

1-26-17 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
 C CAPITAL IMPROVEMENTS

Action Required

Finance, Personnel and Audit Committee  
 County Board (Majority Vote)

WHEREAS, your committee has received from the Department of Administrative Services, Fiscal Affairs, departmental requests for transfer to the 2017 capital improvement accounts and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2017 capital improvement appropriations:

1)	<u>From</u>	<u>To</u>
	<u>WO24001 Project Management Software</u>	
	8557 – Project Management	\$50,000
	<u>Org. Unit 5700 Facilities Management</u>	
	6148 – Professional Services (Recurring)	\$50,000

An appropriation transfer of \$50,000 is being requested by the Department of Administrative Services (DAS) to increase expenditure authority for Project WO24001 Project Management Software. Financing is requested to be provided from the Appropriation for Contingencies account.

A May 2014 County Board Resolution (14-290) authorized the creation of capital projects that were financed with land sale proceeds that were part of the Milwaukee County Innovation Fund. The projects included a \$200,000 appropriation for WO240 Project Management Software.

The project scope included the upgrade or replacement of the project management (PM) software currently used to manage the DAS-Architecture Engineering and Environmental Services (AE&ES) capital budget projects. This software provides project lifecycle management for capital planning, project delivery, cost control, and facilities and real estate management and governance across all project phases, from planning and building to operations and maintenance, integrating critical business processes, data, and documents across the organization.

In July 2014, AE&ES retained a consultant to assist AE&ES Section in conducting a needs analysis and development of an RFP in order to solicit proposals to provide replacement or upgrade of the current project management software (Primavera Contract Manager, ver. 12.0, 2008). An informational status report to the County Board was submitted in October of 2014. Progress on the preparation and issuance of an RFP was delayed in 2015 as the County considered the impact of enterprise resource planning on purchase and deployment of this software. Ultimately it was determined that this stand-alone project management software was required.

In early 2016, a formal RFP process was administered by DAS Procurement Division for procurement of the software. The RFP was developed with input from DAS-FM, Procurement and IMSD staff using the standard Procurement Division RFP format and process. The evaluation panel selected Oracle Unifier software. The Oracle Unifier software proposal included a third party software deployment consultant certified as an Oracle Platinum Partner.

In early December, the third party software deployment consultant met with Milwaukee County representatives over five days to discuss business processes and identify next steps in the installation process. Over the course of these meetings, County representatives identified the need for an IT project manager that would assist the County during the requirements gathering, implementation and training phases of the project. The project manager, overseen by the Information Management Services Division, would develop required communications and ensure the final product will be able to interface with existing software (e.g., SciQuest) and a future Enterprise Resource Program (ERP) platform. The requested \$50,000 will fund an IT project manager through August of 2017 when

the project is expected to be fully implemented. To reconcile this shortfall, funds from the Architectural and Engineering Department's operating budget - account 6148-Professional Services budget can be transferred to the Project Management Software project - (WO240014) to provide the necessary funding to fund this position.

Funding will be transferred from the Facilities Management Division's operating budget for this purpose.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE JANUARY 4, 2017.