



## 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 Inc.

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### **RECOMMENDATION**

Chief Information Officer requests the following actions:

1. Approval of and authorization for the Chair to sign an agreement with CherryRoad Technologies Inc. for a maximum of \$200,000 for the term September 19, 2006 through June 30, 2007 for assisting with the upgrade of the Peoplesoft Human Resources (PS-HR) software application; and
2. A waiver of competitive bidding requirements and sole source award for consultation services for upgrade of PS-HR, to CherryRoad Technologies Inc., Irvine, California, for a total of \$200,000 pursuant to County Ordinance Code 2.36.090.

### **EXECUTIVE SUMMARY**

PeopleSoft's Financial and Human Resource applications are currently used throughout the County to provide automated financial and human resource operations. The County has worked with CherryRoad Technologies Inc. (CherryRoad) in the past for their assistance with the implementation, further development and upgrade assessment of the PeopleSoft software applications. Today's recommendation is for CherryRoad to provide their expertise in successfully transitioning the County from its usage of PeopleSoft 8.3 to the latest version, 8.9.

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 facilitate implementation of PeopleSoft in a timely fashion. Additionally, when it is not feasible to solicit competitive quotations for the purchase of individual items in excess of \$10,000, County Code requires Board approval for a waiver of competitive bidding requirements and approval of a sole source award.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Budgeted funds in the amount of \$200,000 are in the Information Technology Services 2007 budget for this agreement.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Information Technology Services requires outside resources to assist in the upgrade of the PeopleSoft 8.3 Human Resource module to the latest 8.9 version. CherryRoad will provide the expertise necessary to understand and apply the changes between version 8.3 and 8.9. CherryRoad has had a successful past working relationship with Napa County and support for this project is based on their experience on similar projects with other PeopleSoft public sector customers.  The upgrade offers numerous functionality improvements including: easier user input, a vastly enhanced leave management process, and an overall smoother integration with other county-wide applications.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	If the software were not upgraded, the County's Human Resources application will fall behind industry best practices. In addition, support for the current version of the software ends in 2007 making it likely that additional costs would be incurred to maintain it.
Additional Information:	

## **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**

PeopleSoft's Financial and Human Resources applications are currently used throughout the County to provide automated financial and human resource operations. The software provides greater functionality to payroll and enables staff to record labor details, summarize time, and present analysis to time reporters and managers.

On July 22, 2003, the Board approved Agreement No. 6090 with CherryRoad Technologies Inc. for assistance with the implementation of the PeopleSoft Human Resources software application. 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. On April 26, 2006, the Board approved Agreement No. 6615 with CherryRoad Technologies Inc. to support the PeopleSoft 8.3/8.9 Human Resources assessment project. CherryRoad provided assistance with the assessment of the current usage of PeopleSoft 8.3 and recommendations to capitalize on in the latest version of the software, PeopleSoft 8.9. The Board action at that time stated that conversion to the new version was scheduled for FY 06/07. Today's recommendation is for CherryRoad to provide their expertise in successfully transitioning the County from its usage of PeopleSoft 8.3 to the latest

version, 8.9. The County's Human Resources software program will fall behind industry best practices by not upgrading to this latest version. Additionally, higher maintenance support costs would likely be incurred in the future because maintenance support for the current version will end next year, in Spring 2007.

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 facilitate implementation of PeopleSoft in a timely fashion. When it is not feasible to solicit competitive quotations for the purchase of individual items in excess of \$10,000, County Code requires Board approval for a waiver of competitive bidding requirements and approval of a sole source award.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton