



January 21, 2014

## MEMORANDUM

**TO:** District Board of Trustees

**FROM:** Jim Murdaugh, President

**SUBJECT:** Authorization to hire CedarCrestone, Inc., to provide consulting services on the implementation of the Workday ERP software suite.

---

### Item Description

This item requests the District Board of Trustees approval to hire CedarCrestone, Inc., on a time and materials basis to provide consulting services on the implementation of the Workday ERP software suite including: Project Leadership, Engagement Management, Application Configuration, Business Process Design/Configuration, Tenant Build, Integrations Development, Reporting and Analytics development, Change Management and Support for Workday Human Capital Management (HCM), Workday Payroll, Workday Financials and Workday Big Data.

This item further requests that the District Board of Trustees authorize President Murdaugh to sign a Master Services Agreement with CedarCrestone, Inc. and to sign a Statement of Work with CedarCrestone, Inc. for Deployment Services: Workday HCM, Payroll and Financials at a cost not to exceed \$4,100,000

### Overview and Background

On August 19, 2013, the District Board of Trustees approved the purchase of the Workday Enterprise Resource Planning (ERP) software suite to replace "Integrow," the 20+ year old ERP system currently in use at the College, and to become a design partner for the new Workday Student Information System. The replacement of the College's ERP system is in direct response to the 2013 Strategic Plan and Mission for the College, which has a strategic priority to "Replace the College's existing Enterprise Resource Planning (ERP) software with a robust solution that meets the present and future administrative, reporting and data-driven decision-making needs of the institution." As discussed at the August 19 Board Meeting, as well as at the June 17, 2013 Board Workshop, the next step in the ERP replacement project was to conduct an RFI to identify a qualified implementation partner to help us implement Workday.

On September 20, 2013 the College released RFI 2014-02: "Request for Information (RFI) for WORKDAY IMPLEMENTATION AND INTEGRATION SERVICES." The RFI clearly stated the process for procurement:

*"The College is not required to solicit competitive offers for information technology ("IT") related services pursuant to Florida Department of Education ("FDOE") Rule 6A-14.0734. Nevertheless, the College believes that a competitive approach to procuring the implementation services described in this RFI will be in the best financial interests of the College. Accordingly, this RFI will enable the College to determine which Vendors, if any, are in the best position to provide the implementation services described in this RFI in a manner that serves the best interests, financial and otherwise, of the College. The College, at its sole discretion, may choose to engage in negotiations with any, all, or none of the Respondents to this RFI in order to obtain the best processes and pricing for the implementation services described in this RFI. The College, at its sole discretion, may also choose to engage in negotiations with implementation services providers who do not respond to this RFI.*

***For the avoidance of doubt: the College plans to procure the ERP Implementation Services described in this RFI without a competitive solicitation based upon the exception available to the College in FDOE Rule 6A-14.0734(2)(g) for IT purchases. Since this is not a competitive solicitation process, the protest provisions stipulated in Florida Statute 120.57 are not applicable to this RFI."***

The College received three responses to the RFI by the proposal opening date of October 25, 2013. A selection committee was formed to help evaluate the responses to the RFI, select finalists to interview, and to then interview the finalists. The College also engaged the services of Vicki Tambellini of the Tambellini Group to help in the selection of an implementation partner and negotiation of contracts. Two finalists came to campus for oral presentations on November 18 and 19, 2013. At the conclusion of the oral presentations the selection committee unanimously endorsed CedarCrestone, Inc. as the implementation provider of choice and the College, aided by Ms. Tambellini, entered into contract negotiations on both a Master Services Agreement (MSA) and Statement of Work (SOW). The negotiations have been favorably concluded on both the MSA and the SOW and they are presently undergoing final review.

### **Past Actions by the Board**

On August 19, 2013, the District Board of Trustees approved the purchase of the Workday Enterprise Resource Planning (ERP) software suite to replace "Integrow," the 20+ year old ERP system currently in use at the College, and to become a design partner for the new Workday Student Information System. There have also been District Board of Trustees Workshops on replacing the College's ERP system in January 2012 and June 2013.

### **Funding/Financial Implications**

The Statement of Work for implementation services is based on time and materials (T&M). CedarCrestone has spent considerable time on campus, at their expense, engaged in detailed discovery sessions with all of the relevant campus offices on the amount of consulting that will be required to implement Workday. As a result of these sessions, CedarCrestone believes that it will take 20,860 hours to help the College implement Workday, at a total cost of \$4,097,955. This assumes a project start date of February 1, 2014 and a "go-live" date for Workday of April 1, 2015 (a 15 month implementation).

Note that as a part of the Workday design partner program the College will be contracting directly with Workday for the implementation of the Workday Student Information System as parts of the system are developed and ready for use.

**Staff Resource**

Bret Ingerman

**Recommended Action**

Approve the recommendation to hire CedarCrestone, Inc., on a time and materials basis to provide consulting services on the implementation of the Workday ERP software suite using FDOE Rule 6A-14.0734(2)(g) Exempting IT Purchases from competitive bid: "Information technology resources are defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan."

This item furthers requests that the District Board of Trustees authorize President Murdaugh to sign a Master Services Agreement with CedarCrestone, Inc. and to sign a Statement of Work with CedarCrestone, Inc. for Deployment Services: Workday HCM, Payroll and Financials at a cost not to exceed \$4,100,000.