



**EAST BAY REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA STAFF REPORT**

---

**DATE** September 3, 2024  
**TITLE** Authorization to Award a Contract for Consulting Services for Enterprise Resource Planning (ERP) System Assessment and Selection to SDI Presence LLC in the Amount of \$87,945  
**DIVISION** Finance and Management Services  
**FROM** Katie Dignan, Assistant Finance Officer  
Deborah Spaulding, Assistant General Manager of Finance and Management Services/CFO  
**APPROVED** Sabrina Landreth, General Manager 

---

**RECOMMENDATION**

The General Manager recommends that the Board of Directors authorize the award and execution of a contract for consulting services for Enterprise Resource Planning System Assessment and Selection to SDI Presence LLC in the amount of \$87,945.

**BACKGROUND**

In September of 2022, the East Bay Regional Park District (Park District) embarked upon development of its first ever strategic plan for information technology. ClientFirst Technology Consulting was awarded a contract to develop a formal Five-Year Information Technology Strategic Plan for the Park District. In November of 2023, ClientFirst delivered the draft Information Technology Strategic Plan. Based on their assessment it was recommended that the Park District improve its Enterprise Resource Planning (ERP) System. The Park District’s ERP system, called “Finance Enterprise,” is used for core Financials, Payroll, Human Resources, Purchasing, Project Budgeting, and Workflow Approvals among other processes. The Strategic Plan recommended engaging a third-party subject matter expert to assist with needs assessment, procurement, and implementation of the ERP system.

On March 28<sup>th</sup> a formal RFP was issued soliciting qualified firms with proven experience to conduct a needs assessment for an anticipated ERP replacement, draft a request for proposal (RFP), assist in evaluating proposals, and provide advisory and project management support during implementation of the new ERP solution. On April 26<sup>th</sup>, the Park District received six proposals in response to the RFP.

**ANALYSIS**

The evaluation process included a panel of four members from the Finance and Management Services Division who were assembled to review and rank the proposals. The proposals were evaluated based on experience, approach, qualifications, additional noteworthy items, and price. The top two firms were interviewed by the four panel members as well as an additional representative from the Human

Resources Division. The firms submitted examples of needs assessments performed for other clients, references were checked, and results were shared with the panel. After reviewing all the additional information, the decision was made to recommend award of the contract to SDI Presence.

SDI has provided a scope of work that proposes 5 phases of project implementation over ten months:

- Needs Assessment / Gap Analysis - 8 weeks
- RFP Development - 3 weeks
- RFP Advertisement - 6 weeks
- Vendor Evaluation and Selection - 17 weeks
- Implementation Action Plan Phase - 4 weeks.

SDI proposed a fixed fee of \$87,945 to complete these tasks. SDI also provided an estimated cost to support the implementation of the replacement ERP system, however at this time it is not recommended that this aspect of the scope be contracted.

On July 24, 2024, the Board Finance Committee reviewed this recommendation and approved it moving forward to the full Board of Directors.

### **FISCAL IMPACT**

The consultant costs to support the ERP System Assessment and Selection is \$87,945. Funds are available in the Strategic Finance/HR Systems Project (561600).

### **ATTACHMENTS**

None



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION NO. 2024 – 09 -  
SEPTEMBER 3, 2024**

**AUTHORIZATION  
TO AWARD A CONTRACT FOR CONSULTING SERVICES FOR ENTERPRISE  
RESOURCE PLANNING (ERP) SYSTEM ASSESSMENT AND SELECTION TO SDI  
PRESENCE LLC IN THE AMOUNT OF \$87,945**

**WHEREAS**, the East Bay Regional Park District (Park District) needs to assess its current Enterprise Resource Planning (ERP) system to determine if a replacement ERP is needed; and

**WHEREAS**, on March 28, 2024, staff issued a formal request for proposals (RFP) for a qualified firm to conduct a needs assessment for an anticipated ERP replacement, draft an RFP, assist in evaluating proposals, and provide advisory and project management support during implementation of the new ERP solution; and

**WHEREAS**, six proposals were received, and SDI Presence LLC rated highest in the Park District's RFP selection process;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the East Bay Regional Park District hereby authorize award and execution of a contract to SDI Presence in the amount of \$87,945 to be funded out of the Strategic Finance/HR Systems Project (561600) as presented to the Board on September 3, 2024; and

**BE IT FURTHER RESOLVED**, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director \_\_\_\_\_, and seconded by Director \_\_\_\_\_, and adopted September 3, 2024, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: