



Agenda Date: 4/25/2006  
Agenda Placement: 6N

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Ben Wilson - Chief Information Officer  
Information Technology Services  
**REPORT BY:** Gail Vandeburgt, Staff Services Analyst I, 707-259-8666  
**SUBJECT:** Approval of Agreement with CherryRoad Technologies

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### **RECOMMENDATION**

Chief Information Officer requests approval of and authorization for the Chair to sign an agreement with CherryRoad Technologies Inc. for a maximum of \$13,360 for the term April 25, 2006 through June 30, 2007 for an assessment of the Peoplesoft Human Resources software application.

### **EXECUTIVE SUMMARY**

On July 22, 2003, the Board approved Agreement No. 6090 with CherryRoad Technologies for assistance with the implementation of the PeopleSoft Human Resources modules including Time and Labor, Payroll and Benefits Administration software applications. Subsequently, on January 6, 2004 and April 27, 2004, the Board amended the agreement modifying the scope of the work and adjusting the compensation for additional development of the applications. PeopleSoft software provides greater functionality to payroll and enables staff to record labor details, summarize time, and present analyses to time reporters and managers.

There are currently no available Information Technology Services (ITS) staff members with the knowledge and expertise necessary to evaluate the County's current use of PeopleSoft 8.3, and likewise, none to identify opportunities to capitalize on in PeopleSoft 8.9. The County is actively recruiting for an Information Systems Specialist I/II/Senior who is responsible for developing and supporting PeopleSoft Human Resources applications. This position has been officially posted and will remain open until filled. Professional employment services are also being retained. Acquiring the consulting services of CherryRoad will remedy the current project staffing shortage.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes  
Is it currently budgeted?            Yes

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Where is it budgeted?	Information Technology Services budget will absorb the \$13,360
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Information Technology Services requires outside resources to support the PeopleSoft 8.3 / 8.9 Human Resources assessment project. There are currently no available Information Technology Services (ITS) staff members with the knowledge and expertise necessary to evaluate the County's current use of PeopleSoft 8.3, and likewise, none to identify opportunities to capitalize on in PeopleSoft 8.9. The County is actively recruiting for a FTE Information Systems Specialist I/II/Senior who is responsible for developing and supporting PeopleSoft Human Resources applications. This position has been officially posted and will remain open until filled. Professional employment services are also being retained.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	The County's Human Resources application will fall behind industry best practices.
Additional Information:	None

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

On July 22, 2003, the Board approved Agreement No. 6090 with CherryRoad Technologies for assistance with the implementation of PeopleSoft Human Resources modules including Time and Labor, Payroll and Benefits Administration software applications. Subsequently, on January 6, 2004 and April 27, 2004, the board amended the agreement modifying the scope of the work and adjusting the compensation for additional development of the applications. PeopleSoft software provides greater functionality to payroll and enables staff to record labor details, summarize time, and present analysis to time reporters and managers.

CherryRoad has completed its commitment to this project, however, Information Technology Services requires outside resources to support the PeopleSoft 8.3/8.9 Human Resources assessment project. Service is to include assessment of the current usage of PeopleSoft 8.3 and recommendations to capitalize on the new version of the software, PeopleSoft 8.9. Conversion to the new version is scheduled for FY 06/07.

The County is actively recruiting for an Information Systems Specialist who is responsible for developing and supporting PeopleSoft Human Resources applications. This position has been officially posted and will remain open until filled. Professional employment services are also being retained. Since CherryRoad has been used in the past for the County's PeopleSoft related projects and they offer quality consulting services at competitive rates, the proposed agreement with CherryRoad is recommended to remedy the current project staffing shortage and facilitate implementation of PeopleSoft in a timely fashion.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton