

Authorization to Execute Contract with Info-Tech Research Group, Inc. for Enterprise Resource Planning (ERP) Software Selection Support

February 4, 2020
General Government & Policy
Committee of the Whole

Background – Current System

Staff has concern about the viability and sustainability of current product, the company, and future upgrades:

- Current ERP version (OneSolution 16.2) may not have technical support beyond 3/31/2021
- Version 19.2 upgrade has performance challenges
- Company has not demonstrated commitment to meeting Dakota County's needs
- Current owner (CentralSquare) is changing focus from public sector finance to public safety
- Company's credit rating has been downgraded

Objective

Continue to pursue upgrade of current application to OneSolution Version 19.2, in order to maintain a supported application while initiating the process of selecting a new ERP.

Approach

Proceed with two parallel projects:

- Upgrade the current application in order to maintain a supported environment for the County
- Develop recommendation for a new ERP, with consultation assistance, to ensure that staff is recommending a robust, stable, integrated application.

Upgrade ONESolution to version 19.2

Status

- Testing underway
- Working with CentralSquare to ensure support for current OneSolution Version (16.2)
- Working with CentralSquare to current issues in OneSolution Version 19.2

Procure new ERP

Status

- Identification of various team members underway
- Development of draft specifications under discussion with Divisions and Departments
- Staff has identified need for consultant assistance to ensure all requirements and interfaces are reflected in RFP and in recommended solution

Next Steps after Board approval

Quarter 1 2020:

- Complete contract with Info-Tech Research Group, Inc.
- Begin requirements gathering

Quarter 2 2020:

- Requirements gathering continued
- Complete RFP
- Issue RFP

Quarters 3 & 4 2020:

- Proposals received from vendors
- Vendor demos
- Recommendation to County Manager and County Board

Recommendation for Procurement of new RFP

Authorize contract with Info-Tech Research Group, Inc. for assistance with:

- Development of requirements
- Identifying vendors with capacity to meet County needs
- Drafting of and issuance of RFP
- Coordinating questions/answers with vendors
- Coordinating finalist demonstrations
- Analysis of vendor proposals/ demonstrations
- Negotiating contract with approved vendor

Recommendation

Authorize the Director of the Operations, Management and Budget Division to execute a contract with Info-Tech Research Group, Inc. in the amount not to exceed \$111,000 for ERP Software selection support, subject to approval by the County Attorney's Office as to form.