



# WASHOE COUNTY

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DA SH  
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HR /  
Other /

## STAFF REPORT

BOARD MEETING DATE: May 24, 2016

**DATE:** May 4, 2016  
**TO:** Board of County Commissioners  
**FROM:** Craig Betts, CIO, Technology Services,  
[cbetts@washoecounty.us](mailto:cbetts@washoecounty.us), Phone: 775-328-2355  
**THROUGH:** Joey Orduna Hastings, Assistant County Manager  
Washoe County  
[jhastings@washoecounty.us](mailto:jhastings@washoecounty.us), Phone: 775-328-2016  
**SUBJECT:** Approve funding for the sole source proposal between Washoe County and EPI-USE America, Inc. for the planning, implementation and rollout of specified recommendations from the Washoe County Reporting and Dashboards Deliverable provided to Washoe County on July 1, 2015 and authorize Purchasing and Contracts Manager to execute a negotiated agreement between Washoe County and EPI-USE America, Inc. not to exceed [\$175,000.00] to be funded by Technology Services' Fund C108900 SAP Service Center and Technology Services' Fund C108500 Enterprise Infrastructure. (All Commission Districts)

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### SUMMARY

In July of 2014 Washoe County entered into a \$74,160.00 agreement with EPI-USE America, Inc. for consulting assistance with the development of a Data Analytics strategy and roadmap. The Washoe County Reporting and Dashboards Deliverable was provided to Washoe County on July 1, 2015. Washoe County would again like to enter a partnership with EPI-USE America, Inc. to start the planning, implementing and rollout of specific recommendations from the Washoe County Reporting and Dashboards Deliverable including:

- Connectivity to Business Warehouse solution
- Activate and deploy the technical content to support the Business Warehouse Pilot Roll-out
- Activate and Deploy Business Warehouse Human Resources content, including:

AGENDA ITEM # 14

- Standard Organizational Management(OM) & Personnel Administration(PA) extractors, DataStore Objects(DSO) & standard reports
- Activate and deploy standard Business Warehouse SAP Financials content including:
  - Standard Financial Accounting extractors, DataStore Objects(DSO) & reports
- Extraction of data for initial setup and scheduling daily loads
- Integration of content to existing portal
- Custom Business Intelligence(BI) Report Development
  - 4 weeks of custom report development effort for reports which are not delivered through standard content (to be decided by EPI-USE and Washoe)

Anticipated business benefits of addressing these recommendations include:

- Enablement of a Central Data Warehouse Solution for Washoe County to accommodate Current and Future Reporting Needs
- Review, filter and deploy standard SAP Business Intelligence content that will benefit the County Departments and Provide Additional Visibility into their data
- Internal Resource Enablement of Washoe Resources to Develop and Deploy Analytic Reports for All County Departments

The EPI-USE America, Inc. proposal is attached.

**Washoe County Strategic Objective supported by this item:** Safe, secure and healthy communities. Stewardship of our community. Regional and community leadership.

### **PREVIOUS ACTION**

None.

### **BACKGROUND**

Washoe County entered into a signed agreement with EPI-USE America, Inc on July 8, 2014 for consulting assistance with the development of a Data Analytics strategy and roadmap for Washoe County. County department heads and elected officials were solicited to volunteer in the strategy planning and those interested were included in a data assessment of the organization to develop a data analytics strategy roadmap aligned with the County's strategic objectives. This organizational data assessment resulted in the delivery of the Washoe County Reporting and Dashboards Deliverable to Washoe County on July 1, 2015. Although funding does not currently exist to complete all items of the strategy Technology Services does have enough FY16 funding to develop a SAP BW Data Warehouse Environment in place with SAP BW Standard Content and some

pre-defined Custom Analytic Reports. The scope of this initial phase of Data Analytics will include:

- Development of a Business Warehouse solution
- Activate and deploy the technical content to support the Business Warehouse Pilot Roll-out
- Activate and Deploy Business Warehouse Human Resources content, including:
  - Standard Organizational Management(OM) & Personnel Administration(PA) extractors, DataStore Objects(DSO) & standard reports
- Activate and deploy standard Business Warehouse SAP Financials content including:
  - Standard Financial Accounting extractors, DataStore Objects(DSO) & reports
- Extraction of data for initial setup and scheduling daily loads
- Integration of content to existing portal
- Custom Business Intelligence(BI) Report Development
  - 4 weeks of custom report development effort for reports which are not delivered through standard content (to be decided by EPI-USE and Washoe)

### **FISCAL IMPACT**

Implementation costs will be funded in the total amount not to exceed [\$175,000.00]. The FY16 adopted budget includes funding in the Technology Services' Fund C108900 SAP Service Center - G/L #710100 Professional Services and Technology Services' Fund C108500 Enterprise Infrastructure – G/L #710100 Professional Services.

