

*Item available for public inspection in the Clerk's office during regular business hours (Monday - Friday, 9 AM - 5 PM)*

**June 18, 2024**

# **Regular Meeting**

**Item #5e. - Contract  
with Government**

**Finance Officers**

**Association for Internal**

**Business Process**

**Review and Project**

**Management**

**Consulting Services for**

**a New Enterprise**

**Resource Planning**

**System**



# ERP Replacement Project

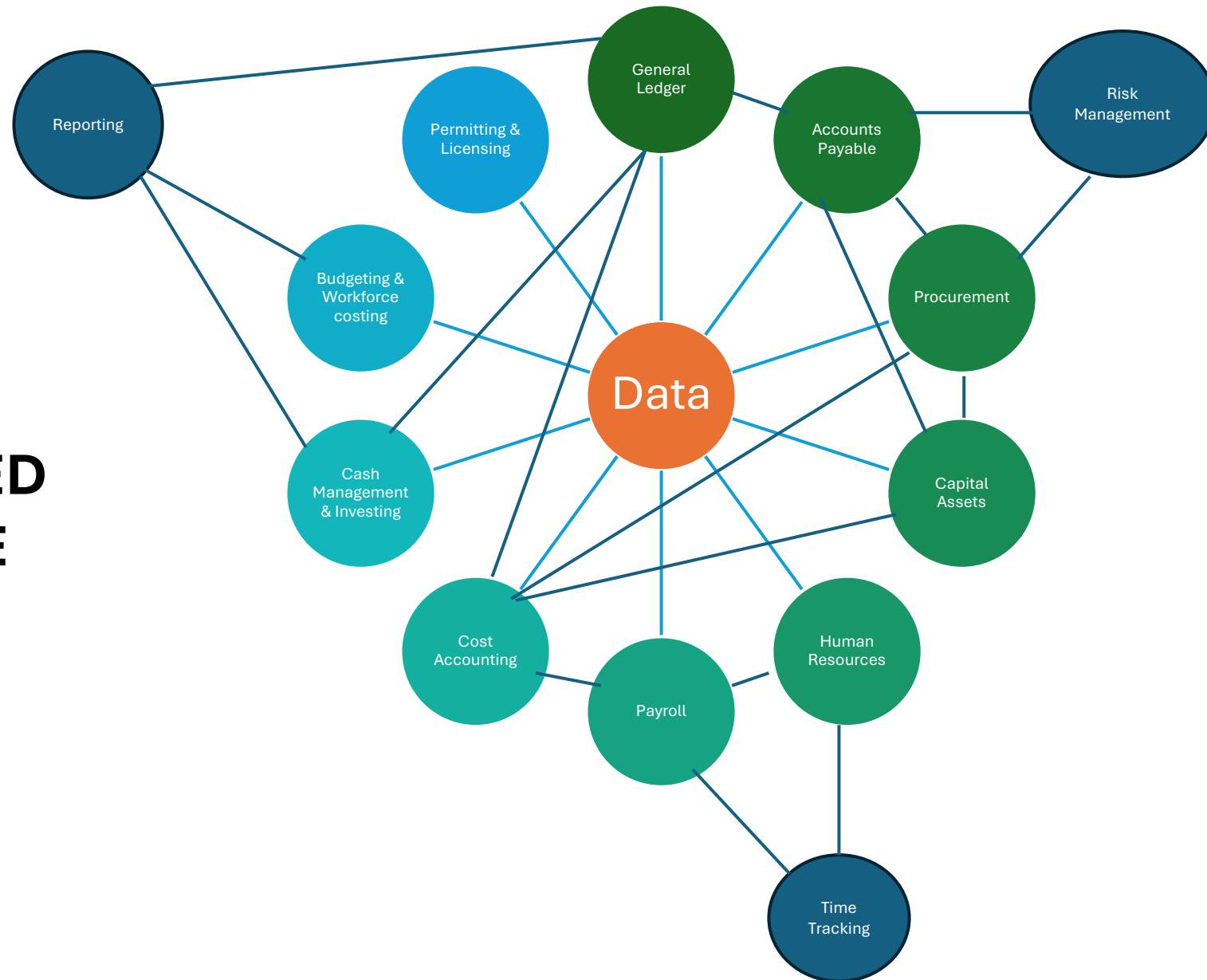
Orientation and Overview  
Starting July 1, 2024

# What is an ERP System?

- **E**nterprise = whole organization, across departmental
- **R**esources = People + Money + Stuff + Services + Assets
- **P**lanning = one set of Data → Reporting → Decisions
- **Benefits**
  - Automation of business processes
  - Data sharing
  - Information in real-time
  - Eliminate redundancies

MANAGE EVERY DOLLAR

# INTEGRATED SOFTWARE MODULES



# Risk Factors - Failed Implementation

Requirement to change policies, processes

Disruption to existing transactions and services

Learning curve for employees transitioning from one system to another system

Resistance to change

Selecting a product that does not meet the majority of our needs

Not being prepared to change

- Roles
- Redefine business process
- Training
- Communication

# Current ERP System – Harris Innoprise

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- Implemented
  - Finance
  - Payroll
  - Cash Receipting
- Not Implemented
  - Human Resources
  - Community Development (permitting, business licenses)
  - Work Order (Cost Accounting, Facilities, Motor Pool)
  - Capital Asset tracking
  - Receivables
  - Time tracking
- Pending
  - Migration to City Suite

# Third Party Applications

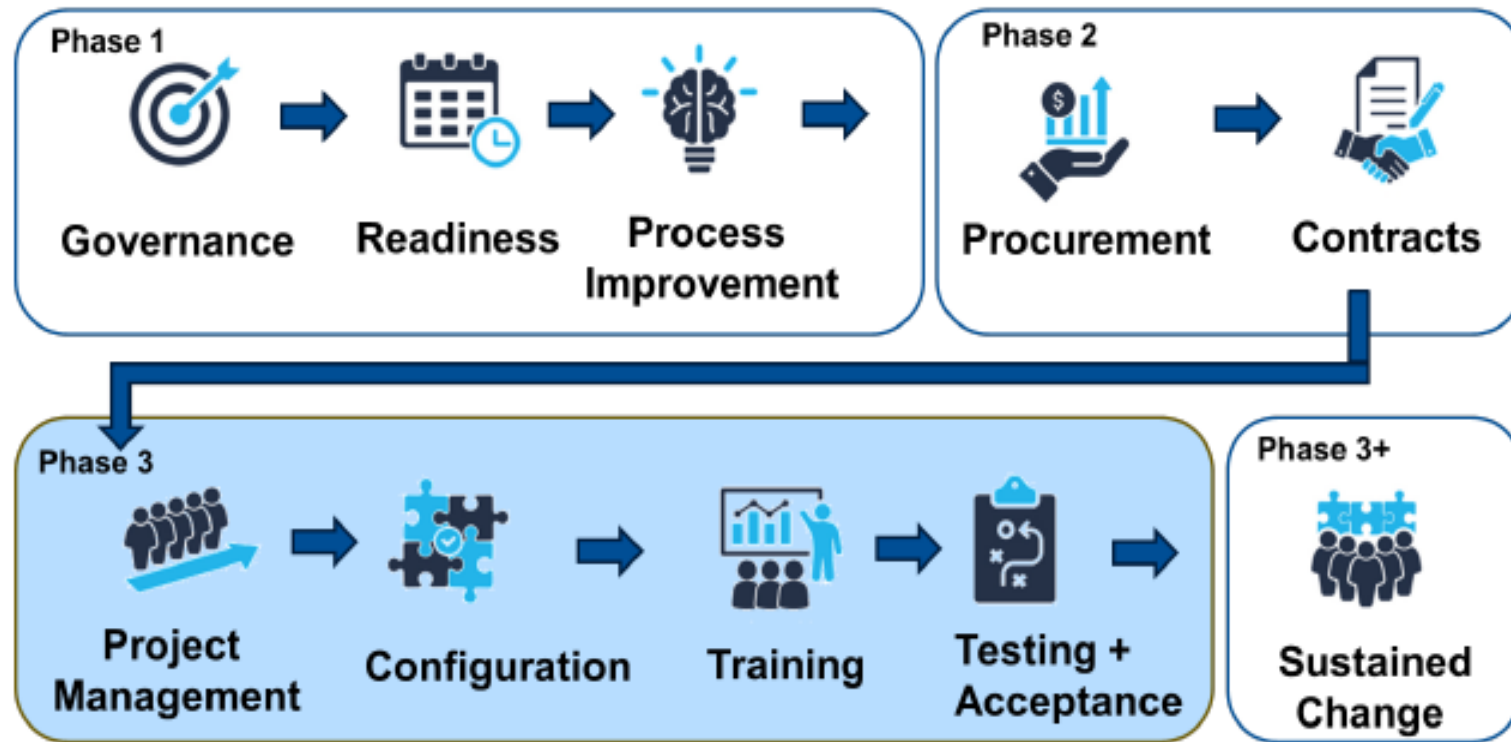
- OpenGov (Reporting, Budgeting, Workforce costing)
- Clarti Cloud – permitting and licensing
- CAMS – cost accounting (Road, Public Works, Facility, MP) including **work order management**
- Timekeeping, scheduling, grant tracking
  - Public Works
  - Sheriff/Jail
  - Paramedics
  - HHS
  - BHS
  - Finance
  - IT
- Accela EnvirionConnect – Environmental Health
- SmartCare - BHS for medi-cal billing
- Probation & DA – Case Management
- Quickbase
- Target Solutions – Paramedics
- NeoGov – HR recruiting +
- Megabyte – Property tax administration

