

FORM APPROVED COUNTY COUNSEL
 BY: *[Signature]* DATE
 GREGORY P. PRIAMOS

**SUBMITTAL TO THE BOARD OF SUPERVISORS
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

621



FROM: Riverside County Information Technology (RCIT)

SUBMITTAL DATE:
 January 20, 2016

SUBJECT: Approve Amendment No.1 for PeopleSoft Financial Management System AP Workflow and 1099 Reporting with Graviton Consulting Services, Inc., increasing the contract amount for four months. [All Districts]; [\$19,600]; Funds: 10000-110010000-521640

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute Amendment No.1 for FY 15/16 to the professional services agreement with Graviton Consulting Services, Inc increasing the agreement \$19,600 from \$110,400 to \$130,000 through June 30, 2016.

BACKGROUND:

Summary

In 2001, the County replaced its aging financial management information system with the PeopleSoft Financial Management system, an automated fiscal and procurement tool.

(Continued on page 2)

[Signature]
 Steve Reneker
 Chief Information Officer

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 19,600	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 19,600	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: 10000-110010000-521640				Budget Adjustment: No	
				For Fiscal Year: 15/16	

C.E.O. RECOMMENDATION:

APPROVE

BY: *[Signature]*
 Jennifer L. Sargent

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

Purchasing & Fleet Services: *[Signature]*
 Teresa Summers, Assistant Director

Departmental Concurrence

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.: 8/18/15 3-96

District: All

Agenda Number:

3-16

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approve of Amendment No.1 for PeopleSoft Financial Management System AP
Workflow and 1099 Reporting with Graviton Consulting Services, Inc., increase contract amount
for two months. All Districts. [\$19,600] Funds: 10000-110010000-521640
DATE: January 20, 2016
PAGE: 2 of 2**

BACKGROUND:

Financial constraints at the time of system purchase prevented purchase of all of the desired functionality. One element that was omitted was 1099 reporting software. To provide for this required reporting, the County implemented a shadow system known as Tax Port, which provided a temporary, lower cost solution. The annual Tax Port support renewal, in the amount of \$19,000, is coming due, so the department recommends implementing the PeopleSoft solution in lieu of the Tax Port renewal. In addition to the renewal cost, RCIT would save approximately \$23,280 on internal staff who supports the Tax Port system. The Auditor-Controller's Office and DPSS together would save approximately \$77,750 for staff responsible for reconciling Tax Port with the PeopleSoft vendor database and ensuring accuracy in the transfer of data between the two systems. These efforts would be completely eliminated through migration to the PeopleSoft 1099 reporting solution.

Another element excluded from the purchase was the accounts payable workflow functionality. Implementing this capability now would provide cost savings through an automated approval process, including notification via email or task list of pending items, electronic signature and integration with other modules, such as asset management and the purchase order system. Currently, these are manual, multi-step processes; automating them will enable faster payments to vendors and increase staff productivity/streamline duties.

On August 18, 2015, on agenda item 3-96, the Board of Supervisors approved and authorized the Chairman of the Board to execute an Agreement with Graviton Consulting Services, with a cost of \$110,400 for implementation of the 1099 Reporting and the automated accounts payable functionality, including a contingency for \$16,560, bringing the total implementation cost to \$126,960.

After an initial performance of a fit gap analysis, the Contractor and the County recognized that additional work is required to complete the implementation of both the 1099 Reporting and the AP Workflow. The vendor's current rate for the additional work was estimated at \$24,000, but the County negotiated the cost down to \$19,600. With the contingency fund of \$16,560 approved by the Board on August 18, 2015, the Board would only need to approve an additional cost of \$3,040 to complete the project by June 30, 2016.

Impact on Residents and Businesses

There is no negative impact on residents.

Contract History and Price Reasonableness

County Purchasing issued RFP #ITARC-330 and the notification was sent to over 237 companies. Through this competitive bid process, six (6) bids were received ranging from \$102,600 to \$886,400. The proposals were reviewed by an evaluation team consisting of personnel from the Auditor-Controller's office and RCIT. The evaluation team reviewed and scored each proposal based on the bidder's overall responsiveness to the RFP's technical requirements covering the scope of service, resources, and overall cost. The top three bidders that scored high on technical requirement were CherryRoad Technologies, GNC Consulting, and Graviton Consulting Services, Inc. As a result, these three bidders were given the opportunity to submit their Best and Final Offer (BAFO) to the County, ranging from \$110,400 to \$474,560. The evaluation committee recommends the award to Graviton Consulting Services, Inc., as the most responsive/responsible bidder for the total aggregate amount of \$110,400.

Attachment:

Amendment 1 with Graviton Consulting Services, Inc.

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE AGREEMENT
WITH
GRAVITON CONSULTING SERVICES, INC.

Original Contract Term: August 15, 2015 through February 28, 2016
Effective Date of Amendment: February 9, 2016
Maximum Contract Amount: \$130,000

The Agreement between County of Riverside, herein referred to as COUNTY and Graviton Consulting Services, Inc., herein referred to as CONTRACTOR, entered into as of August 15, 2015 Contract #ITARC-92004-001-06/16 is amended as follows:

1. Section 3.1 (Compensation): Increase maximum payment by \$19,600 to a total of \$130,000 including all expenses, to be paid upon project completion and acceptance by COUNTY.
2. Section 2 (Period of Performance): Extend the completion date to June 30, 2016.
3. Exhibit A (Scope of Service): Attachment A to this Amendment is added to Exhibit A.
4. All other terms and conditions of the Agreement shall remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

COUNTY OF RIVERSIDE, a political subdivision of the State of California

GRAVITRON CONSULTING SERVICES, INC.

