

**MOTION NO. M2013-56**

**Contract for JDE EnterpriseOne ERP System Advisory Services**

<b>MEETING:</b>	<b>DATE:</b>	<b>TYPE OF ACTION:</b>	<b>STAFF CONTACT:</b>	<b>PHONE:</b>
Operations & Administration	07/18/2013	Final Action	Brian McCartan, Executive Director, FIT Kelly Priestley, Controller	206-398-5100 206-398-5479

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a five year contract with Kraght Snell, P.S. to provide JDE EnterpriseOne ERP system advisory services for a total authorized contract amount not to exceed \$800,000.

**KEY FEATURES SUMMARY**

- JDE EnterpriseOne (also known as E1) is the financial system for the agency. It handles financial accounting, accounts payable, procurement and contracts, fixed assets, real estate/property management and HR/payroll functions. E1 is also integrated with the agency's project management system, contract management system, budget system and will be integrated with the enterprise asset management system when it is completed.
- Under this contract, Kraght Snell, P.S. will provide advisory services for the E1 system including:
  - Advising the agency on requirements for tracking and recording of accounting transactions and processes, identifying potential solutions and making recommendations utilizing JDE EnterpriseOne, and assisting in implementation of those solutions.
  - Advising and assisting in the accounting system set-up, including but not limited to: automated accounting instructions, chart of accounts, business units, category code utilizations for efficient utilization and reporting.
  - Providing advice and support on upgrades, tools releases, integration of other applications and troubleshooting issues.
  - Advising and assisting in reporting and data analysis support to the Accounting division and its customers.

**BACKGROUND**

Over the past ten years, Sound Transit has utilized consultant services to assist Sound Transit with the implementation of a number of JDE EnterpriseOne (E1) applications, along with providing advanced E1 and accounting support to the agency.

In May 2013, Sound Transit issued a new Request for Proposals (RFP) for accounting advisory services. One of the services included in the RFP was JDE EnterpriseOne ERP system advisory services. Two proposals were submitted in response to the RFP for this service; however, one firm withdrew prior to the evaluations. Evaluations were conducted on Kraght Snell, P.S.'s proposal and it was determined that the firm is qualified to provide the requested services. Kraght Snell, P.S. was therefore selected to be awarded the contract.

Experience with financial accounting, internal controls/design and system applications are required in order to adequately perform the services required in the contract. This combination of skills

makes it difficult to hire a full-time FTE equivalent. As a result, it is more practical to hire an external firm to provide these services.

**FISCAL IMPACT**

Funding for accounting advisory services has been assumed within the agency’s financial plan and within the staff budgets. There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

Summary for Board Action (Year of Expenditure \$000)

Current Year Budget	Adopted 2013 Budget	Spent to date in 2013	Contract Expenditures 2013	Remaining 2013 Budget
<b>Finance and Information Technology Services</b>				-
<b>Consultant/Management</b>	1,066	90	85	891
<b>Services Total</b>	7,527	2,180	85	5,262

Spending Plan	Prior Year(s) Spending	2013 Spending	Future Expenditures	Total
Kraght Snell, P.S.	-	85	715	800

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Kraght Snell, P.S.	-	-	800	800
Contingency	-	-	-	-
<b>Total</b>	-	-	800	800
<b>Percent Contingency</b>	-	-	0%	0%

**Notes:**

Budget for this item is located on page 81 of the Adopted 2013 Budget, under the "Consultant/Management" line item within the Services category. Budget for future years will be requested in future budgets. Year to date spending reflects expenses thru May 31, 2013.

**SMALL BUSINESS PARTICIPATION**

No Small Business Participation goal was established for this procurement.

Kraght Snell, P.S. is a certified Disadvantaged Business and a small business firm that will perform 100% of the services.

**EQUAL EMPLOYMENT WORKFORCE PROFILE**

2 employees; 100% women; 0% minorities.

**PUBLIC INVOLVEMENT**

Not applicable to this action.

**TIME CONSTRAINTS**

The current contract for E1 system advisory services is set to expire on July 31, 2013. A one month delay will negatively impact support of the agency's E1 system.

**ENVIRONMENTAL REVIEW**

JI 7/12/2013

**LEGAL REVIEW**

JW 7/12/2013

## **MOTION NO. M2013-56**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a five year contract with Kraght Snell, P.S. to provide JDE EnterpriseOne ERP system advisory services for a total authorized contract amount not to exceed \$800,000.

### **BACKGROUND:**

Over the past ten years, Sound Transit has utilized consultant services to assist Sound Transit with the implementation of a number of JDE EnterpriseOne (E1) applications, along with providing advanced E1 and accounting support to the agency.

E1 is the financial system for the agency. It handles financial accounting, accounts payable, procurement and contracts, fixed assets, real estate/property management and HR/payroll functions. E1 is also integrated with the agency's project management system, contract management system, budget system and will be integrated with the enterprise asset management system when it is completed.

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Experience with financial accounting, internal controls/design and system applications are required in order to adequately perform the services required in the contract. This combination of skills makes it difficult to hire a full-time FTE equivalent. As a result, it is more practical to hire an external firm to provide these services.

**MOTION:**

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a five year contract with Kraght Snell, P.S. to provide JDE EnterpriseOne ERP system advisory services for a total authorized contract amount not to exceed \$800,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 18, 2013.



Paul Roberts  
Operations and Administration Committee Chair

ATTEST:



Marcia Walker  
Board Administrator