



SACOG Board of Directors

November 6, 2014

Approve Amendment to Contract for Finance Software Assistance

Issue: Should SACOG amend our contract for assistance in implementing our Integrated Finance and Accounting System to include new deliverables?

Recommendation: The Government Relations & Public Affairs Committee recommends that the Board delegate authority to the Chief Executive Officer (CEO) to contract for up to \$90,000 in the current fiscal year for assistance in implementing our integrated finance and accounting system.

Committee Action/Discussion: In June 2013, staff started a project to upgrade SACOG's integrated accounting and finance software from Axium's Protrax software to Axium's Ajera software. This project was started when staff was notified that the Protrax software would no longer be supported. A short review of the available options, including developing an entirely new software system, were reviewed and found to be both higher risk and higher cost to the agency.

As SACOG's fund-based accounting system required both software customization and expert advice on accounting systems design, SACOG sought consulting assistance to transfer fund balances and accounting processes over to the new system. Three vendors provided quotes for services and Unlock the Data was chosen and the best qualified to assist in developing the new system. Staff started work with Mr. Brennan in September 2013 on a \$49,000 work scope under the CEO's authority to enter into contracts under \$50,000.

Unlock the Data has completed their initial scope of services implementing new integrated accounting and finance software, building reports and training staff to use the software. Staff have identified three additional projects expected that potentially cost up to \$41,000. First, staff would like to have spreadsheets for the Comprehensive Annual Finance Report (CAFR) automatically populated by Ajera. Second, staff would like add annual budget and work program development tools to the software system. Finally, staff would like to explore creating project management spreadsheets that are automatically tied to the software. Staff expects these tools could all be created by the end of the current fiscal year.

Approved by:

Mike McKeever
Chief Executive Officer

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Key Staff: Erik Johnson, Acting Manager of Policy and Administration, (916) 340-6247
Joe Concannon, Data Services Manager, (916) 340-6234