



COUNTY OF SAN MATEO

Interdepartmental Correspondence

Information Services Department

DATE: June 23, 2008
BOARD MEETING DATE: July 8, 2008
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Chris Flatmoe, CIO/Director Information Services
SUBJECT: Approval for an Agreement with Jadara Group

RECOMMENDATION:

Adopt a Resolution:

1. Authorizing the President of the Board to execute an Agreement with Jadara Group, for implementation services to design, develop and implement an Enterprise Project Management Office (EPMO) through Primavera and HMS applications, for the term of July 9, 2008 to July 8, 2011 in an amount not to exceed \$278,710; and
2. Authorizing the Chief Information Officer or his designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term, scope of work, and/or services so long as the modified term, scope of work, or services is/are within the current or revised fiscal provisions.

VISION ALIGNMENT:

Commitment: Responsive, effective and collaborative government.

Goals 20 and 21: Government decisions are based on careful consideration of future impact rather than temporary relief or immediate gain; and County employees understand, support and integrate the County vision and goals into their delivery of services.

The use of an EPMO will contribute to these commitments and goals by providing the Information Services Department (ISD) with a comprehensive project management application enabling ISD to effectively track project activity and resource requirements in a consistent manner resulting in more projects completed on time and within budget. This tool will be critical as the number of IT projects continues to increase.

Performance Measure(s):

Measure	FY 2006-07 Actual	FY 2007-08 Estimated
Number of medium and large IT Projects Completed	63	80
Percent of medium and large IT projects that are completed on time	92%	84%
Percent of medium and large IT projects that are completed within budget	92%	87%

BACKGROUND:

In 2003, the Information Services Department began tracking and reporting project management measures in support of the Project Management Program for the County's Outcome Based Management program. To date, ISD has managed projects using a variety of software tools as well as project management methodologies based on industry best practices derived from the Project Management Institute (PMI). In 2007, in recognition of a steady increase in the amount and size of IT projects in the County as well as the requirement to assign ISD staff to multiple projects, ISD began researching project management tools that would allow ISD to continue to meet its Outcome Based Management (OBM) target for projects completed on time and on budget as the volume and complexity of IT projects increased. Our research resulted in requirements to include; 1) a workflow-based application to help automate our project management processes; 2) a way for project stakeholders to develop a consistent use of project management standards; and 3) a better way to report project status.

On July 19, 2007, the County developed an RFP to solicit proposals from EPMO vendors who could provide services and a solution for developing an EPMO. RFP #1196 (attached as Exhibit A, below, and fully incorporated herein) was sent to 17 vendors and of those, 12 vendors submitted responses to the County. After a thorough review, the combination of Jadara Group as the systems integrator and Primavera Systems, Inc. as the EPMO software solution was selected as our recommended vendors.

DISCUSSION:

Jadara Group will be providing industry expertise and best practices on how to incorporate current County, OBM-based project management standards into the EPMO. Our recommended EPMO solution includes HMS' TimeControl Software, a module that can integrate with Primavera allowing ISD to enter and report time based on project activities and project templates.

Jadara Group's implementation of Primavera P6 and HMS TimeControl will provide the County and ISD with capabilities and benefits to include:

1. Ability to create, monitor and track project activity through a work-flow based application;
2. Ability to report on project status from a dashboard program perspective, detailed project management perspective, and customer department perspective;
3. Ability to integrate with ISD's core applications – GroupWise (email and schedules), FileNET (document repository), and WorkTrack/CIMS (customer billing);
4. Ability to utilize various monitoring tools for project scope, risk management, resource management, timelines and budget; and
5. Ability to provide accurate project progress based on time entry.

This functionality will better enable ISD to manage the increasing number IT projects in the County and better coordinate project stakeholders while still meeting our OBM targets.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

County Counsel has reviewed and approved the Resolution and Agreement as to form, and Risk Management has reviewed and approved the Certificate of Insurance requirements.

FISCAL IMPACT:

The term of the Agreement is from July 9, 2008, to July 8, 2011. The total obligation for this Agreement is not to exceed \$278,710. One year of maintenance support is included in the purchase of the TimeControl software. The Agreement term of three years, allows for maintenance support for years two and three. Payments each year are based on milestones outlined in the Agreement. Funding for this Agreement has been included in the FY 2007-08 ISD Adopted Budget and will be included in the 2008-09 ISD Recommended Budget.

Exhibit A

REQUEST FOR PROPOSAL PROCESS MATRIX		
1.	General description of RFP	The purpose of this RFP is to solicit proposals in order to select a vendor to provide guidance and proven expertise in the definition of the System Requirements and development of technical specifications for the County of San Mateo's (County) interoperability strategy, known as Enterprise Project Management Office (EPMO).
2.	List key evaluation criteria	Experience and background, proposed services solutions, Oral Presentation, Costs
3.	Where advertised	Local Newspaper
4.	In addition to any advertisement, list others to whom the RFP announcement was sent	RFP announcement was sent to Three Olive Solution, Metafuse, Mercury, Computer Associates, Project Arena, @Task, Compuware, SimpyPM, Team Interactions, Deltek, Project Solutions Group, eProject, Planview, Lawson Software, Project.net, Primavera, EADOC
5.	Total number of RFP's sent to prospective proposers	17
6.	Number of proposals received	12 proposals
7.	Who evaluated the proposals	Anthony Yuson, ISD Gloria Kanu, ISD Steve Dupre ISD, Viral Mehta, ISD, Ed Lusnich, ISD, Jeff Rosenberg, ISD, Michael Press, ISD
8.	In alphabetical order, names of proposers (or finalists, if applicable) and location	Computer Associates, Jadara, Project Solution Group,