County Connection

To:	Administration & Finance Committee	**Date:**	12/27/2023
From:	Amber Johnson, Chief Financial Officer	**Reviewed by:**	*WC.*

SUBJECT: Update on Procurement of Financial Management Software

Background:

The Authority currently uses an accounting software system called PowerUp. This software was originally developed by an individual in the 1970's and has been updated and maintained by this same individual over the decades of its use at the Authority. PowerUp has limited functionality, resulting in finance processes that involve a significant amount of manual review and data entry. Since about 2017, Staff have been discussing replacement of this software, but due to various circumstances, the project was never fully launched.

Procurement Update:

As previously reported to the Committee by verbal update, staff again began searching in earnest for replacement accounting software in October 2023. Staff began the search by reviewing the software packages previously prioritized by the former Chief Financial Officer, Erick Cheung. In addition, staff reached out to colleagues and peer agencies to learn what software others are using and conducted internet research.

During the months of October to December 2023, staff spoke with seven (7) software companies, attended product demonstrations, and received informal price quotations. The price quotations received were for a three-year software commitment, including implementation costs. The quotes received ranged from $18,143 to $362,203, and the functionality of the various software packages varied greatly.

The Authority's procurement manual dictates that any procurement greater than $100,000 must be conducted by a formal Request for Proposals (RFP) process. Although staff did receive some quotes that were under this threshold, after consultation with the Authority's legal counsel, it was determined that the best course of action for this procurement was to conduct a formal RFP. The primary advantage to following a formal RFP process is the ability of staff to view each software package side-by-side in a standardized review format, allowing for careful analysis of the software functionality, so that a selection that best meets the needs of the Authority at a competitive price point can be determined.

Staff published an RFP for Financial Management Software on December 22, 2023. The estimated timeline of the procurement is as follows:

Date	Project Milestone
December 22, 2023	RFP released
January 3, 2023	Vendor questions due by 5:00 PM local time (PST)
January 8, 2024	Authority response to vendor questions posted by 5:00 PM local time (PST)
January 15, 2024	VENDOR PROPOSALS DUE BY 5:00 PM LOCAL TIME (PST)
January 22 – 26, 2024	Vendor demonstrations (if any)
February 7, 2024	Staff recommendation to Administration and Finance Committee
February 15, 2024	Contract awarded by Board of Directors
February 19, 2024	Implementation begins
July 1, 2024	Software to go live

As outlined above, vendor proposals are due on January 15, 2024, and staff anticipates bringing a recommendation to the Committee at its February meeting. The final authority to procure the software will be requested at the February Board of Directors meeting.

Financial Implications:

No direct financial implication results from this report.

Recommendation:

None, information only.

Action Requested:

None, information only.

Attachments:

None.