



COUNTY OF PLACER

OFFICE OF AUDITOR-CONTROLLER

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To: Honorable Board of Supervisors

From: Andrew Sisk, Assistant Auditor-Controller *Acs*

Date: January 11, 2011

Subject: Approve an Amendment to Blanket Purchase Order No. 18071 with PRJ Consulting Inc. for Consulting Services for \$112,000 for the PeopleSoft/ACORN System to a Maximum Amount of \$161,000

ACTION REQUESTED

Approve an amendment of \$112,000 to a new maximum amount of \$161,000 for Blanket Purchase Order No. 18071 with PRJ Consulting, Inc. to provide consulting services in support of the PeopleSoft/ACORN System, and authorize the Purchasing Manager to sign the required documents.

BACKGROUND

The County's payroll and personnel management system, which is designated "ACORN", utilizes software designed by PeopleSoft. Maintenance and support of the software is provided directly by PeopleSoft. Additional services such as implementation of additional modules, customizations, and other specialized services are not covered by the PeopleSoft agreement. The Auditor and Personnel occasionally require the assistance of outside consultants for these tasks. Accordingly, our two departments approved the award of agreements to three (3) firms who are qualified to perform these services within the PeopleSoft application. Blanket purchase orders were successfully awarded as follows: PRJ Consulting Inc. in the amount of \$49,000, ERP Analysts, Inc. in the amount of \$49,000, and Howard Sant in the amount of \$49,000.

To maintain compliance with our maintenance and support agreement with Peoplesoft, the County is required to upgrade our ACORN system to the latest upgrade, Version 9.1. In order to ensure the upgrade is done in a timely manner, the Auditor and Personnel requested PRJ Consulting Inc., to provide a formal quote with supporting documentation (see attached). PRJ Consulting is highly familiar with the ACORN system and the required changes and modifications necessary to ensure a successful upgrade. In addition, PRJ Consulting has been working with two other California counties to upgrade their respective Peoplesoft applications to 9.1.

Due to this large volume of work, the BPO with PRJ Consulting Inc. is nearly exhausted. The Auditor and Personnel have requested that BPO No. 18071 be increased by \$112,000 for additional as-needed consulting services for the balance of the BPO period (through June 30, 2010). The revised maximum amount of the BPO will be \$161,000. This amendment requires Board Approval.

FISCAL IMPACT

The Auditor and Personnel have assured that there are sufficient funds within their own budgets for the current fiscal year to support these services.

cc: Nancy Nittler, Personnel Director



Placer County Contractor Task Management Scope of Work

PeopleSoft 9.1 Upgrade

**Completed Quotes are due back to the County no later than 5pm
October 29th, 2010**

Version: Final

10/14/10

**Contact Information:
Placer County A.C.O.R.N. Team
145 Fulweiler Avenue, Suite 200
Auburn CA. 95603**

**Project Managers: Jill Corral – Auditor-Controller’s Office
Phone: 530-889-4183
Email: jcorral@placer.ca.gov**

**Mike Fahey – Personnel Office
Phone: 530-886-4629
Email: mfahey@placer.ca.gov**

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Scope of Work Quote Request

Title: Placer County PeopleSoft 9.1 Upgrade

Current Application Modules: PeopleSoft v 9.0 - HR, Benefits, Benefits Administration, Time & Labor, Payroll for North America, Enterprise Learning Management (Training Administration)

Project Overview

Placer County, as part of its commitment to maintaining the PeopleSoft installation as current and up-to-date as possible, will be upgrading its current production environment of 9.0 to version 9.1.x. In addition to upgrading the PeopleSoft application, the back-end database will be upgraded from version 10G to 11G.

The County requires assistance in the following areas:

- Functional assistance with performing and leading "fit/gap" analysis with County team members
- Technical retrofitting of customized SQR's, SQC's, COBOLs, PeopleCode, Components, Pages, Records, and Application Engine objects
- Technical advice as needed to assist with resolving issues related to upgrade tools including Change Assistant, Application Designer, DataMover, and SQL scripts.

The project is scheduled to start December 1, 2010 and conclude no later than June 30, 2011.

Functional/Technical/Contract Requirements

1. The vendor will provide a resource or resources that have the knowledge, skills, and abilities to perform the following tasks:
 - a. Provide a thorough and exhaustive functional "fit/gap" analysis of changes from v9.0 to v9.1. This assistance will consist of:
 - i. Vendor led review of PeopleSoft documentation to identify changes or new functionality in version 9.1 that could impact existing Placer County modifications or business processes. The review will result in a written document identifying change points and recommended courses of action.
 - ii. Vendor led fit/gap sessions to present and discuss all identified change points that affect Placer County business processes and work with County subject matter experts to determine the best resolution method for gaps.

NOTE: It is the goal of the County to keep the installation as "vanilla" or unmodified as possible. To this end, fit gap analysis, in addition to

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identifying change points, will be used to identify new features/functionality that could "retire" existing customizations/workarounds.

