Napa County
Financial and Human Resources
Software Project

BOS Update 8/20/19
OVERVIEW

1. Recap of Events to Date
2. Vendor Demonstrations
3. Project Management Team
4. Vendor Discovery Sessions
5. Next Steps
RECAP OF EVENTS TO DATE

• August 2017  Released an RFP to procure a Consultant, GFOA was selected in October
• January-July 2018 Documented current and future business processes and system requirements
• November 2018 Released an RFP, responses due January, 2019 – 6 proposals were received
• January 2019 Evaluation and Selection of 3 top vendors
• March 2019 Vendor Demos over 3 weeks
• April-July 2019 Project Management Team Analysis
• August 2019 Elevation of 2 Vendors for Discovery
Top Three Vendors were elevated based on RFP Responses

Each Vendor had 3 days to demonstrate Technical and Functional features of their software, following a very detailed script

Demos were attended by approximately 120 County staff from all departments (plus City/Town staff)
PROJECT MANAGEMENT TEAM

One Team, One Voice consisting of:
• Auditor-Controller
• Director of Human Resources
• Chief Information Officer

With Support and Frequent Communication from:
• County Executive Officer
• County Counsel

Three Main Objectives:
• Work Together
• Legally Defensible
• Control the Cost

County Goal: Effective and Open Government – Strengthen effective, efficient and fiscally responsible County operations
Multiple meetings each week with jointly approved minutes

Working together with our consultants (GFOA)

Goal: To successfully procure and implement a financial and human resource software system that fits the County’s needs.

County Goal: Effective and Open Government – Increase transparency in government operations and empower residents
Elevated Top 2 Vendors to Discovery based on:
• 3 Day Vendor Demonstrations
• Departmental Participants Feedback
• Project Management Team Analysis and Evaluation.

Each vendor on site for 1 ½ days

County Goal: Effective and Open Government – Increase intergovernmental cooperation between Napa County and the cities, town and special districts
• Evaluation of Discovery Sessions
• Determine if more information is needed from Vendors for clarification beyond Discovery
• On site visits of current Counties using software
• Future BOS meeting, propose a solution to the Board of Supervisors, requesting approval to initiate contract negotiations, with information including the following:
  ✓ A full project budget estimate, with a funding plan
  ✓ A complete cost analysis of current spending vs future
  ✓ A project plan and estimated timeline
Very Preliminary Future Timeline

• October 2019 - Finalize contract negotiations and begin implementation
• January 2021 – Go-live on Financials
• January 2022 – Go-live on Human Resources
QUESTIONS?