

**STAFF REPORT**

**SOUND TRANSIT  
MOTION NO. M2001-49**

**Moss Adams Contract Amendment for System Training and Additional Functionality**

| <b>Meeting:</b>   | <b>Date:</b> | <b>Type of Action:</b>     | <b>Staff Contact:</b>  | <b>Phone:</b>                        |
|-------------------|--------------|----------------------------|--|--------------------------------------|
| Finance Committee | 5/17/01      | Discussion/Possible Action | Hugh Simpson, Director,<br>Finance and Administration<br>Debra Kerner, Controller,<br>Financial Accounting | (206) 398-5082<br><br>(206) 689-3377 |

**PROPOSED ACTION**

Approval of Motion No. M2001-49 would authorize the Executive Director to execute a contract amendment with Moss Adams in the amount of \$260,000 for consulting services to provide additional training for One World software users and assistance in implementing new components and functionality, for a total authorized contract amount not to exceed \$3,394,430.

**KEY FEATURES**

**Highlights of Proposed Action:**

- ◆ Authorizes the Executive Director to execute a contract amendment with Moss Adams for consulting services to provide additional training for One World users, new training on new functionality, and assistance in implementing new components in an amount \$260,000.
- ◆ Scope includes: (1) training for new users and retraining as needed, (2) design and development of changes to initial configuration, (3) training on efficient ways of using upgraded software, and (4) documenting training procedures and materials.

**Discussion of Proposed Action:**

In May 1998, the Finance Committee passed Motion No. M98-35 for Financial Systems Development and Support that authorized executing a contract with Moss Adams for \$2,244,323 and provided for the acquisition of related applications software. In May 1999, the original contract was amended by increasing the contract amount by \$707,882, to a total approved amount of \$2,952,205. In February 2000, the Finance Committee approved Motion No. M2000-14 reallocating \$182,225 from the JD Edwards contract to the Moss Adams contract, to encompass the employment move of a particular specialist from JD Edwards to Moss Adams. The new total for the Moss Adams contract was \$3,134,430.

Initial Moss Adams contract training dollars have been depleted. Agency personnel were provided classes in Navigation, Financial Coding Structure, Inquiry and Reports (intermediate and advanced), Requisitions and Check Requests, Procurement, Progress Payments, and Project Cost Inquiry. This training has been completed, however, additional training will be

required for new staff, implementing upgraded functionality and retraining of staff where initial training was not adequate. This training was successful where staff was committed and engaged. Success was marginal where there were system code problems, design changes, and resistance to new software. The initial version of the software has been successfully upgraded to the XE version approved by the Finance Committee in January 2001. The upgraded software solved many of the code problems and enhanced functionality for which training is needed.

Since the first series of training classes were offered, new functionality such as payroll and human resources has come on line. The next series of classes will offer appropriate training for these subjects as well as classes listed above.

This amendment will give staff an avenue to obtain additional training and consulting assistance as needed. Additional training should be required as Help Desk tickets indicate that 50% of help requests are training issues. Training will be provided on a work order basis for departmental personnel geared specifically for the area they work in.

**BUDGET**

The agency's 2001 funds for expenditures under this contract are included under the consulting services and training objects in each business unit budget, with an agency-wide total of \$1,461,206 as shown below. The schedule below shows 2001 budgets for these objects and actual expenditures year to date, leaving a funding level of \$1,197,591 available for expenses under this contract.

| <b>Budget Categories</b> | <b>2001 Budget</b> | <b>Actual YTD</b> | <b>Difference</b> | <b>Available</b> |
|--------------------------|--------------------|-------------------|-------------------|------------------|
| Consulting Services      | \$1,314,661        | \$252,063         | \$1,062,598       | \$1,062,598      |
| Training                 | \$146,545          | \$11,552          | \$134,993         | \$134,993        |
| Operating Services       | \$1,461,206        | \$263,615         | \$1,197,591       | \$1,197,591      |

**ALTERNATIVES**

- Rely on internal staff to conduct all training as time and resources permit.
- Send staff to vendor training that requires travel and time away from the job.

**CONSEQUENCES OF DELAY**

- Delay in approving this amendment will leave agency personnel without adequate training resources. New employees and those unable to participate in initial training sessions will suffer a loss of productivity while they learn via the many training aids and reference manuals created.

**LEGAL REVIEW**

MBL 5/4/01

## **SOUND TRANSIT**

### **MOTION NO. M2001-49**

A Motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a contract amendment with Moss Adams in the amount of \$260,000 for consulting services to provide additional training for One World software users and assistance in implementing new components and functionality, for a total authorized contract amount not to exceed \$3,394,430.

#### **Background:**

In May 1998, the Finance Committee passed Motion No. M98-35 for Financial Systems Development and Support that authorized executing a contract with Moss Adams for \$2,244,323 and provided for the acquisition of related applications software. In May 1999, the original contract was amended by increasing the contract amount by \$707,882, to a total approved amount of \$2,952,205. In February 2000, the Finance Committee approved Motion No. M2000-14 reallocating \$182,225 from the JD Edwards contract to the Moss Adams contract, to encompass the employment move of a particular specialist from JD Edwards to Moss Adams. The new total for the Moss Adams contract was \$3,134,430.

Initial JD Edwards contract training dollars have been depleted. Agency personnel were provided classes in Navigation, Financial Coding Structure, Inquiry and Reports (intermediate and advanced), Requisitions and Check Requests, Procurement, Progress Payments, and Project Cost Inquiry.

This amendment will give staff an avenue to obtain training and consulting assistance as needed. Training will be provided on a work order basis for departmental personnel geared specifically for the area they work in.

Scope includes: (1) training for new users and retraining as needed, (2) design and development of changes to initial configuration, (3) training on efficient ways of using upgraded software, and (4) documenting training procedures and materials.

#### **Motion:**


It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized execute a contract amendment with Moss Adams in the amount of \$260,000 for consulting services to provide additional training for One World software users and assistance in implementing new components and functionality, for a total authorized contract amount not to exceed \$3,394,430.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on the 17<sup>th</sup> day of May, 2001.



Greg Nickels  
Finance Committee Chair

ATTEST:



Marcia Walker  
Board Administrator