LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA
Monday, October 21, 2019
10 a.m.
Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA

Call to Order

Public Comment: Five Minute Limit per Speaker
This comment period is for the public to address topics on today’s agenda.

Minutes
Discuss and decide on meeting minutes.

Presentation and update by RSM Technology and Management on GovSense Financial Systems Implementation

Public Comment: Five Minute Limit per Speaker
This is an opportunity for the public to address the board on any subject pertaining to board business.

Payroll Authorizations
Discuss and decide on Employment Change Roster (payroll authorizations).

Claims
Discuss and decide on claims.

Correspondence

Appointments

Adjournment

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at bd-supervisors@linncounty.org.
RSM TECHNOLOGY AND MANAGEMENT CONSULTING

System Selection Project Success for Linn County

October 21, 2019
Software Selection Process

Our methodology has been proven and focuses on all key components of evaluating the appropriate software solution for an organization.

Phase 1
Solution Scoping
- Review current business processes
- Document system requirements
- Determine key decision drivers
- Identify software vendors to be included in the process

Phase 2
Vendor Selection
- Develop RFI
- Determine short list of vendors
- Facilitate vendor discussions and demonstrations
- Work with client to evaluate solutions
- Discuss contract negotiation and implementation options
Software Selection Process - Phase 1 Solution Scoping

Phase 1: Solution Scoping
- Initiate project
- Business requirements analysis
- Vendor Screening

Key Activities
- Leadership team visioning to understand the organization's key business drivers
- Gain an understanding of existing processes and technology through on-site review
- Develop key selection criteria (cost, functionality, technical, vendor viability, etc.)
- Document and prioritize functional and technical requirements and determine key decision drivers
- Research and screen vendors
- Perform Vendor Screening

Phase 2: Vendor Selection
- Demonstrations
- Post-demo vendor management

Deliverables
- Functional and technical requirements and key decision drivers
- Request for Information (RFI)
- Established selection criteria and scoring matrix
Phase 1
Solution Scoping

Key Activities

- Determine short list of vendors to be evaluated
- Develop demonstration scripts based on requirements
- Schedule and prepare for vendor demonstrations
- Conduct demonstrations and assess vendors against selection criteria
- Conduct reference checks
- Summarize results of evaluation and gain consensus
- Analyze vendor pricing and consider site visits
- Finalize vendor selection process
- Begin contract negotiation and implementation planning process

Phase 2
Vendor Selection

Deliverables

- Recommended short list of vendors
- Demonstration scripts
- Schedule of vendor demonstrations
- Demonstration scorecards
- Analysis of vendor demonstrations, strengths and weaknesses
- Reference checks
- Team recommendation – software vendor
- Team recommendation – implementation partner
Software Selection Results

• Comprehensive analysis performed of your current state and your future software needs
• Eleven software vendors evaluated for their potential ERP, payroll, timekeeping and HR fit initially
• Seven software vendors were sent our Request for Information (RFI) - five replied to our RFI
• Full analysis of the responses to the RFI and two proposed finalists presented to the County
• Two finalist invited in for exhaustive demos
• Payroll, timekeeping and HRIS system separated from the ERP selection
• RSM followed-up with vendors regarding outstanding questions and gained consensus from the County on preferred ERP solution
• RSM negotiated very good pricing with GovSense with a fixed implementation fee that mitigates risks
• GovSense selected as software implementation vendor with underlying NetSuite (ERP) and Adaptive Insights (budgeting, financial reporting & analytics) solutions
• NEOGOV and Ceridian reviewed for payroll, timekeeping and HR system needs
• Ceridian Dayforce software selected to meet the payroll, time keeping, and most HR needs. County will continue to use NEOGOV Insight for new employee recruitment and will export new hire information to Ceridian Dayforce for employee onboarding
• RSM negotiated very good pricing with Ceridian with a fixed implementation fee that mitigates risks
## Summary of Fees and Negotiated Savings

### ERP, Budgeting, Payroll, Time Keeping and HR

#### Fee Summary, Savings & Estimated Total Cost of Ownership

<table>
<thead>
<tr>
<th></th>
<th>GovSense Proposed</th>
<th>Ceridian Proposed</th>
<th>Total Proposed</th>
<th>GovSense Negotiated</th>
<th>Ceridian Negotiated</th>
<th>Final Negotiated</th>
<th>County Savings</th>
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</thead>
<tbody>
<tr>
<td><strong>Initial Year Software Licensing Fees</strong></td>
<td>$236,000</td>
<td>$273,078</td>
<td>$509,078</td>
<td>$185,376</td>
<td>$173,089</td>
<td>$358,465</td>
<td>$150,613</td>
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<td><strong>Initial Year Implementation Fees</strong></td>
<td>$400,000</td>
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<td>$120,241</td>
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<td><strong>Initial Year Total</strong></td>
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<td>$539,376</td>
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<td><strong>Year Two</strong></td>
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<td>$273,078</td>
<td>$509,078</td>
<td>$214,782</td>
<td>$173,089</td>
<td>$358,465</td>
<td>$150,613</td>
</tr>
<tr>
<td><strong>Year Three</strong></td>
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<td>$214,782</td>
<td>$173,089</td>
<td>$358,465</td>
<td>$150,613</td>
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<td><strong>Three Year Est Cost of Ownership &amp; Savings</strong></td>
<td>$1,108,000</td>
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Software Vendor Selected - GovSense
Corporate Profile

NetSuite is the world’s leading provider of cloud-based business management software. NetSuite helps companies manage core business processes with a single, fully integrated system covering ERP/financials, CRM, ecommerce, inventory and more.
RSM Implementation Support

Phase I—Project Initiation

- Implementation project kick-off with the involved key stakeholder representatives to align objectives, activities and participants
- Define schedule expectations, restrictions and the final go-live date
- Prioritize the departments or transaction process areas that have the most to least improvement opportunities
- Obtain and finalize GovSense’s overall project implementation plan

Phase II—Project Management and Implementation Execution

Apply our project management, IT systems and software vendor knowledge to assist with specific implementation activities, as requested upon agreement by both parties. Specific tasks may include:

- Scheduling, coordinating and project managing the activities of the involved key parties
-Preparing a monthly status report of implementation progress, delays and roadblocks
- Provide IT systems and software vendor commitment knowledge to support the successful implementation of the vendor promises received in the selection process
- Assist with driving accountability of all involved team members

Phase III—Business Process Improvement Assistance (if needed)

- Provide a workshop for the core Linn County team on leading practices in transaction process improvement activities
- Customize our standard business process improvement methodology for use by the Linn County team leads
- Conduct business process improvement review and design sessions to identify efficiency and effectiveness improvements and changes required or supported by the new software
- Educate the Linn County team leads on how to encourage an improvement and change based culture

Phase IV—Other Advisory Services (if needed)
Business Process Improvement for Finance Optimization

- Alignment of your organization structure, span of control, activities and roles for each functional process area
- Alignment of services and functional processes based upon geographies, strengths, current and planned technologies
- The reengineering of functional processes, designed to:
  - Overcome current challenges
  - Align with leading practices
- Process Modernizations are powered by technology to maximum efficiencies (Process Led Technology Enablement)

- Control framework governing people, process and technology
- Enabled technologies / applications to automate business functions and enhance processes
- Technology enabled transformations are typically process led and efficiency gains are created by maximizing the use of the application features and functionality

Control

People

Technology

Process

Business Process Modernization