

FORSYTH COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: APRIL 15, 2021

AGENDA ITEM NUMBER: 18A -18C

**SUBJECT: A. RESOLUTION AWARDDING AND AUTHORIZING EXECUTION OF
CONTRACTS FOR ENTERPRISE RESOURCE PLANNING SOFTWARE AND
IMPLEMENTATION SERVICES**

B. AMENDMENT TO THE 2019 PAY-GO CAPITAL PROJECTS ORDINANCE

C. AMENDMENT TO THE FISCAL YEAR 2020-2021 BUDGET ORDINANCE

COUNTY MANAGER’S RECOMMENDATION OR COMMENT

SUMMARY OF INFORMATION:

A workgroup of Forsyth County staff from Finance, Human Resources, Budget and MIS has been working for the past year with consultants from the Government Finance Officers Association (GFOA) to prepare for the selection of an Enterprise Resource Planning system to replace numerous existing software systems that have been in place for over twenty years and are increasingly difficult to maintain.

The County received fourteen proposals, each comprised of an implementation services contract and one or more software contracts, and after an extensive review process County staff recommends the EPR proposal submitted by Sierra-Cedar, with Oracle being the primary software package. The total five-year project cost is \$7,537,815.88, consisting of a two-year implementation services contract in the amount of \$4,240,000, and three five-year software contracts totaling \$3,297,815.88.

The Forsyth County Board of Commissioners has reserved \$4,500,000 in Pay-Go funds for the implementation of the ERP system. The five-year software contracts will flow through Finance’s annual operating budget. As these contracts will be effective in the last quarter of Fiscal Year 2021, there is a corresponding budget amended needed to make the identified amount of \$85,000 available to support the contract through the end of the current year.

In summary, the action requested is twofold: 1.) to approve the resolution awarding and authorizing execution of the contracts for the ERP software and implementation services, and 2.) approve the Fiscal Year 2020 – 2021 budget ordinance amendment to make 4th Quarter FY21 funds available.

ATTACHMENTS: X YES NO

SIGNATURE: _____ DATE: _____
COUNTY MANAGER

**RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF CONTRACTS
FOR ENTERPRISE RESOURCE PLANNING SOFTWARE AND
IMPLEMENTATION SERVICES**

WHEREAS on October 7, 2020, Requests for Proposals for Enterprise Resource Planning (ERP) Software and Implementation Services for Forsyth County were issued directly to a total of 38 businesses, advertised on the City/County and State Purchasing websites, and in the Winston-Salem Journal;

WHEREAS Forsyth County received fourteen proposals which were evaluated based on criteria advertised in the RFP including software functionality, implementation methodology and approach, vendor capability and background, technology, and total cost of ownership;

WHEREAS the top three candidates after the RFP evaluation were further evaluated in three-day guided interviews and software demonstrations with a focus on software, implementation, and total cost of ownership;

WHEREAS the top two candidates after the guided interviews were further evaluated in one-day discovery sessions including interviews with their proposed project team, discussions about project staffing, scope, and total cost of ownership;

WHEREAS the staff selection panel, comprised of seven County staff members from Finance, Human Resources, Budget, and Management Information Services, unanimously recommends the proposal from Sierra-Cedar, LLC, which includes implementation services provided directly by Sierra-Cedar, and the following licenses: Oracle as the primary ERP software, SymPro for treasury management, DebtBook for debt management; and

WHEREAS staff recommends that the County award contracts in the amount not to exceed \$7,537,815.88 for the entire ERP implementation and software, which consist of 4 separate contracts in the following not-to-exceed amounts: \$4,240,000.00 to Sierra Cedar, LLC, for 24-month implementation services, \$3,069,608.88 to Mythics, Inc., for a 5-year Oracle Public Sector Cloud Services Agreement, \$172,832.00 to Emphasys Computer Solutions, Inc., for a 5-year SymPro Software License and Services Agreement, and \$55,375.00 to DebtBook for a 5-year Software Subscription;

NOW, THEREFORE, BE IT RESOLVED, that the Forsyth County Board of Commissioners selects Sierra-Cedar's proposal for the Enterprise Resource Planning project, at a total 5-year project cost not to exceed \$7,537,815.88, consisting of a 24-month implementation services contract with Sierra-Cedar, LLC, at a cost not to exceed \$4,240,000.00, and 5-year software licenses and support contracts with Mythics, Inc., in an amount not to exceed \$3,069,608.88, Emphasys Computer Solutions, Inc., in an amount not to exceed \$172,832.00, and DebtBook in an amount not to exceed \$55,375.00, 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; and

BE IT FURTHER RESOLVED, that the Chairman or County Manager and Clerk to the Board are hereby authorized to execute amendments to such contracts within budgeted amounts with the vendors listed above, with expiration of such amended agreements no later than June 30, 2026.

