



SCHOOL BOARD ACTION REPORT

DATE: February 10, 2020
FROM: Denise Juneau, Superintendent
LEAD STAFF: JoLynn Berge, Chief Financial Officer, 206-252-0087

For Introduction: February 26, 2020
For Action: March 11, 2020

1. TITLE

Approval of contract with Unify Consulting for staff augmentation and work process improvement for business systems and central office departments.

2. PURPOSE

This Board action will approve a one year contract for training, curriculum, best practice, and change management services related to Systems, Applications and Products (SAP) staff support and work process improvement.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute a contract amendment with Unify for a total Not-To-Exceed (NTE) amount of \$410,000, including taxes, for work process and 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 the district needed additional staffing support for our SAP system. The workload that had built up overtime had exceeded the district's current staffing capacity. Over the past 15 years SPS has under resourced its systems and business process efforts which has resulted in inefficient systems and solution delivery. This recommended motion will address the need through deploying consulting resources equipped with the necessary skill set needed to support SAP team and business units to function according to best practice.

Given the current SAP market, we anticipate moving to staff augmentation via contracted services as a business model. At the same time, we will continue to try and recruit employees for these hard to staff positions.

- b. **Alternatives** The position has been posted to the district career website and has been advertised to the district's master list of temporary staffing agencies. Staffing agencies have provided candidates with SAP experience; however, none have had the necessary experience. The district tries 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 consulting firm called Unify has been identified as a company having extensive project management, process engineering, SAP Consulting, and change management/training expertise.

Furthermore, this contract is related to the Staff Augmentation Request for Proposal that was published for SAP services to augment staff and bring in resources with specialized technical skills and process improvements.

5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be NTE \$410,000.00 including sales tax over a period of 12 months.

The revenue source for this motion is funding earmarked for these services from BuildingExcellence 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 our enterprise system 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 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 and efficient solution delivery for current and future employees.

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 February 10, 2020. The Committee reviewed the motion and moved the item forward with a recommendation for consideration by the full Board.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, a contract amendment will be executed, and functional resources will be deployed from Unify to help support SAP Team and business departments in support of the district’s operations and ultimately SPS schools.

13. ATTACHMENTS

- Not Applicable