By: _____
John J. Benoit, Chairman
Board of Supervisors

By:  _____
Vineet Srivastava (Jan 25, 2016)
Vineet Srivastava, President

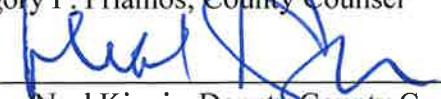
Dated: _____

Dated: 01/25/2016

ATTEST:
Kecia Harper-Ihem, Clerk of the Board

By: _____
Deputy

APPROVED AS TO FORM:
Gregory P. Priamos, County Counsel

By:  _____
Neal Kipnis, Deputy County Counsel

COUNTY OF RIVERSIDE
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Attachment A
Additional Statement of Work

I. Overview

This Change Request addresses the revision of the approved Statement of Work (Exhibit A). This changes the scope of work and impacts the work schedule.

A. AP Workflow and 1099 Reporting Process Improvement

Riverside County released an RFP to implement Accounts Payable (AP) Workflow in PeopleSoft Financial Management System (FMS) 9.1 Maintenance Pack 13 (or current release) and implement 1099 reporting functionality for calendar year 2016 using delivered FMS 9.1 and People Tool 8.54 capabilities.

Process improvements to be achieved as a result of this project includes, a fully automated approval process for AP vouchers and to utilize the delivered PeopleSoft 1099 process to issue 1099's instead of the existing shadow system. The Riverside County PeopleSoft FMS will require configurations and modifications for these process improvements to be implemented.

B. New Requirements

- 1) The new requirement of the project is to design and develop a custom Excel to component interface (Excel to CI). The new requirement is to meet the need of DPSS associated with category 11 (immediate need client based payment). The category 11 payment vendors are currently in SetID DPBRC which are currently being converted to SetID RIVCO.

DPSS Warrant	
Questions:	Category 11
Payment Type?	Immediate Need Client Based Payments
Vendor Table used?	DPBRC
Warrant source?	PeopleSoft
Print Locally?	Yes
Method of Printing:	In-House: DPBRC Pay Cycle

A solution to address the category 11 tracking is to load an additional Location on the Vendor table for the new converted RIVCO vendor to identify the separate banking account and information needed. To load this new location for over 58,000 converted RIVCO vendors, Graviton is recommending to design and development of the Excel to CI. The new Location will allow the DPSS staff to enter voucher data and issue payment using the PeopleSoft system. A new Business Unit and pay cycle will need to be created for DPSS for category 11.

COUNTY OF RIVERSIDE
 AMENDMENT NO. 1 TO THE AGREEMENT
 WITH
 GRAVITON CONSULTING SERVICES, INC.

As a result, it will require additional 80 hours total for Graviton functional and technical consultants. The overall project plan will be pushed out 20 business days to allow enough time for design, development, testing, migration and execution.

- 2) The new requirement of the project is to implement the delivered PeopleSoft Voucher build process and develop a custom Application Engine (AE) process to record payment information. The new requirement is to meet the need of DPSS associated with category 1 (Department of Public Social Services payments). These processes will allow payment and vendor information issued in C-IV to be recorded in PeopleSoft for 1099 reporting. The category 1 payment vendors are currently in SetID DPBRC which is currently being converted to SetID RIVCO.

DPSS Warrant	
Questions:	Category 1
Payment Type?	Department of Public Social Services
Vendor Table used?	DPBRC
Warrant source?	C-IV – 2 sets of warrant stock (Rush & routine)
Print Locally?	Yes
Method of Printing:	In-house: Overnight or Rush

A solution to address the category 1 tracking is to load an additional Location on the Vendor table for the new converted RIVCO vendor to identify the separate banking account and information needed. To load this new location for over 58,000 converted RIVCO vendors, Graviton is recommending to design and development of the Excel to CI.

As a result, it will require additional 80 hours total for Graviton functional and technical consultants. The overall project plan will be pushed out to June 30, 2016 to allow enough time for design, development, testing, migration and execution.

II. Revised Scope Request

Including the new requirement as part of the scope, it will require increase in hours. The hourly rates from the contract are:

- Graviton Functional Consultant rate is \$125/hr.
- Graviton Technical Consultant rate is \$120/hr

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE AGREEMENT
WITH
GRAVITON CONSULTING SERVICES, INC.

An additional four months are required to design, develop, test, migrate and execute to Excel to CI process to load the additional Locations and custom application engine and post production support.

Role	Hours	Hourly Rate	Subtotal
Functional Consultant	80	\$125	\$10,000.00
Technical Consultant	80	\$120	\$9,600.00
			\$19,600.00

The Period of Performance of the contract will need be extended to June 30, 2016 to accommodate the delay in making changes to the C-IV (DPSS) 1099 Withholding Vendor requirement in PeopleSoft Financials.