

Enterprise Resource Planning and Utility Billing Systems Project Review and Selection Summary

Summary of Tasks Completed to Date

2019 to 6/2020	Completed a Strategic Assessment and Gap Analysis (Analysis) of the existing Enterprise Resource Planning (ERP) and Utility Billing (UB) system																					
7/2023	<p>Issued Request for Proposal for Enterprise Resource Planning and Utility Billing Procurement and Selection Services and selected Review and Selection Committee members</p> <p><u>Review and Selection Committee Members</u></p> <table border="0"> <tr> <td>Finance</td> <td>John Miller</td> <td>Procurement and Contracts Manager</td> </tr> <tr> <td>Finance</td> <td>Karla Romero</td> <td>Director of Finance</td> </tr> <tr> <td>Public Affairs & Customer Experience</td> <td>Steven Schipper</td> <td>Customer Service Supervisor</td> </tr> <tr> <td>Operations</td> <td>Valerie Luna</td> <td>CMMS Specialist</td> </tr> <tr> <td>Human Resources</td> <td>Fran Neilon</td> <td>Human Resources Administrator</td> </tr> <tr> <td>Information Systems</td> <td>Geoff Cantrell</td> <td>Info Systems Analyst II</td> </tr> <tr> <td>Engineering</td> <td>Elizabeth Carrazco</td> <td>Supervising Management Analyst</td> </tr> </table>	Finance	John Miller	Procurement and Contracts Manager	Finance	Karla Romero	Director of Finance	Public Affairs & Customer Experience	Steven Schipper	Customer Service Supervisor	Operations	Valerie Luna	CMMS Specialist	Human Resources	Fran Neilon	Human Resources Administrator	Information Systems	Geoff Cantrell	Info Systems Analyst II	Engineering	Elizabeth Carrazco	Supervising Management Analyst
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10/2023 to 12/2023	Reviewed and scored 10 proposals received, conducted preliminary reference checks																					
2/2024 to 3/2024	Conducted initial vendor demonstrations and additional due diligence demonstrations.																					
4/2024 to 5/2024	Issued notice of intent to award. Reference checks, pricing and scope negotiations, vendor fiscal assessments, and system integration requirements.																					

Tasks In Progress and Next Steps

5/2024 to 7/2024	Master service agreement and contract reviews internally and by legal counsels (CVWD and vendors). Board presentation regarding proposed solutions.
8/13/2024	Proposed date to approve contracts with Alight, Workday, and Sprypoint.
10/1/2024	Proposed Implementation Kickoff Date

Areas of Impact:

- **Financials** – general ledger/accounting, procurement/purchasing, vendor management, budgeting, contract management, inventory management, accounts payables, accounts receivables, fixed assets, cash receipts, project and grant accounting, travel advances, and bank reconciliations.
- **Utility billing** – domestic, canal, sewer, and replenishment assessment charges. Tax roll services and non-potable billing.
- **Human resources and payroll** – recruitment, onboarding, employee master file, benefits administration, leave administration, training and certification, personnel actions, employee self-service, pay administration, time and attendance, payroll, and separation/off-boarding.
- **Land management** – Planning, engineering, and plan checks.
- **All System Applications** - Workflows, document management/access, reporting and analysis
- **Technical requirements** – maintenance and support, configuration, audit and security, system interfaces, current integrations, and conversion requirements.

