



**To:** Troy Schulte, County Administrator

**From:** Michael Erickson, Director IT/GIS

**Date:** 14 June 2024

**Re:** Request for transfer of funds for professional services and request for additional term and supply contract options

I respectfully request the transfer of \$577,680 to provide additional professional services in support of software implementation and optimization. Also, I request approval for two additional 12-month options for Remy Corporation term and supply contract.

### **Professional Services**

On Sept. 19, 2022, the Jackson County Legislature passed Resolution 21036, awarding a contract for the furnishing of Workday, a cloud-based software- as-a-service for financial and human capital management. We launched Workday Human Capital Management in December 2023 and Finance and Budget in February 2024 marking significant milestones in this journey.

As we continue to embrace this transformative shift, we have identified the need for additional professional services to ensure the project's success in 2024. Our team has demonstrated unparalleled dedication and resilience in navigating the complexities of this new technology. We have not only adapted to change but are actively shaping it to better serve our organization. In this vein, we recognize the need for continued support in some of the more technically complicated areas.

One of the most exciting aspects of this transition is the discovery of functionalities previously unavailable to us. Automation of work has had a dramatic impact to previous paper processes. Additionally, our newfound ability to integrate systems directly streamlines data input, freeing up valuable time for our staff to focus on more strategic endeavors. This not only enhances productivity but also reduces errors and overall costs for our organization.

Moreover, our proactive approach extends beyond mere adaptation; we are actively establishing a robust governance structure to ensure accountability and ownership among our team members. This framework will guide us as we continue to review and align our business processes, a task that requires technical expertise in configuration, business process definitions, and reporting coding.

In addition to optimizing and streamlining current configurations, we anticipate several key initiatives for the 2<sup>nd</sup> half of 2024, including employee Open Enrollment for 2025 benefits and year-end employee tax processing. To this end, we have identified the need for resources covering various functional areas, including Strategic Change, Integrations, Human Capital Management/Security, Benefits, Absence, Payroll, Purchasing, Financial Accounting, and Financial Reporting, estimating 3,640 hours level of effort at an estimated cost not to exceed \$577,680. The attached estimate provides the estimated hours for each functional area at our average hourly rate of \$165 for Workday consultant professional services.



**Funds from:** 013-9999-32810 Undesignated fund balance of the County Improvement Fund

**Funds to:** 013-1305-56082 Information Technology, IT Consulting Services

### **Remy Corporation term and supply contract**

On January 17, 2023, the Jackson County Legislature approved Resolution 21142, establishing a term and supply contract with Remy Corporation of Denver, CO, under the terms of State of Oklahoma Contract No. SW1025, a pre-existing, competitively-bid government contract. Remy Corporation specializes in staffing and consulting services, specifically in recruiting Information Technology professionals across diverse industries and roles, and is a certified Workday services partner. Our collaboration with Remy enables us to tailor our resource requests to precisely meet our needs on an as-needed basis, proving invaluable in our efforts to implement Workday.

The Oklahoma Contract No. SW1025 Master Agreement was originally executed 7/22/22 and is currently effective from 10/1/2023 to 9/30/2024, with four annual renewal options available through 9/30/2028. The initial term of the Jackson County/Remy contract was 12 months, with an option to extend it for an additional 12 months. We now aim to further extend the contract with two additional 12-month options, not to exceed 9/30/2028. This extension ensures continuity of services as we continue optimizing and enhancing our business processes using Workday software.