BRASS), which has been in use since 1991, draws on old technology and lacks the functionality needed to address the increasing demands for financial tracking and reporting.

In May 2017, the County Managers Office conducted a Request for Proposals (RFP) seeking to acquire a new Budget and Performance software application (herein called B&P Solution). After many months of review and multiple conversations and demonstrations with the RFP respondents, the RFP Evaluation Committee selected Sherpa Government Solutions ("SHERPA") to replace the BRASS system.

**DISCUSSION:**

The SHERPA B&P Solution will be used to develop, evaluate and approve all aspects of the County's Recommended and Adopted budgets, including the operating, IT, capital, Measure K and other supplemental budgets. In the development of the budget, the software will be able to perform payroll cost projections for multiple bargaining units and benefit plans; calculate internal service charge cost allocations; and track key performance indicators. The SHERPA B&P Solution will be administered by the County Manager's Office-Budget, Policy and Performance Unit. Departments will be involved in most aspects of the system's implementation, including development of the project calendar, process and workflow improvements, system testing, budget book design and reporting, and end user training.

This new B&P Solution will interface with OneSolution Finance and Administration System (SunGard) and Workday (WordPress) applications, as well publish the Recommended and Adopted Budget books, including the State-Mandated Controller's Schedules.

The agreement and resolution have been reviewed and approved by County Counsel as to form.

This agreement contribute to the Shared Vision 2025 outcome of a Collaborative Community by implementing and maintaining a budget and performance system that all County Departments will use to develop and monitor the County's budget and financial status, thereby allowing County departments to continue providing critical services to County residents.

It is anticipated that SHERPA will respond within 24 hours to the County's request 90% of the time and that any service issues will be responded to within 4 hours 85% of the time.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>FY 2017-18 Projected</b>	<b>FY 2018-19 Projected</b>
Percent of time that contractor will respond within 24 hours to the county's request.	90%	90%
Percent of service issues responded to within 4 hours.	85%	90%

**FISCAL IMPACT:**

The term of this agreement is November 1, 2017 through September 30, 2022. The agreement amount is not to exceed \$800,000. Budgetary appropriation for this agreement is included in the Non-Departmental Services' FY 2017-18 Adopted Budget and FY 2018-19 Recommended Budget, and will be included in subsequent budgets.