



SCHOOL BOARD ACTION REPORT

DATE: September 9, 2019
FROM: Denise Juneau, Superintendent
LEAD STAFF: JoLynn Berge, Chief Financial Officer, 206-252-0087
Judie Jaeger, Director Info Systems & Business Intelligence, 206-252-0461

For Introduction: November 20, 2019

For Action: December 11, 2019

1. TITLE

Approval of contract amendment with Epi-Use for temporary and emergency backfill of Systems, Applications and Products (SAP) staff support

2. PURPOSE

This Board action will approve a one-year contract amendment with Epi-Use for backfill services related to SAP staff support.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute a contract amendment with Epi-Use for a total Not-To-Exceed (NTE) amount of \$403,200, including taxes, for emergency SAP staff support services with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the amendment.

4. BACKGROUND INFORMATION

- a. Background Over the past two years it was identified that we needed additional staffing support for our SAP system. The workload that had built up overtime had exceeded our current staffing capacity. In addition, our technical expert in SAP Payroll/Benefits has resigned, leaving us with an emergency skills gap. The work associated with this position are critical functions that change throughout the year as a result of changes to school health care benefits (SEBB), Collective Bargaining Agreements (CBA), and general system maintenance / fixes, and. Additional staffing is also needed to complete any, other projects and enhancements. Over the past two years we have been trying to manage with current staff levels, but we remain behind and can't appropriately support our business processes. Over the past 15 years we have under resourced our system which has resulted in inefficient systems. This recommended motion will address the need through deploying resources equipped with the necessary skill set needed to support SAP functions in the interim while a permanent full-time resource is recruited.
- a. Given the current SAP market, we anticipate moving staff augmentation via contracted services as a business model.

- b. **Alternatives** The position has been posted to the district careers website and has been advertised to the district's master list of temporary staffing agencies. Staffing agencies

have provided candidates with SAP Payroll/Benefits experience; however, none have had sufficient experience in the context of concurrent employment. In previous years we have used temporary resources with just SAP Payroll/Benefits experience which resulted in individuals not being able to perform the complex payroll schema work, time management rules, and quotas. We try to bring on contractors and then convert them to employees, but this is challenging given the market conditions and the salary structure we have.

- c. **Research** A specialized SAP Human Resources (HR) Professional Services firm called Epi-Use has been identified as a company that has K-12 experience and extensive concurrent employment experience. Additionally, Epi-Use completed the initial HR/Payroll implementation for Seattle Public Schools. With extensive K-12 SAP experience they were brought in to turn around a failed SAP HR/Payroll implementation at Los Angeles Unified School District. Furthermore, a Staff Augmentation Request for Proposal is being written and published for SAP services to augment staff and bring in resources with specialized technical skills as needed.

5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be NTE \$403,200 including taxes over a period of 12 months.

The revenue source for this motion is funding earmarked for these services from Buildings, Excellence IV (BEX IV) and Buildings, Technology and Academics/Athletics IV (BTA IV) Capital Levies.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

The proposed solution is a backend staffing augmentation to support Payroll/Benefit processes.

7. EQUITY ANALYSIS

This motion was not put through the process of an equity analysis. This contract amendment supports system tasks that enable district wide Payroll/Benefit functions for all employees regardless of race, sex, or religion.

8. STUDENT BENEFIT

This action will fill a role that is essential to the district by providing a resource to help support critical functions used by current and future employees including paid time off, benefits, and leave.

9. WHY BOARD ACTION IS NECESSARY

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. _____, [TITLE], provides the Board shall approve this item
- Other: _____

10. POLICY IMPLICATION

Per Policy No. 6220, Procurement, any contract or contract amendment over \$250,000 must be brought before the Board for approval.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Audit and Finance Committee meeting on November 4, 2019. The Committee reviewed the motion and moved it forward to the full board for approval.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, a contract amendment will be executed, and a functional resource will be deployed from Epi-Use to help support CBA and Start of School payroll support.

13. ATTACHMENTS

- Not Applicable