



City Council

Approval of a Resolution Authorizing an Agreement with Workday, Inc. for Software and Training Services

Agenda Date: 12/7/2021
Agenda Item Number: 6.C
File Number:21-1177

Type: resolution **Version:** 1 **Status:** Passed

Title

Approval of a Resolution Authorizing an Agreement with Workday, Inc. for Software and Training Services

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve a Resolution Authorizing the City Manager to enter into a Master Subscription Agreement and Work Orders between the City of Olympia and Workday, Inc. for software and training services in the amount of \$4,197,219.

Report

Issue:

Whether to approve a Resolution authorizing the City Manager to enter into a Master Subscription Agreement and Work Orders between the City of Olympia and Workday, Inc. for Software and Training Services in the amount of \$4,197,219.

Staff Contact:

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Presenter(s):

Danelle MacEwen, Performance Management Specialist
Aaron BeMiller, Finance Director

Background and Analysis:

The City's current financial management software system was purchased in the 1980's and does not meet the business needs of the City. It is inefficient, outdated technology that is difficult to use; lacks reporting functionality for analysis and decision-making; and does not integrate with other software applications. Human Resources does not have a technology solution and is primarily a paper-based system.

In November 2020, the City contracted with the Government Finance Officers Association (GFOA) to prepare for a new software solution by evaluating and updating business processes based on industry best practices, develop a Request for Proposals for a new technology solution, and facilitate the vendor selection process to ensure the City procures the best solution for the best value. After reviewing responsive proposals, the City elevated a software technology solution (Workday) and consultant team (Collaborative Solutions) to contract negotiations.

This resolution addresses the Workday Master Service Agreement and three individual Work Orders. Each Work Order serves as an individual contract with a unique scope of work and budget. The three Work Orders are for: delivery assurance, training, and software subscription fees (years 1 - 8). The total cost of all three work orders is \$4,197,219. A breakdown of the costs is outlined in the attachment. The term of the software subscription agreement is eight-years. By entering into an eight-year software subscription agreement, the City locks in annual subscription fees which provides cost predictability.

Implementation of the project begins in January 2022 and is estimated to last approximately fourteen months. The goal is to 'go live' with the Workday software on January 1, 2023. Staff will present an overview of the project, including the budget, funding, and timeline at the City Council meeting.

Neighborhood/Community Interests (if known):

A new finance, human resource and payroll management and information system will enhance the City's accountability and transparency. A new system will allow staff to track and report information easier and quicker and communicate it in a way that is easy to understand.

Options:

1. Approve the Resolution authorizing the City Manager to enter into a Master Subscription Agreement and Work Orders Between the City of Olympia and Workday, Inc. for Software and Training Services in the amount of \$4,197,219.
2. Amend and approve the Resolution authorizing the City Manager to enter into a Master Subscription Agreement and Work Orders Between the City of Olympia and Workday, Inc. for Software and Training Services in the amounts outlined in the attachment.
3. Do not approve the Resolution.

Financial Impact:

The total estimated cost to implement a new Financial Management, Human Resource, and Payroll software implementation system is \$4,560,000. This includes backfilling City staff positions, consulting fees, first year software subscription fees, training costs, and a project contingency. These agreements are part of the overall project costs. The project has \$2,483,500 of funding for implementation. The remaining \$2,076,500 will be covered by an interfund loan.

The annual subscription fees will be covered through the operating budget.

Attachments:

Resolution
Contracts
Contract Pricing

