



Cook County Government
Bureau of Finance
ERP Office

Technology Committee

ERP Department Projects Status Overview

January 21, 2015



Payroll and HR System Upgrade to JDE E1 (Denovo)

- **Current Activities & Projected Timeline**

Time & Attendance Implementation (WorkForce EmpCenter)

- **Projected Timeline**
- **Current Activities**

ERP System

- **Projected Schedule**
- **Oracle Software Award**
- **IV&V Services Award**
- **Implementation & Managed Services RFP**
 - **Scope**
 - **Modules**
 - **Desired State**
 - **Functional Vision**



Payroll and HR System Upgrade to JDE E1 (Denovo)



Payroll and HR System Upgrade to JDE E1 (Denovo)

Overview

- The County successfully transitioned to the latest version of JD Edwards (E1) via a private cloud with Denovo in August 2014 as the first ERP module to be upgraded since 1999
- The system has facilitated a number of process improvements, offering greatly improved reliability and disaster recovery features for an unstable and unsupported ERP system and environment
- The system is envisioned as a bridge solution until Countywide ERP modules go live over the next 4-5 years; E1 offers the County a stable environment for critical Payroll/HR functions during interim
- Further process improvements are envisioned with two of the most significant elements detailed on the following two slides: Employee Self Service and Data Archiving



Payroll and HR System Upgrade to JDE E1 (Denovo)

Current Activities & Projected Timelines

Employee Self-Service (ESS)

Task Name	Start Date	End Date	Status Complete/In Process	Comments
ESS Set up – Technical Configuration	Nov 2014	1/9/2015	Complete	Includes configuration of server
Define and finalize the Roll Out Methodology for Phase 1	Jan 2015	Jan 2015	In progress	Roll out Methodology for Phase 1 agencies only
Roll out of ESS to agencies in Phase 1	Jan 2015	Apr 2015	In progress	
Define and finalize the Roll Out Methodology for Phase 2	Feb 2015	Feb 2015	Scheduled	Roll out Methodology for Phase 2 agencies only
Roll out of ESS to agencies in Phase 2	Apr 2015	Q-4 2015	Scheduled	



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Current Activities & Projected Timelines

Data Archiving

Task Name	Start Date	End Date	Status Complete/In Process	Comments
Define Data Archiving Requirements	Jan 2015	Feb 2015	In Process	Discussions to define CCG technical data retention policies for payroll/HR system
Technical Set of Data Archiving Tool	Feb 2015	Feb 2015	Scheduled	Installing ArcTools and Library and components of the tool
Run initial scripts and other scripts	Feb 2015	Mar 2015	Scheduled	
Run detailed Archiving scripts, test, data analysis and Integrity Report	Mar 2015	Mar 2015	Scheduled	
Create Archiving environment	Mar 2015	Mar 2015	Scheduled	
Set up Production Archiving Environment and user sign off	Mar 2015	Mar 2015	Scheduled	
Complete Data Archiving Project	Mar 2015	Apr 2015	Scheduled	



Time & Attendance Implementation (WorkForce EmpCenter)



WorkForce EmpCenter Time & Attendance

Projected Timeline

Activity	Target	Task
Project Management	Jul-14	Project Initiation & Discovery
Software	Aug-14	Common Foundational Requirements
Project Management	Sep-14	Change Management Plan
Software	Oct-14	Non-Union Requirements Analysis
Software	Nov-14	Collective Bargaining Agreements (CBAs) Analysis
Clocks	Jan-15	Functional Site Surveys
Clocks	Feb-15	Technical Site Surveys
Software	May-15	Enterprise Requirements
Project Management	Dec-15	Enterprise Design, Configuration and Testing
Clocks	Dec-15	Biometric Clock Installation
Project Management	Q-1 2016	Enterprise Phase I Go-Live

All Milestones completed on schedule as of 1/11/2015



WorkForce Time & Attendance Implementation

Current Activities

SOFTWARE & PROJECT MANAGEMENT

Software Configuration Requirements

- Union Requirements nearly completed
- Enterprise Core Design Phase
 - Paycode Analysis in process
 - E1 Data Valid Values provided 1/6/2015
 - E1 Data Mapping in process

