

**MEMORANDUM
AUDITOR-CONTROLLER
COUNTY OF PLACER**

TO: Honorable Board of Supervisors

FROM: Katherine J. Martinis, Auditor-Controller
Nancy Nittler, Personnel Director

DATE: September 18, 2007

SUBJECT: Approve the award of Request for Proposal (RFP) Number 9661 to Empower Solutions for consulting services to assist in the PeopleSoft Application Upgrade of the ACORN system; approve a budget revision to cancel \$650,000 in reserves to provide funding for this upgrade; and authorize the Purchasing Manager to execute related agreements in the maximum amount of \$650,000.

ACTION REQUESTED

Approve the award of Request for Proposal (RFP) Number 9661 to Empower Solutions for consulting services to assist in the PeopleSoft Application Upgrade of the ACORN system; approve a budget revision to cancel \$650,000 in reserves to provide funding for this upgrade; and authorize the Purchasing Manager to execute related agreements in the maximum amount of \$650,000.

BACKGROUND

In June 2003, Placer County began implementing PeopleSoft's Human Resources Management System (HRMS) Version 8.8. The system went "live" in July 2004 with the modules of Payroll, Time and Labor, Human Resources, Benefits Administration, eBenefits, Self-service Time Entry, and Enterprise Learning. These modules comprise the primary application-level functionality in use by the County. This system is commonly referred to as the Automated County On-Line Resource Network (ACORN).

The current version of the PeopleSoft application software is nearing its end of maintenance support by the vendor. In order to continue with the maintenance support it is required that an upgrade to the latest software release occur this year. The Auditor, Personnel, and Administrative Services Departments have been working with the County Executive Office to budget and plan for this upgrade to the latest release of the PeopleSoft application, version 9.0. This new version contains expanded features and functionality that will require the County to utilize a PeopleSoft implementation consultant to ensure that the upgraded system will be configured and implemented to best meet our County's requirements, as well as industry best practices. This consultant will also work with County staff to cross-train on the new internal support features of this application. The PeopleSoft Application Upgrade is scheduled to begin in late September and is projected to last for the next 7 to 8 months.

The Auditor and Personnel Departments, in conjunction with Administrative Services – Information Technology, worked to compile a detailed list of consultant services implementation requirements for assistance with the upgrade to the newest release of the PeopleSoft application. These implementation requirements were incorporated in RFP 9661 that was released in January of 2007. The Procurement Services Division coordinated the RFP selection team in the evaluation of the five vendor proposals received. After an exhaustive review of the vendor’s proposal responses, the vendors were “short-listed” to a group of three. This group of vendors was invited for on-site interviews to demonstrate their project implementation methodologies and capabilities that were described in their respective proposals. One of the vendors declined to participate any further at this point due to staff resource limitations. At the end of this process, the evaluation team determined that two of the vendors would best meet the needs of the County. The panel conducted additional research and based on the cumulative review and information gathered throughout this extensive evaluation, it was the consensus of the evaluation panel that Empower Solutions would best meet the functional and technical requirements of the County.

We respectfully request your Board’s approval to contract with Empower Solutions for consulting services for the PeopleSoft Application Upgrade project.

Respectfully submitted,

Katherine J. Martinis
Placer County Auditor-Controller

Nancy Nittler
Placer County Personnel Director

Attachment

CC: Tom Miller, County Executive Officer
Rich Colwell, Chief Assistant County Executive Officer
Mike Boyle, Assistant County Executive Officer
Holly Heinzen, Assistant County Executive Officer
Clark Moots, Director of Administrative Services
Jeff Bell, County Budget Administrator

BUDGET REVISION

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
10 BR		650,000.00	1

Cash Transfer Required

Reserve Cancellation Required \$650,000.00
250/104 CWAUDR/ACORN GL 2420 SUB GL 552000

Establish Reserve Required

Auditor-Controller

County Executive

Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT

APPROPRIATION ADJUSTMENT

DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
10	014		250	104	CWAUDR	ACORN	2555			650,000.00
TOTAL										0.00
TOTAL										650,000.00

REASON FOR REVISION: To appropriate funds to upgrade the ACORN system using reserves from Countywide Systems fund.

Prepared by Linda Oakman Ext 4681
 Department Head [Signature]
 Board of Supervisors _____

Date: 9/10/07

Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

2007 SEP 11 AM 11:26

PLACER COUNTY AUDITOR-CONTROLLER