- iii. One area of special focus (but not limited to) that the County requires is review of Workflow associated with the Time and Labor approval process.
- b. Provide technical upgrade assistance where needed to augment Placer's existing technical staff (DBA's & System Administrators). This work could consist of, but would not be limited to such items as:
- i. Upgrade Methodology (e.g. number of test databases, and progression of upgrade passes)
 - ii. Change report analysis and recommendations
 - iii. Modification of upgrade scripts or processes
 - iv. Retro-fits of SQR's, SQC's, COBOLs, PeopleCode, and Application Engine objects
 - v. Analysis and retro-fit of existing Placer custom and/or customized fields, records, pages, components, etc.
 - vi. Troubleshooting PeopleSoft Web, Database, Report, and Application server issues
2. The County is open to the resource or resources working remotely in most cases. However, there could be some instances where the resource will need to be on-site. Fit/Gap review sessions with County staff will take place on-site. The vendor's response to this CTM should take this into account.
 3. The County requires two pay periods of post go-live support. This support could, at the County's discretion, be provided remotely.
 4. Prior to the signing of any contract for this CTM, the County requires that all vendor proposed staff be made available for on-site interviews. The County reserves the right to allow phone and/or web video conferencing at its discretion.
 5. The vendor is required to provide detailed resumes of all proposed staff for this project.
 6. The vendor will provide no less than three references for each proposed consultant including contact names and phone numbers for verification of consultants work at the referenced sites.

- 7. The County will notify the vendor of any deficiencies found in the consultant's work and reserves the right to request a replacement consultant if satisfactory improvement is not seen in the consultants work within 72 hours.
- 8. All new code and code modifications made by the vendor will be clearly documented using Placer County Code Documentation Standards, in the associated code, including, but not limited to the following: SQR(s), SQC(s), XML, COBOL, PeopleCode, Application Engine, and SQL script(s).
- 9. The vendor will provide "code walk" sessions for Placer technical as necessary to explain all new code and code changes. These sessions shall be conducted and led by the vendor in the same manner as other project meetings.

Project Timelines and Milestones

- 1. The project will begin on December 1st, 2010
- 2. The project shall be completed no later than June 30, 2011

Reports/Queries or other interface data validation tools

As required.

Other Notes or Comments

- Any questions regarding these requirements or the associated requirements workbook shall be emailed to **both** County project managers, Jill Corral and Mike Fahey regardless of the subject matter/functional area concerned.
- County Contacts:
 - Jill Corral: jcorral@placer.ca.gov – 530-889-4183
 - Mike Fahey: mfahey@placer.ca.gov – 530-886-4629
 - Lori Woods: llwoods@placer.ca.gov – 530-886-5279

Software/OS Versions

PeopleSoft HRMS: v9.0, SP6, bundle 10, Tax Update 10-
 PeopleTools: v8.48.19
 Database: Oracle 10g (10.2.0.4)
 Database Servers: HP-UX 11i v3 – 64 (11.31)
 Web Server: Weblogic 8.1 sp6; patch 9
 Windows Server: Windows Server 2003, Standard Ed. (SP2)

Contractor Estimate

1. The County requires a not to exceed cost estimate for this project.
2. The County requires that dollar cost and time estimates be provided for all line items
3. The County requires that the vendor's hourly rate(s) be clearly listed.
4. If rates vary from task to task, the vendor will clearly identify these areas and the reason for the variation in the Vendor Notes section(s).
5. Components listed for each task should be clearly identified in the "Vendor Notes" section of each Task including detailed description of the component (proposed methodology, purpose, alternatives, etc.)

Task	Hourly Rate	Hours	Cost
HR & TL Workshops	\$150	40	\$6,000
Central IT Support	\$150	72	\$10,800
Upgrader Support	\$125	96	\$12,000
Retrofitting (Remote)	\$125	400	\$50,000
Retrofitting (Onsite)	\$150	80	\$12,000
General Project Support (Onsite)	\$150	32	\$4,800
General Project Support (Remote)	\$125	48	\$6,000
Post Production Support (Onsite)	\$150	16	\$2,400
Post Production Support (Remote)	\$125	64	\$8,000
Vendor Estimated Completion Date:			
Not to Exceed Hour and Dollar Grand Totals:		848	\$112,000
By (Vendor): Jeff Lipis		Date: December 10, 2010	

Vendor Notes

First of all, thank you for the opportunity to help out with your 9.1 Upgrade. With our prior 9.1 experience, we have seen numerous clients gain tremendous value in upgrading to 9.1. You will enjoy better performance, more functional options and more modern technology. Also, we will not only help with the tasks on the project plan, but feel free to reach out for any prior 9.1 experiences we have had. With multiple 9.1 projects going on concurrently, we are able to share other clients issues which they've already encountered so Placer doesn't have to on this upgrade.

For Placer, we definitely recommend taking a "cleansing" approach on the initial pass of this upgrade. By doing this, it will clean up your production database of any clutter, old unused

modifications and make maintenance much easier in the future. We will discuss this in detail with your technical teams.

We are proposing the following Senior consultants for the roles below. Each of our proposed consultants has no less than 10 years of experience with PeopleSoft products. On top of that, the majority of them are already familiar with Placer and version 9.1.

1. Jeff Lipis – Project Advisor/Developer
2. Keith Matheson – Project Advisor/Developer
3. Shane Snyder – Developer
4. Damon DePaolo – Upgrader/Infrastructure Expert
5. Dane Green – COBOL Modifications Developer
6. Workshop Leads – Will determine resources as we get closer to the end of the initial pass.

If given the approval to start, we will work with your technical teams immediately to start outlining the plan and getting started with creating the first tasks of getting the demo environments up and running.

Thanks again for the opportunity. We look forward to working with you.

Jeff Lipis

County Authority to Proceed			
Approved			
By:	Title:	Office: Personnel Dpt.	Date:
By:	Title:	Office: Auditor's Office	Date:
By:	Title:	Office: Admin. Svcs.	Date:
By:	Title:	Office: CEO/OD	Date: