

FORSYTH COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: NOVEMBER 14, 2019AGENDA ITEM NUMBER: 5A - 5D

- SUBJECT:**
- A. RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT FOR CONSULTING SERVICES TO PROVIDE THE NECESSARY DEVELOPMENT AND OVERSIGHT OF AN ENTERPRISE RESOURCE PLANNING SYSTEM UPGRADE**
 - B. AMENDMENT TO THE 2016 PAY-GO CAPITAL PROJECTS ORDINANCE TO TRANSFER \$200,000 TO THE GENERAL FUND**
 - C. AMENDMENT TO THE 2018 PAY-GO CAPITAL PROJECTS ORDINANCE TO TRANSFER \$34,000 TO THE GENERAL FUND**
 - D. AMENDMENT TO THE FISCAL YEAR 2019-2020 BUDGET ORDINANCE TO ACCEPT THE TRANSFER OF \$200,000 FROM THE 2016 PAY-GO CAPITAL PROJECTS ORDINANCE AND \$34,000 FROM THE 2018 PAY-GO CAPITAL PROJECTS ORDINANCE**
- (MANAGEMENT INFORMATION SERVICES)**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

Forsyth County currently uses various software packages to maintain Finance and Budget information (Performance Series) and Human Resources information (HRIS). Performance Series was installed in 1998, replacing FAMIS. HRIS was developed in-house by County MIS and has been updated as needed throughout the years. While HRIS has met the needs of the County, it is becoming more difficult to maintain this system as updates to one part of the system often lead to issues with other parts of the system that aren't identified until after a process is run.

It has been on the radar of County staff for several years that a new Enterprise Resource Planning system was necessary and in fact, the Forsyth County Board of Commissioners reserved \$800,000 in the 2008 Pay-Go Capital Projects Ordinance. These funds have not been spent over the years but as other needs have arisen the total amount of funds available for this project now is \$200,000 (included in the 2016 Pay-Go Capital Projects Ordinance).

A workgroup of County staff comprised of MIS, Human Resources, Finance, and Budget and Management has been meeting for the past several months to investigate and identify the appropriate steps needed to move forward with the selection of a new Enterprise Resource Planning system that encapsulates Human Resources, Finance, and Budget. The purchase of a new Enterprise Resource Planning system is a very significant undertaking from a cost perspective as well as a process perspective and as such, the workgroup has concluded that hiring an independent outside consultant to assist with the selection and implementation of a new Enterprise Resource Planning system would be appropriate and advantageous.

The workgroup solicited Requests for Qualifications for this process and selected three vendors to interview onsite to get a better understanding of the process each would recommend Forsyth County to undertake in selecting a new Enterprise Resource Planning system. The vendors were the

Government Finance Officers Association of the United States and Canada (GFOA), ClientFirst, and SoftResources. Each of the vendors submitted a proposal to the workgroup detailing the amount of time each phase of the selection process would take, the number of hours each vendor would spend onsite, and the cost of their services.

After interviewing these vendors and reviewing the proposals, County staff recommend the GFOA. While this proposal is more expensive than the other two proposals, staff believe that the amount of time GFOA is estimating is more realistic and more thorough.

ATTACHMENTS: YES NO

SIGNATURE: _____ DATE: _____
COUNTY MANAGER

RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT FOR CONSULTING SERVICES TO PROVIDE THE NECESSARY DEVELOPMENT AND OVERSIGHT OF AN ENTERPRISE RESOURCE PLANNING SYSTEM UPGRADE (MANAGEMENT INFORMATION SERVICES)

WHEREAS Forsyth County currently uses various software packages to manage Finance, Budget, and Human Resources information that have reached capability capacity and become more difficult to maintain;

WHEREAS a new Enterprise Resource Planning system has been identified as a potential need for several years, evidenced by the reservation of Pay-Go funding in 2008;

WHEREAS a workgroup of County staff has met for several months to investigate and identify the appropriate steps needed to move forward with the selection of a new Enterprise Resource Planning system;

WHEREAS the purchase of a new Enterprise Resource Planning system is a very significant undertaking from a cost and process perspective;

WHEREAS the workgroup concluded that it would be prudent to hire an independent outside consultant to assist with the identification, selection, and implementation of a new Enterprise Resource Planning system;

WHEREAS the workgroup solicited Requests for Qualifications for this process, interviewed three vendors, and reviewed written proposals detailing the process and number of hours each vendor would recommend in moving forward; and

WHEREAS the workgroup recommended Government Finance Officers Association of the United States and Canada be selected as the consultant to assist with identifying a new Enterprise Resource Planning system at a cost not to exceed \$234,000;

NOW, THEREFORE, BE IT RESOLVED, by the Forsyth County Board of Commissioners that the Government Finance Officers Association is hereby selected as the best qualified firm and the Chairman or County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, a contract for consulting services with the Government Finance Officers Association of the United States and Canada, at a cost not to exceed \$234,000, beginning upon execution of the agreement and ending upon completion of specified contracted consulting tasks, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

Adopted this the 14th day of November 2019.

**FORSYTH COUNTY, NORTH CAROLINA
AMENDMENT TO
2016 PAY-GO CAPITAL PROJECTS ORDINANCE**

FROM: BUDGET & MANAGEMENT

MEETING DATE: November 14, 2019

EXPLANATION:

Forsyth County currently uses various software packages to maintain Finance and Budget information (Performance Series) and Human Resources information (HRIS). While HRIS has met the needs of the County, it is becoming more difficult to maintain this system as updates to one part of the system often lead to issues with other parts of the system that aren't identified until after a process is run.

A workgroup of County staff comprised of MIS, Human Resources, Finance, and Budget and Management has been meeting for the past several months to investigate and identify the appropriate steps needed to move forward with the selection of a new Enterprise Resource Planning system that encapsulates Human Resources, Finance, and Budget. The purchase of a new Enterprise Resource Planning system is a very significant undertaking from a cost perspective as well as a process perspective and as such, the workgroup has concluded that hiring an independent outside consultant to assist with the selection and implementation of a new Enterprise Resource Planning system would be appropriate and advantageous.

The workgroup solicited Requests for Qualifications for this process and selected three vendors to interview onsite to get a better understanding of the process each would recommend Forsyth County to undertake in selecting a new Enterprise Resource Planning system. After interviewing these vendors and reviewing the proposals, County staff recommend the Government Finance Officers Association of the United States and Canada (GFOA).

It has been on the radar of County staff for several years that a new Enterprise Resource Planning system was necessary and there is \$200,000 in the 2016 Pay-Go Capital Projects Ordinance. The total cost for the GFOA is \$234,000 so a transfer of \$34,000 is necessary to execute the agreement.

BE IT ORDAINED BY THE FORSYTH COUNTY BOARD OF COMMISSIONERS THAT THE
2016 PAY-GO CAPITAL PROJECTS ORDINANCE IS HEREBY AMENDED AS FOLLOWS:

DECREASE:	EXPENDITURES	<u>\$ 200,000</u>
	Financial System	

INCREASE:	EXPENDITURES	<u>\$ 200,000</u>
	Transfer to General Fund	

NATURE OF TRANSACTION:
 Additional Revenue Available
 Transfer within Accounts of
Same fund
 Other: Transfer to General Fund

APPROVED BY BOARD OF COUNTY
COMMISSIONERS AND ENTERED ON
MINUTES DATED _____
AGENDA ITEM NUMBER _____

**FORSYTH COUNTY, NORTH CAROLINA
AMENDMENT TO
2018 PAY-GO CAPITAL PROJECTS ORDINANCE**

FROM: BUDGET & MANAGEMENT

MEETING DATE: November 14, 2019

EXPLANATION:

Forsyth County currently uses various software packages to maintain Finance and Budget information (Performance Series) and Human Resources information (HRIS). While HRIS has met the needs of the County, it is becoming more difficult to maintain this system as updates to one part of the system often lead to issues with other parts of the system that aren't identified until after a process is run.

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It has been on the radar of County staff for several years that a new Enterprise Resource Planning system was necessary and there is \$200,000 in the 2016 Pay-Go Capital Projects Ordinance. The total cost for the GFOA is \$234,000 so a transfer of \$34,000 is necessary to execute the agreement.

**BE IT ORDAINED BY THE FORSYTH COUNTY BOARD OF COMMISSIONERS THAT THE
2018 PAY-GO CAPITAL PROJECTS ORDINANCE IS HEREBY AMENDED AS FOLLOWS:**

DECREASE: EXPENDITURES
 Budget Reserve \$ 34,000

INCREASE: EXPENDITURES
 Transfer to General Fund \$ 34,000

NATURE OF TRANSACTION:
 Additional Revenue Available
 Transfer within Accounts of
 Same fund
 Other: Transfer to General Fund

APPROVED BY BOARD OF COUNTY
COMMISSIONERS AND ENTERED ON
MINUTES DATED _____
AGENDA ITEM NUMBER _____

**FORSYTH COUNTY, NORTH CAROLINA
AMENDMENT TO
2019-2020 BUDGET ORDINANCE**

FROM: BUDGET & MANAGEMENT

MEETING DATE: November 14, 2019

EXPLANATION:

Forsyth County currently uses various software packages to maintain Finance and Budget information (Performance Series) and Human Resources information (HRIS). While HRIS has met the needs of the County, it is becoming more difficult to maintain this system as updates to one part of the system often lead to issues with other parts of the system that aren't identified until after a process is run.

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**BE IT ORDAINED BY THE FORSYTH COUNTY BOARD OF COMMISSIONERS THAT THE
FISCAL YEAR 2019-2020 BUDGET ORDINANCE IS HEREBY AMENDED AS FOLLOWS:**

INCREASE:	<u>SECTION 1. REVENUES AND APPROPRIATED FUND BALANCE.</u> GENERAL FUND OTHER REVENUES	<u>\$ 234,000</u>
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INCREASE:	<u>SECTION 2. APPROPRIATIONS.</u> GENERAL FUND MIS	<u>\$ 234,000</u>
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NATURE OF TRANSACTION:
 Additional Revenue Available
 Transfer within Accounts of
 Same fund
 Other:

**APPROVED BY BOARD OF COUNTY
COMMISSIONERS AND ENTERED ON
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