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners approve funding for the sole source proposal between Washoe County and EPI-USE America, Inc. for the planning, implementation and rollout of specified recommendations from the Washoe County Reporting and Dashboards Deliverable provided to Washoe County on July 1, 2015 and authorize Purchasing and Contracts Manager to execute a negotiated agreement between Washoe County and EPI-USE America, Inc. not to exceed [\$175,000.00] to be funded by Technology Services' Fund C108900 SAP Service Center and Technology Services' Fund C108500 Enterprise Infrastructure.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be to move to approve funding for the sole source proposal between Washoe County and EPI-USE America, Inc. for the planning, implementation and rollout of specified recommendations from the Washoe County Reporting and Dashboards Deliverable

provided to Washoe County on July 1, 2015 and authorize Purchasing and Contracts Manager to execute a negotiated agreement between Washoe County and EPI-USE America, Inc. not to exceed [\$175,000.00] to be funded by Technology Services' Fund C108900 SAP Service Center and Technology Services' Fund C108500 Enterprise Infrastructure.

**WASHOE COUNTY  
SOLE SOURCE PURCHASE REQUEST FORM**

**This form must accompany a purchase requisition when sole source approval is requested for equipment, supplies or services exceeding \$25,000.**

DEPARTMENT Technology Services LOCATION 1001 E. 9<sup>th</sup> Street

REQUESTOR'S NAME Craig Betts TELEPHONE # 775-328-2355

REQUISITION NUMBER \_\_\_\_\_ DATE 4/26/2016

RECOMMENDED SOLE SOURCE SUPPLIER EPI-USE America, Inc.

DESCRIPTION OF GOOD OR SERVICE REQUESTED Creation of data warehouse as recommended In the Reporting and Dashboards Deliverable provided to Washoe County on July 1, 2015.

I have read and understand the Policies and Procedures of the Board of County Commissioners with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or vendor specified in the accompanying requisition fit the County's sole source criteria for the following reasons: Please provide sufficient detail to clearly identify the reason(s) for this sole source procurement request. Attach additional information if necessary.

( ) 1. The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.

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( ) 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

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( ) 3. The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.

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( ) 4. The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative, and provide telephone number and address information.

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( X ) 5. Consultants/Subcontractors: The individual/company is the most suitable to provide the service requested and the selection process is based on the following:

( ) There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.

( ) A selection process was utilized to select the most qualified person.

( X ) The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.

( X ) 6. Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

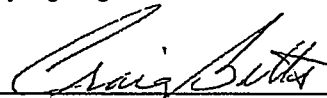
EPI-US America, Inc. was one of the original contractors of the County SAP implementation and has been a committed partner for over 10 years giving them considerable knowledge of County processes, system configuration and available data. Introducing a new SAP service provider to implement the County data warehouse would require additional time and money to allow them to get up to speed with our SAP installation, data structures, and module configurations.

( X ) 7. The following provides justification as to reasonableness of price:

Significant cost savings may be gained by using this vendor with valued County process knowledge than by introducing a new SAP service provider to implement the County data warehouse. It would require additional time and money to allow a new vendor to get up to speed with our SAP installation, data structures, and module configurations.

I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.

\_\_\_\_\_  
Signature of Requestor

  
\_\_\_\_\_  
Department Head Approval

Craig Betts  
Print Name

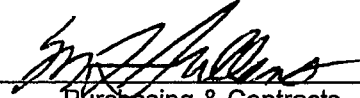
I, \_\_\_\_\_, authorized Buyer, recommend the following:

(  ) Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332.115. 1. (b)

( ) Sole source justification is adequate to justify exemption from competitive bidding requirements per NRS 332.\_\_\_\_.

( ) Sole source justification is inadequate and request is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the request.