Adopted this 15th day of April, 2021.

**FORSYTH COUNTY, NORTH CAROLINA
AMENDMENT TO
2019 PAY-GO CAPITAL PROJECTS ORDINANCE**

FROM: BUDGET & MANAGEMENT

MEETING DATE: April 15, 2021

EXPLANATION:

A workgroup of Forsyth County staff from Finance, Human Resources, Budget and MIS has been working for the past year with consultants from the Government Finance Officers Association (GFOA) to prepare for the selection of an Enterprise Resource Planning system to replace numerous existing software systems that have been in place for over twenty years and are increasingly difficult to maintain.

The County received fourteen proposals, each comprised of an implementation services contract and one or more software contracts, and after an extensive review process County staff recommends the EPR proposal submitted by Sierra-Cedar, with Oracle being the primary software package. The total five-year project cost is \$7,537,815.88, consisting of a two-year implementation services contract in the amount of \$4,240,000, and three five-year software contracts totaling \$3,297,815.88.

The Forsyth County Board of Commissioners has reserved \$4,500,000 in Pay-Go funds for the implementation of the ERP system. The five-year software contracts will flow through Finance's annual operating budget. As these contracts will be effective in the last quarter of Fiscal Year 2021, there is a corresponding budget amendment needed to make the identified amount of \$85,000 available to support the contract through the end of the current fiscal year.

In summary, the action requested is twofold: 1.) to approve the resolution awarding and authorizing execution of the contracts for the ERP software and implementation services, and 2.) amend the 2019 Pay-Go Capital Projects Ordinance to transfer \$85,000 to the General Fund and amend the Fiscal Year 2020 – 2021 budget ordinance amendment to make 4th Quarter FY21 funds available.

BE IT ORDAINED BY THE FORSYTH COUNTY BOARD OF COMMISSIONERS THAT THE
2019 PAY-GO CAPITAL PROJECTS ORDINANCE IS HEREBY AMENDED AS FOLLOWS:

DECREASE:	<u>EXPENDITURES</u>	
	Enterprise Resource Planning System	<u>\$85,000</u>
INCREASE:	<u>EXPENDITURES</u>	
	Transfer to the General Fund	<u>\$85,000</u>

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
2020-2021 BUDGET ORDINANCE**

FROM: BUDGET & MANAGEMENT

MEETING DATE: April 15, 2021

EXPLANATION:

A workgroup of Forsyth County staff from Finance, Human Resources, Budget and MIS has been working for the past year with consultants from the Government Finance Officers Association (GFOA) to prepare for the selection of an Enterprise Resource Planning system to replace numerous existing software systems that have been in place for over twenty years and are increasingly difficult to maintain.

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In summary, the action requested is twofold: 1.) to approve the resolution awarding and authorizing execution of the contracts for the ERP software and implementation services, and 2.) amend the 2019 Pay-Go Capital Projects Ordinance to transfer \$85,000 to the General Fund and amend the Fiscal Year 2020 – 2021 budget ordinance amendment to make 4th Quarter FY21 funds available.

BE IT ORDAINED BY THE FORSYTH COUNTY BOARD OF COMMISSIONERS THAT THE FISCAL YEAR 2020-2021 BUDGET ORDINANCE IS HEREBY AMENDED AS FOLLOWS:

INCREASE:	<u>SECTION 1. REVENUES AND APPROPRIATED</u>	
	<u>FUND BALANCES.</u>	
	GENERAL FUND	
	OTHER FINANCING SOURCES	<u>\$85,000</u>
INCREASE:	<u>SECTION 2. APPROPRIATIONS.</u>	
	GENERAL FUND	
	FINANCE	<u>\$85,000</u>

NATURE OF TRANSACTION:

- Additional Revenue Available
- Transfer within Accounts of Same fund
- Other: Appropriate Fund Balance

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