Organizational Change Management

- Agency Change Agents to be identified
- Additional instructor-led training to replace train-the-trainer delivery model

Pilot Agencies

- Pilot Kick-off Meeting in Mid-January
 - Sheriff's Office
 - Clerk of the Circuit Court
 - Forest Preserves of Cook County

INFRASTRUCTURE

Biometric Time-clocks

- Clock installation process finalized with ERP & BOT
- Site Surveys 80% complete
- Proximity Badges
 - Coordinating with BHR, BAM, BOT & Security to standardize Badges for multiple projects
 - Analyzing scope for unified project plan

Information Technology

- Microsoft LDAP/SSO Solution
- Creating additional fields in E1 employee record to support SSO and Workflow requirements



ERP System



ERP Selection *Projected Schedule*

Target	Task
May 2014	Accept Software Evaluation Committee Recommendation
June 2014	Issue Software BAFO
August 2014	Draft System Integrator Scope & Selection Evaluation Plan
September 2014	Complete System Integrator RFP Review
November 26 2014	Release System Integrator RFP
January 2015	Train Evaluation Committee
January 2015	Complete Software Contract Negotiations
January 2015	Present Software Contract to the County Board for Consideration
February 2015	Receive System Integrator Proposals
February 2015	Present IV&V Contract to the County Board for Consideration
Q-2 2015	Accept System Integrator Evaluation Committee Recommendation
Q-2 2015	Complete Services Contract Negotiations
June 2015	Present Services Contract to the County Board for Consideration



Enterprise Resource Planning (ERP) Software

Propose Awarding the Enterprise Resource Planning (ERP) software contract to Oracle Corporation for its Oracle E-Business Suite

Request for Proposal for Enterprise Resource Planning (ERP) Software (RFP NO. 1390-12899)

Contract Terms

- Master Services Agreement (MSA)
- Term: 5 years plus 5 one-year extension options
- Costs:
 - YR1: Program License Fees \$6,075,000 plus Maintenance Services Fees \$1,215,000 = TOTAL \$7,290,000
 - YR2: Maintenance Services Fees \$1,215,000 = TOTAL \$1,215,000
 - YR3: Maintenance Services Fees \$1,215,000 = TOTAL \$1,215,000
 - YR4: Maintenance Services Fees \$1,215,000 = TOTAL \$1,215,000
 - YR5: Maintenance Services Fees \$1,215,000 = TOTAL \$1,215,000
 - GRAND TOTAL = 12,150,000

Includes Unlimited License Agreement for technology infrastructure products (e.g. database) for use by County for two years and list of Price Hold products to secure competitive pricing discount for future additional products



Independent Validation & Verification (IV&V) Performance Assurance Audit Services Contract

In such large enterprise technology implementations, in both public and private sectors best practices dictate hiring a third party vendor to perform a specialized quality control audit

IV&V Statement of Work

- Responsible for validating the quality of Software integration deliverables
 - Active review of the project and vendor approach to creating the deliverables
 - Review of expectation documents and templates for each deliverable
 - Active participation in a selected set of project meetings, design sessions, and spot checking documentation
- Developing Procedures Manual for conducting the Quality Gate Reviews (QGR)
 - Training the County project stakeholders and the vendor's project team on QGR procedures
 - Assessment of staff readiness and awareness/involvement in the project
- Anticipated Full Compliance with County-certified M/WBE subcontractors



Implement Oracle’s proposed ERP software solution based upon the E-Business Suite (“EBS”) platform; best practices dictate brining in a specialized technology firm with repeated experience in this particular field

- Financials
- Supply Chain Management
- Human Resources
- Payroll
- Organization-wide reporting and analytics

Provide managed services for the technical support of the EBS solution alternatively either via:

1. On-Premise at the County Data Center
2. Private or Public Cloud Hosting

Implementation Timeline beginning FY2015 with core functions targeted for Production Q1 FY2017

Project Process Improvements to be facilitated by an experienced technology vendor to lead business transformation enabled by modernized technology:

- Best Practices
- Streamlined, Automated Workflows
- Improved internal controls to address remaining audit findings
- Real-time Analytics
- Leverage native functions of an industry leading software platform



Financials/Supply Chain Management

Accounts Payable

Accounts Receivable

Budget Control/Funds Management

Budget Preparation

Fixed Assets

General Ledger

Grants Accounting

Inventory

Purchasing

Project Accounting

Human Resources/Payroll

Benefits Administration

Certification/Training Tracking

Employee Records

Employee Relations

Payroll

Performance Evaluations

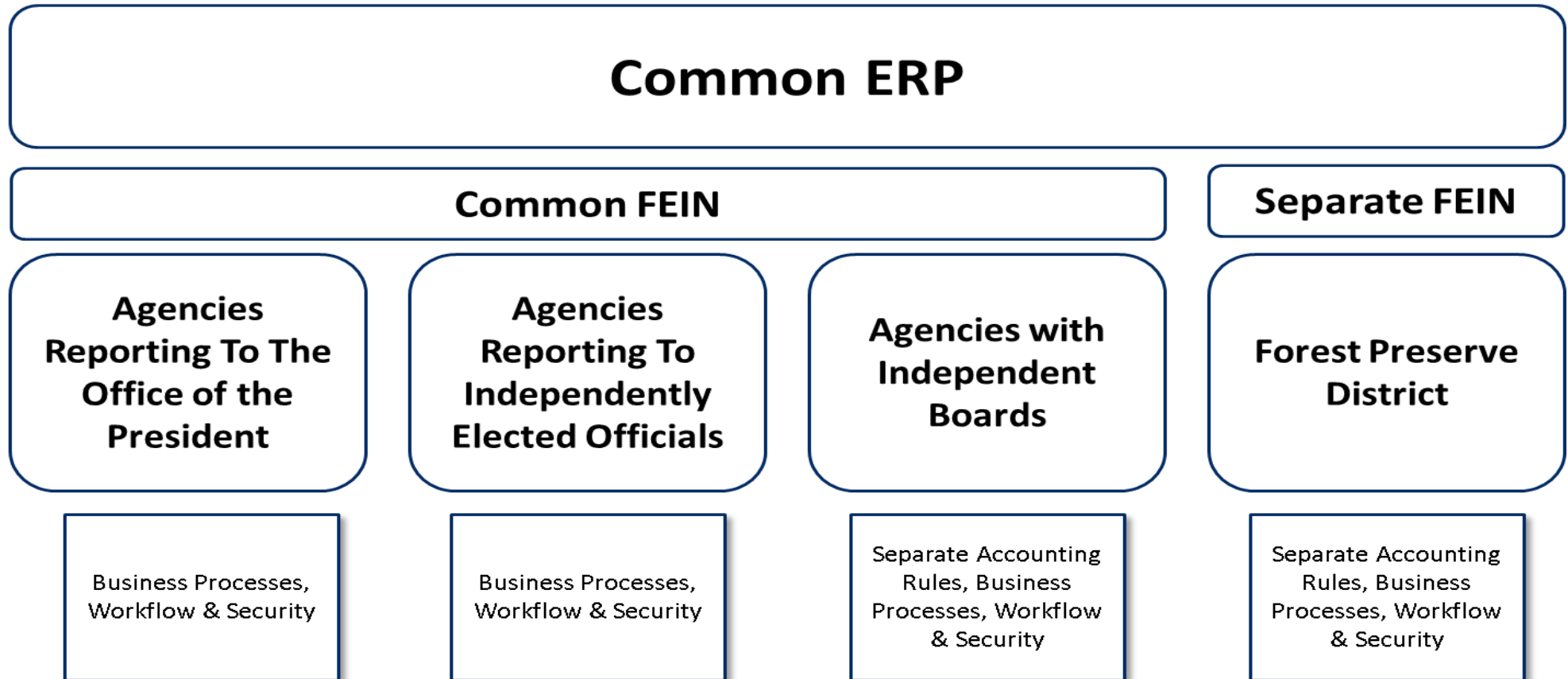
Position Control

Employee Risk Management

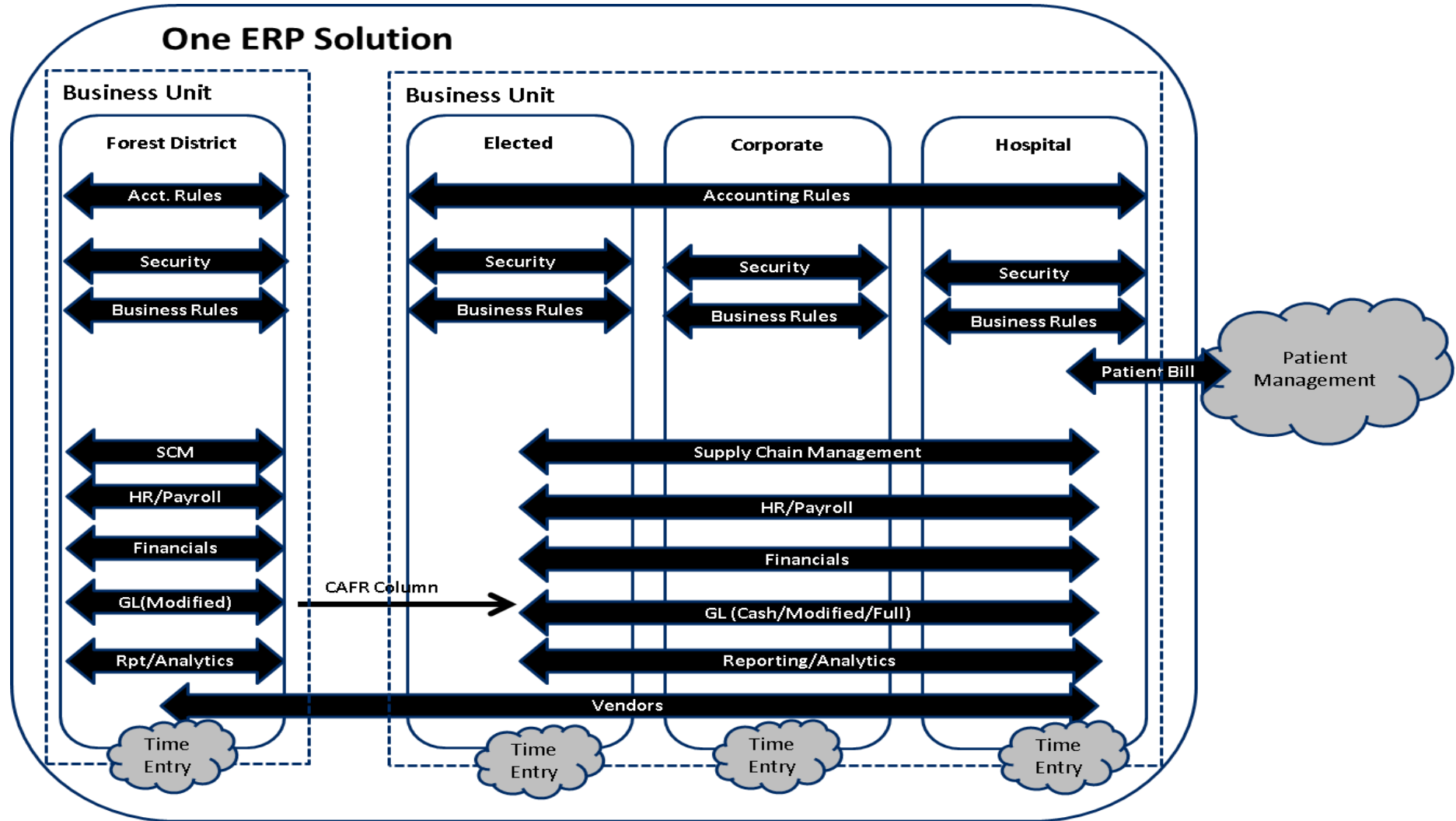
The Office of Enterprise Resource Planning is responsible for managing the implementation of ERP system and works in conjunction with the County's Bureau of Technology, the agency who will share responsibility for supporting the Countywide ERP system over its useful life.



Shared Vision for Common ERP System



FOR INFORMATIONAL PURPOSES ONLY



FOR INFORMATIONAL PURPOSES ONLY

The system should accommodate two different entities (with separate accounting rules, separate boards, and separate FEINs). It should accommodate unique security and workflow for Departments within each entity.