# Mono County Challenges

- Lack of time reporting by activity or project
  - i.e. manual compilation of hours and costing for disaster events and grant awards
- Redundancy via multiple applications that do not interface with the ERP System
- No integration of data (data migration) –
  - Duplication of efforts to recreate data in multiple systems
  - Management reporting deficiencies
- Training employees to use multiple systems
- Current ERP no longer supported
- Vulnerable server

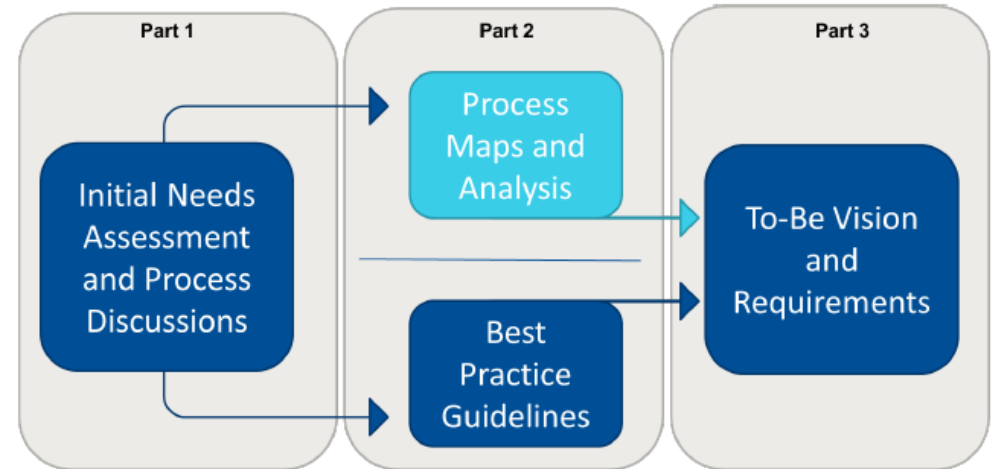


# Government Finance Officers Association (GFOA) – Project Manager and Consultant



# Phase 1: Key Tasks

- Governance (steering committee, project team, process improvement teams [PITs])
  - Leadership and project planning
  - Process investigation teams using representative stakeholders
- Needs Assessment – Process Analysis
  - Identify process changes
  - Needs / requirements
  - Process mapping (Status Quo vs To-Be Vision = GAP)
- RFP for Software Vendors – Mono County's Requirements



# Phase 2: Key Tasks

- Evaluation of Responses
- Vendor Selection
  - Initial assessment
  - Virtual interviews
  - Software demos
  - Discovery (structured on-site presentation)
  - Selection
- Contract Negotiation

# Phase 3: Key Tasks



Implementation advisor and oversight role



Business process design changes



Change Management Support



Project Meetings and Reviews



Vendor Specific – Configuration, Data Migration, Training, Issue Tracking

# Potential Timeline

Proposed Schedule	Project Start = June 2024																
	6	7	8	9	10	11	12	1	2	3	4	5	7	8	9	10	
Task 1: Project Management	█	█															
Task 2: Process and System Assessment	█	█	█	█													
Task 3: Readiness Plan and Future Process				█	█	█											
Task 4: RFP Development					█	█											
Task 5: Evaluation Strategy							█										
Task 6: Vendor Selection								█	█	█							
Task 7: Contract Negotiations											█	█					
Task 8: Implementation													T	B	D		

# Why GFOA?



## Best Practice by Category

<b>Accounting &amp; Financial Reporting</b> <a href="#">VIEW ALL</a>	<b>Budgeting</b> <a href="#">VIEW ALL</a>	<b>Capital Planning</b> <a href="#">VIEW ALL</a>
<b>Debt Management</b> <a href="#">VIEW ALL</a>	<b>Economic Development</b> <a href="#">LEARN MORE</a>	<b>Pension &amp; Benefit Administration</b> <a href="#">VIEW ALL</a>
<b>Procurement</b>	<b>Risk Assessment</b>	<b>Treasury &amp; Investment Management</b>

- Alameda County
- Butte County
- Kern County
- Los Angeles County
- Marin County
- Mariposa County
- Monterey County
- Napa County
- Orange County
- Riverside County
- San Bernardino County
- San Luis Obispo County
- Santa Clara County
- Sonoma County
- Stanislaus County
- Yolo County
- Yuba County