

ACTION ITEM

CONTRACT ID:	HRMS Consultant Services RECOMMENDED VENDOR: COGNIZANT TECHNOLOGY SOLUTIONS U.S. CORPORATION
BUDGETED ITEM	Yes; funding is included in the proposed 2017 Annual Operating Budget and will be included in the subsequent budgeting years of 2018 and 2019.
CONTRACT AMOUNT	The contract for HRMS Consulting Services is to ensure the availability of HRMS technical expertise when needed, however Citizens does not guarantee any minimum spend amount. The annual contract spend for services is estimated to range from \$50,000 to \$75,000. The total contract spend, including renewals, is not to exceed \$450,000 over a six (6) year period.
PURPOSE / SCOPE	<p>This Action Item seeks approval from the Citizens Board of Governors to enter into a contract with Cognizant Technology Solutions U.S. Corporation (“Cognizant”) for software consulting and professional services relating to Citizens’ current and future Human Resources Management (“HRM”) Systems. The current systems (<i>Kronos</i> for HR/Payroll/Timekeeping and <i>SuccessFactors</i> for Recruiting/Performance Management/Learning & Talent Development) are expected to be replaced in early 2018 by the <i>Oracle Fusion HRM</i> system as part of the Centerpoint (ERP) implementation.</p> <p>Services are generally described as follows (with more detailed descriptions to be provided in individual Task Orders):</p> <ul style="list-style-type: none">• Support Citizens staff in applying necessary coding changes related to Kronos and SuccessFactors releases and process changes, and assist with changes to interface files from other third party vendors.• Support Citizens staff in completing time critical deliverables for Kronos and SuccessFactors data conversion, scrubbing and archiving related to the implementation of the Oracle Fusion HCM system.• Support Citizens staff in implementing future Oracle Fusion HCM system critical and regulatory releases, enhancements or integration development and configuration work, which is anticipated to occur only after the Oracle system is implemented in early 2018. <p>This procurement benefits Citizens and its customers by maintaining core legacy HRMS resources and availability during the period of transition to Oracle Fusion HCM, and supporting the development of a long term data archiving plan for once legacy systems are no longer available.</p>
CONTRACT TERM(S)	The Contract is anticipated to commence in January 2017. The Contract term will be three (3) years and may be renewed for up to three (3) additional years.

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PROCUREMENT METHOD	<p>On August 29, 2016, Citizens issued Request for Proposal (RFP) No. 16-0017 for HRMS Consultant Services. Vendor responses were due by October 3, 2016 and two proposals were submitted. However one vendor did not meet certain mandatory requirements. The Evaluation Committee proceeded to negotiation regarding the compensation rates and recommended the award of the contract to Cognizant Technology Solutions U.S. Corporation ("Cognizant").</p> <p>The decision to negotiate with Cognizant rather than re-issue the RFP was based on Cognizant's ability to meet the RFP requirements, Cognizant's established working relationship with Citizens IT in other areas, and Cognizant's status as a certified partner of Kronos, SuccessFactors and Oracle.</p>
RECOMMENDATION	<p>Staff recommends that Citizens' Board:</p> <ul style="list-style-type: none">a) Approve a contract with Cognizant Technology Solutions U.S. Corporation, as described above; andb) Authorize staff to take appropriate or necessary action consistent with this Action Item.
CONTACTS	<p>Violet Bloom, Vice President, Human Resources Hank McNeely, Director, HR Information Management and Shared Services</p>