



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
*County Executive*

February 9, 2024

|                                                                                |
|--------------------------------------------------------------------------------|
| <b>OFFICIAL FILE COPY</b>                                                      |
| No. <u>240080</u>                                                              |
| Not to be removed from the<br>Office of the<br>Legislature Of<br>Monroe County |
| Committee Assignment                                                           |
| <b>WAYS &amp; MEANS -L</b>                                                     |

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Amend the 2024 Capital Budget to Increase Funding for the Project "ERP System Replacement,"  
Authorize an Interfund Transfer, Authorize Contracts for Licensing Enterprise Resource Planning  
and Component System Software and Related Project Management and Implementation Services

Honorable Legislators:

I recommend that Your Honorable Body amend the 2024 Capital Budget to increase funding for the project entitled "ERP System Replacement" in the amount of \$1,550,000, authorize an interfund transfer of \$1,550,000, and authorize contracts for licensing Enterprise Resource Planning (ERP) and component system software and related project management and implementation services, in an aggregate amount not to exceed \$11,050,000 as detailed in Attachment A.

In August 2021 Monroe County issued a Request for Proposal (RFP) for ERP Analysis Project Services seeking assistance with (1) drafting an RFP to acquire a new ERP system, (2) the review and evaluation of ERP proposals received, and (3) to provide implementation support services, including project management and change management, once a new system is selected. Pursuant to Resolution 531 of 2021, the County contracted with Averro, LLC for the first two requested services, and now seeks to enter into a separate contract for the third requested service – implementation support.

With the above referenced assistance of Averro, LLC, Monroe County issued its RFP for a replacement ERP system in October 2022. Staff from several administrative and operating departments evaluated and scored ten responses, participated in system demonstrations, and ultimately selected Avaap U.S.A LLC / Workday as an appropriate replacement ERP system, plus several third-party component systems with which Workday has integration agreements.

Upon the selection of Avaap U.S.A. LLC / Workday, the County requests authorization to acquire the necessary software licensing agreements and related implementation services, as detailed in Attachment A, to appropriately configure Workday and its third-party component systems for County use. These contracts will also include technical business analysis services for data migration from SAP, accessible archived data for historical information that will not migrate, connectivity solutions for other existing systems that will continue to operate outside of the ERP environment, requisite employee training prior to full system production, and provide time-limited post-production support.

The adopted 2024 operating budget of the Department of Information Services included \$1,550,000 for new ERP system licensing. However, licensing fees incurred during the period of system configuration and implementation would be more appropriately reflected as a cost of the capital project. Therefore we are requesting an interfund transfer to aggregate the total project's implementation cost into one fund.

Upon successful contract negotiations, the project is anticipated to commence August 1, 2024 and take eighteen to twenty-four months to fully implement.

**The specific legislative actions required are:**

1. Amend the 2024 Capital Budget to increase funding for the project entitled "ERP System Replacement," in the amount of \$1,550,000 for a total authorization of \$11,050,000.
2. Authorize an interfund transfer in the amount of \$1,550,000 from the Department of Information Services, internal services fund 9020, to capital fund 2078, ERP System Replacement.
3. Authorize the County Executive, or his designee, to execute contracts, and any amendments thereto, for licensing ERP and component system software and related project management and implementation services, as detailed in Attachment A, in an aggregate amount not to exceed \$11,050,000.

This is action is a Type II Action pursuant to 6 NYCRR §617.5(c)(26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and is not subject to further review under the State Environmental Quality Review Act.

Funding for this project, consistent with authorized uses, will be included in capital fund 2078 once the interfund transfer is approved, and any other capital fund(s) created for the same intended purpose. No additional net County support is required in the current Monroe County budget.

The records in the office of the Monroe County Treasury have indicated that neither Avaap U.S.A. LLC, nor any of their principal officers, owe any delinquent Monroe County property taxes. The principal officers of the firm are:

Dhiraj Shah, Founder and Executive Chairman  
Steve Csuka, CEO

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  


Adam J. Bello  
Monroe County Executive

AJB:db

## ATTACHMENT A

### Project Management and Implementation Services

*(aggregate estimated cost is \$7.65M)*

Avero, LLC  
512 W. Broadway Avenue  
Maryville, TN 37801

Avaap U.S.A. LLC  
1400 Goodale Blvd, Suite 100  
Columbus, OH 43212

### ERP and Component Software Licensing and Implementation Services

*(aggregate estimated cost is \$3.40M)*

Workday (Workday, Inc.) – ERP system

CityWorks (Azteca Systems, LLC, a Trimble Company) – work orders

Timmons Group

Can/Am Teller (Can/Am Technologies, Inc.) – cashiering

Sherpa Budgeting Solution (Euna Solutions) – budget production

ADP SmartCompliance (ADP, Inc.) – employment tax reporting

Emphasys Sympro Treasury Management (Emphasys Computer Solutions, Inc.) – debt management