\_\_\_\_\_  
Buyer

  
\_\_\_\_\_  
Purchasing & Contracts  
Manager

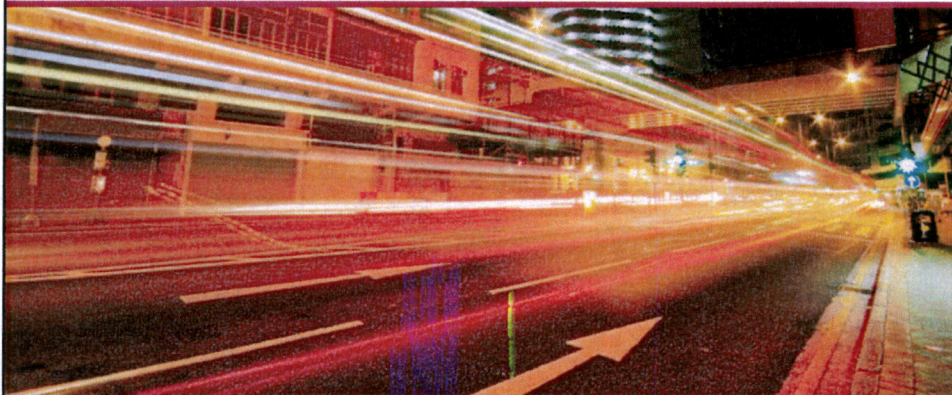
\_\_\_\_\_  
Date

4/28/2016  
\_\_\_\_\_  
Date



# ROM ~ Washoe County Data Warehouse Technology Enablement Project

Presented by Francois Botha & Rowan Hinton



## Project Background & Problem Statement



- EPI-USE partnered with Washoe County to successfully execute and deliver the **Data Analytics Strategy and Roadmap Project** for the County
- Washoe County would like to start planning, implementing and rollout the following recommendations from the Analytics Roadmap Deliverable(s):
  - Installation & Configuration of SAP BW Data Warehouse Environment
  - Activation & Evaluation of SAP BW Standard Content
  - Defined and Develop alongside Washoe Resources a Pre-defined Scope of Custom Analytic Report(s)

**Anticipated Business Benefits**



- Enablement of a **Central Data Warehouse** Solution for Washoe County to accommodate **Current and Future Business Analytics Needs**
- Review, filter and deploy standard SAP BI content that will benefit the County Departments and **Provide Additional Visibility into their data**
- Internal Resource Enablement of Washoe Resources** to Develop and Deploy Analytic Reports for All County Departments

June 26, 2014

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**Proposed Project Scope**



- Activate and deploy the technical content to support the BW Pilot Roll-out
- Activate and Deploy BW HR content, including:
  - Standard OM & PA extractors, DSO's & standard reports
  - <http://tinyurl.com/washoeHR>
- Activate and deploy standard BW FI content including:
  - Standard Financial Accounting extractors, DSO's & reports
  - <http://tinyurl.com/washoeFI>
- Custom BI Report Development
  - Develop 4-6 custom BI reports based on standard BI content deployed

June 26, 2014

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**General Assumptions**



- EPI-USE is not responsible for any costs related to landscape and/or hardware changes due to the implementation and deployment of this project
- Washoe County to validate licensing impact(s) of this project
- EPI-USE is not responsible for network or infrastructure changes related to this project

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**General Assumptions**



- EPI-USE is responsible for:
  - ✓ Design & Development,
  - ✓ Unit Testing and
  - ✓ Supporting Integration & UAT Testing
- Washoe County is responsible for:
  - ✓ End User Training,
  - ✓ Integration Test Execution,
  - ✓ User Acceptance Testing and
  - ✓ Change Management

June 26, 2014

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### Budget & Timeline



- Budget +/- \$175k excluding expenses
- Travel & Expense Estimate ~ \$12k
- Time & Material vs. Fixed Price *(To be discussed)*
- Project Duration Estimated at 19 -21 weeks
  - ✓ Alternative schedules/timelines *(To be discussed)*
  - ✓ Several deployment options *(To be discussed)*
  - ✓ Scope flexible and changeable *(To be discussed)*

June 26, 2014

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### Resources



- Proposed EPI-USE Resources
  - ✓ Project Lead / QA
  - ✓ Senior Basis Resource
  - ✓ Senior Business Warehouse Architect
- Requested Washoe Team Resources
  - ✓ Washoe County Project Lead
  - ✓ Basis & Security Resource
  - ✓ Business SME
  - ✓ Change Management Lead

June 26, 2014

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## Thank you

gracias, merci, efcharisto, hvala,  
Kiitos, durdaladawhy, شكرا, asante sana,  
bedankt, danke, rekhmet, go raibh maith agat, salamot, 谢谢, doh je,  
spasibo, शुक्रिया, arigato, tack, shukriya, tesekkür ederim, bayarlalaa,  
terimah, mahalo, takk, kasih, mamnoon, dhannvaad, dziękuję, tapadh leat,  
grazie,  
dakujem, khawp khun,  
ngiyabonga

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