



Dinwiddie County Finance and General Services

14016 Boydton Plank Road

Dinwiddie, Virginia 23841

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MEMORANDUM

TO: Board of Supervisors

FROM: Anne Howerton, Deputy County Administrator

DATE: August 17, 2021

SUBJECT: Contract Award – Enterprise Resource Planning (ERP) Software

Background

In the summer of 2019, the County formed an ERP committee that began researching Enterprise Resource Planning (ERP) software to replace several existing software applications used in various County departments. In general, ERP software is business-process management software that allows an organization to use a system of integrated applications to manage the business and automate many back office functions related to technology, services and human resources. ERP software ultimately integrates all facets of an operation in a single database, application and user interface.

The original plan was to replace the County's current financial software, which was installed in 1995. This software contains modules used by the following departments/offices: Accounting, Commissioner of the Revenue, Treasurer, Planning, Building Inspections, and Human Resources. Parks & Recreation and Public Safety also currently use other software applications that can be replaced by the new ERP software.

In the fall of 2019, a Request for Information was released, and the ERP committee invited the respondents to demonstrate their software. The committee also discussed and/or visited with users of these products at other localities. Based on its overall functionality, Tyler Technologies, Inc.'s Munis software was determined to be the best fit for most of the needed modules. The new system automates workflows for Accounting, Budgeting, Accounts Payable, Capital Assets, Bank Reconciliations, Procurement, Timekeeping, Payroll, Human Resources, Parks & Recreation, Building Inspections, Code Compliance, and Planning. The system introduces a dashboard-style analytical and reporting function for managers and enhances online services for citizens and employees for many activities.

Due to the COVID-19 health crisis and uncertain revenues in FY 21, the ERP project did not receive funding in the FY 21 Capital Improvement Program; thus putting the project on hold until the summer of 2021.



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Contract Negotiations

In anticipation of ERP project funding in the FY 22 Capital Improvement Program, communications between the ERP committee and Tyler Technologies resumed in the summer of 2021, and demonstrations of the most current version of the Munis modules were reviewed by the committee. At that time it was determined that Tyler Munis would not be the best replacement software for the Commissioner of the Revenue and Treasurer's offices, resulting in the release of an RFP in August to find a software package that best fits their needs. Proposals are due back August 17 and 18, 2021.

Using the Sourcewell cooperative procurement contract, negotiations took place between the County and Tyler Technologies, Inc. to determine the licensing and services agreement; pricing; invoicing and payment policy; the estimated vendor's business travel expenses; ongoing maintenance and support agreement; support call process; and statement of work. The ERP project is expected to be phased in by module over a two-year period with estimated Go-Live dates per the attached schedule.

The initial cost of the project to include license, implementation, data conversion, and training is \$863,683. Annual fees (to include maintenance, support and subscription fees) for the first three years will be \$ 241,438.12, making the total investment through full implementation of the project \$1,105,121.12. Annual fees for Year 4 and beyond will be \$124,933.45 with annual increases of no more than 4% through Year 5 and no more than a 5% increase in years 6 through 10. All maintenance is paid at the beginning of each year.

The initial cost of \$863,683 will be paid out of the FY22 CIP and the annual fees will be paid out of the operating budget starting FY23.

Recommendation

We recommend approval of the following resolution.

BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia does hereby authorized and direct the County Administrator to execute a contract with Tyler Technologies, Inc. for a new ERP System with any changes, substantive or otherwise, as may be approved by the County Administrator and legal counsel.



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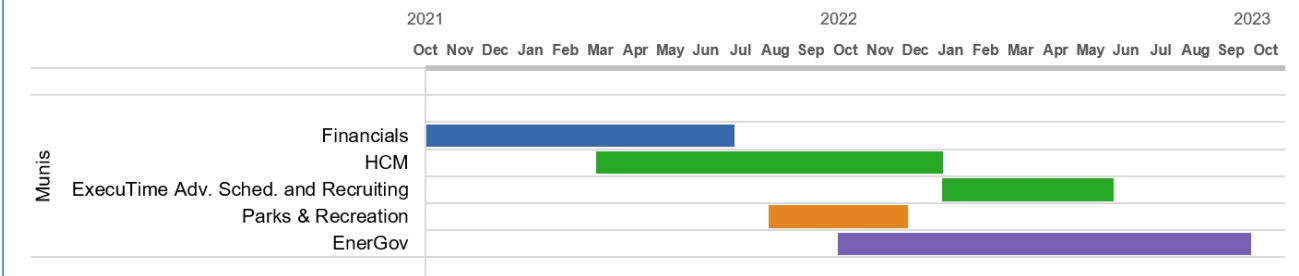
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PROJECT TIMELINE



Phase	Functional Area(s)	Modules	Start Date	Go-Live Date
1	Financials	<ul style="list-style-type: none"> Accounting General Ledger Accounts Payable Budgeting Capital Assets Cash Management Contract Management Purchasing eProcurement Accounts Receivable 	October 2021 or 30-45 days after contract signing	July 1, 2022 or as defined in the Project Plan and mutually agreed upon
	System Wide	<ul style="list-style-type: none"> Munis Analytics & Reporting Tyler ReadyForms Processing Tyler Content Manager SE Munis Admin & Security 		



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2	Human Capital Management	<ul style="list-style-type: none"> • Payroll w/ ESS • Human Resources & Talent Management • ExecuTime Time & Attendance • ExecuTime Mobile Access 	March 2022 or as defined in the Project Plan and mutually agreed upon	January 1, 2023 or as defined in the Project Plan and mutually agreed upon
2a	ExecuTime Advanced Scheduling and Recruiting	<ul style="list-style-type: none"> • ExecuTime Advanced Scheduling • ExecuTime Mobile Access • Recruiting 	January 2023	June 2023
3	Parks and Recreation	<ul style="list-style-type: none"> • Tyler Parks & Recreation • Tyler Cashiering 	August 2022	Dec 1, 2022
4	EnerGov	<ul style="list-style-type: none"> • EnerGov Business Management Suite • EnerGov Community Development Suite • EnerGov Self Service – Comm Dev • EnerGov Adv Server Extensions Bundle • EnerGov e-Reviews • EnerGov IG Workforce Apps • Tyler 311/Incident Management • Tyler GIS 	October 2022 or as defined in the Project Plan and mutually agreed upon	October 1, 2023 or as defined in the Project Plan and mutually agreed upon