

# M Report of the Management Committee

For the Metropolitan Council meeting of August 22, 2012

## ADVISORY INFORMATION

**Date Prepared:** August 14, 2012

**Subject:** Authorization to Negotiate and Execute a Consultant Services Contract for Budget Software, Contract 12PO86

### Proposed Action:

That the Metropolitan Council authorizes the Regional Administrator to negotiate and execute a consulting services contract with Technolab International Corporation in an amount not to exceed \$1,226,716 for Contract 12PO86.

### Summary of Committee Discussion / Questions:

Management Committee – August 8, 2012: Staff presented the business item and answered Committee-members questions. The motion passed unanimously.

The chair of the Committee requested that staff report to the Council on the benefits of the budgeting software purchase. The current practices and benefits of the new system are highlighted below.

CURRENT PRACTICE	NEW SYSTEM BENEFITS
3 separate budget systems for Metro Transit, Environmental Services and Regional Admin.	One organization-wide budget system
Multiple Excel worksheets with frequent reconciliations	One database, one source of data, reduced reconciliation necessary
Communication by e-mail	Integrated workflow control and budget approval process
Manual transfer of data to/from PeopleSoft financial and human resource databases	Integrates data transfer between budget, financial and human resources databases
Separate operating and capital budgets	Integrates operating and capital budgets
Multi-year financial planning separate from annual budget	Integrates multi-year financial planning with annual budget
Limited capability to create multiple budget versions	Expanded capacity to create multiple budget versions, "what if" scenarios
Budget books are an compilation of Microsoft Word and Excel files	Improved capability to publish budget books electronically in a range of formats
Limited financial reports, lack of drill-down capability	Improved financial reporting capabilities



# Management Committee

Meeting Date: August 8, 2012

Metropolitan Council Meeting: August 22, 2012

## ADVISORY INFORMATION

**Date:** August 2, 2012

**Subject:** Authorization to Negotiate and Execute a Consultant Services Contract for Budget Software, Contract 12PO86

**District(s), Member(s):** All

**Policy/Legal Reference:** Policy 3-3 Expenditures – Procurement of Goods and Services over \$250,000

**Staff Prepared/Presented:** Micky Gutzmann, Director of Purchasing (651-602-1741)  
Alan Morris, Principal Financial Analyst (651-602-1446)

**Division/Department:** Council Wide

## Proposed Action

That the Metropolitan Council authorizes the Regional Administrator to negotiate and execute a consulting services contract with Technolab International Corporation in an amount not to exceed \$1,226,716, for Contract 12PO86.

## Background

This contract is for the purchase, installation and configuration of budgeting software at the Council to provide a platform for position cost forecasting and operating and capital budgeting. The budget software will provide a single platform across Council divisions that provides for improved budget planning and forecasting capabilities, improved control of the budget development process, improved integration with the Council's existing financial and human resources systems and improved financial reporting capabilities.

A Request for Proposals was issued on May 1, 2012. Nine proposals were received and evaluated by a seven-member evaluation panel consisting of budget, accounting and information systems staff from Metro Transit, Metropolitan Transportation Services, Environmental Services and Regional Administration. The panel evaluated the proposals based on 1) the quality of proposal, 2) qualifications of the proposer, 3) experience of the proposer and 4) price.

The evaluation panel ranked the Technolab proposal as the top proposal and the best value to the Council and recommends award of the contract to that firm. Technolab will install Oracle Corporation's Hyperion Public Sector Planning and Budgeting software at the Council. The software is a flexible, web-based and Microsoft Office-based application that is purpose-built for the public sector and supports planning, budgeting and forecasting. Technolab is the world's largest Hyperion business solutions provider and has extensive experience implementing Hyperion for state and local units of government.

## **Rationale**

Professional services contracts exceeding \$250,000 require Metropolitan Council approval.

## **Funding**

Funding for this contract and for other project costs is budgeted in the annual operating budgets of Metro Transit (\$541,000), Environmental Services (\$309,000) and Regional Administration (\$500,000).

## **Known Support / Opposition**

There is no known opposition to this item.