


A Tradition of Stewardship
A Commitment to Service

Napa County Financial and Human Resources Software Project

BOS Update 05/16/23

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OVERVIEW

1. Recap of Events
2. Opportunities and Challenges
3. Benefits and Outcomes
4. Project Financial Summary

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Procurement Process/Contract RECAP OF EVENTS TO DATE

- Aug 2017 Released an RFP to procure a Consultant, GFOA was selected in Oct
- Jan-Jul 2018 Documented current and best practice future business processes and system requirements
- Nov 2018 Released an RFP for ERP Software systems and implementation services, responses due Jan 2019; 6 proposals were received
- Jan 2019 Evaluation and Selection of 3 top vendors – with input from over 50 participants
- Mar 2019 Vendor Demos over 3 weeks – with input from over 90 participants
- Apr-Jul 2019 Project Management Team Analysis
- Aug 2019 Elevation of 2 Vendors for Discovery
- Aug-Sept 2019 Project Management Team selected top vendor through a robust evaluation process
- Oct-Feb 2020 Team conducted reference checks and negotiated a contract.
- Mar 2020 Board awarded contract to Tyler Technologies

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Project Implementation Phase I RECAP OF EVENTS TO DATE


Phase I - Financials

- Apr-Aug 2020: SaaS system implementation; project documentation; current state/fundamentals/future state analysis involving key stakeholders within the County and Special Districts
- Sep 2020-Feb 2021: Configuration; system design; build and validate chart of accounts; build and validate vendor file; begin set up of security and workflow
- Mar 2021-Jul 31, 2021: End user training and workflow set up
- Jul 1, 2021: County is LIVE on Tyler Financials
- Aug 1, 2021: County utilizes Tyler Budget module for 2022-23
- Financials Phase I is complete!

*ACO and Purchasing to continue to roll out functionality over the next 2 years (Grants, E-procurement, capital assets, account receivable billing, Open Finance)
CEO continues to roll out Budget Development for 2023-24.

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Project Implementation Phase II RECAP OF EVENTS TO DATE


Phase II – Human Resources and Payroll

- Apr 2021-Dec 2022: Configuration; system design; build and validate all employee tables and schedules; parallel testing; set up of security and workflow
- Jun-Dec2022: Continue parallel testing; train end-users
- Dec 10, 2022: County is LIVE with Tyler HCM (Human Capital Management) module for Payroll and Time Entry
- Mar 1, 2023: County is Live with Employee Expense Reimbursement Module
- Phase II – HR/Payroll complete!

*HR to continue to roll out functionality over the next year (evaluations, benefit open-enrollment, case management) ACO to complete W2's and other tax reporting for calendar year 2023

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BENEFITS/OUTCOMES- Phase I

- More efficient tracking of purchases
- Elimination of redundant data in the system
- Much less paper! All electronic and at everyone's fingertips
- Easy access to data, drill down functionality
- Greater internal controls and segregation of duties
- Efficiencies in transaction approvals, audit trails
- Employee Self Service provides access to all
- Cloud system allows easier remote access

County Goal: Effective and Open Government – Strengthen effective, efficient and fiscally responsible County operations

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OPPORTUNITIES/CHALLENGES

Opportunities


- Provides the chance to clean up outdated or redundant processes and daily practices
- Creates a sense of community amongst peers as they lean on one another to learn together
- Future Modernization

Challenges

- Change can creates fear/confusion for many people
- Bugs in the system...with all new implementations, there are always hiccups and requires updates and patches

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Project Budget Summary As of May 16, 2023

	Original Project Budget	Revised Project Budget	Total Paid	Balance Remaining	% Complete
Implementation - Financials	\$ 1,159,235	\$ 1,159,235	769,472	389,763	90%
Implementation - HR/Payroll	1,091,900	1,354,200	967,253	386,947	80%
E-Procurement	-	12,700	-	12,700	50%
Open Finance/Data Insights	-	47,000	29,114	17,886	40%
3 yrs Annual Maintenance	1,148,865	1,307,957	1,307,957	-	100%
GFOA Consulting	250,000	250,000	25,763	224,237	50%
Equipment	85,000	85,000	47,439	37,561	90%
Additional Staffing (Est)	2,250,000	1,768,908	450,000	1,318,908	75%
Contingency	330,000	330,000	-	330,000	
Total Project Budget	\$ 6,315,000	\$ 6,315,000	\$ 3,596,998	\$ 2,718,002	

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QUESTIONS?

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