



**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS
CONTRACT COMMITTEE MEETING**

Monday, March 14, 2022
4:00 p.m. – 5:00 p.m.

VIRTUAL MEETING

Zoom details provided on the web calendar at www.LTD.org.

Watch live on channel 21 or via link: <https://metrotv.ompnetwork.org/>

No public testimony will be heard at this meeting.

AGENDA

ITEM	Time	Page
I. CALL TO ORDER	4:00 p.m.	
II. ROLL CALL <input type="checkbox"/> Emily Secord (chair) <input type="checkbox"/> Michelle Webber (vice chair) <input type="checkbox"/> Susan Cox		
III. COMMENTS FROM THE CHAIR		
IV. ITEMS FOR ACTION		
V. ITEMS FOR BOARD RECOMMENDATION A. CONTRACT NO. 2021-43: TYLER TECHNOLOGIES [Aimee Reichert]	4:10 p.m.	2
VI. ADJOURNMENT	4:30 p.m.	

To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).



AGENDA ITEM SUMMARY

DATE OF MEETING: March 14, 2022

ITEM TITLE: CONTRACT NO. 2021-43: TYLER TECHNOLOGIES

PREPARED BY: Aimee Reichert, IT Project Manager

DIRECTOR: Cosette Rees, Interim IT Director

ACTION REQUESTED: Forward to the Board of Directors with a recommendation of approval

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a contract with Tyler Technologies for the purposes of replacing our current financial software and upgrading to an Enterprise Resource Planning (ERP) application.

CONTRACT TYPE: New Contract

REASON FOR CONTRACT TYPE: Oregon Public Contracting Code and LTD's Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2021-09-15-048, the Board must review and approve all contracts exceeding \$249,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$250,000 or ten-percent (10%) of the initial contract value.

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic area of: Financial Health and Employee Engagement

DESCRIPTION: The ERP Project seeks to replace our existing financial management software with a comprehensive ERP solution. By centralizing a broad range of financial workflows through the ERP software, LTD can significantly improve business efficiencies. Currently LTD relies on manual processes with touchpoints across numerous software systems and Excel spreadsheets to keep business information organized and accurate for financial reporting and insights. A well designed and implemented ERP solution can help organizations become more self-aware by linking information from different technologies across the enterprise – eliminating costly duplication of effort, errors leading to re-work, and overproduction of information. With the proposed Tyler Munis implementation, the following work areas will be upgraded or integrated with an ERP system over the next year: Accounting, Accounts Payable, Accounts Receivable, Bid Management, Capital Asset Management, Budgeting, Contract Management, eProcurement, Project and Grant Management, Purchasing, Accounts Receivable, General Billing, Asset Management, Inventory Management, Cashiering, and Content Management.

This project directly impacts tactical work in LTD's Financial Health and Employee Engagement Strategic Focus Areas. In Financial Health, ERP software will improve information management and ease of forecasting to responsively address long-term financial health. In Employee Engagement, an effective ERP strategy can help reinforce collaborative horizontal operations and administration by centralizing critical business information that is reliable and easily accessed.

BACKGROUND: ORS 279B.06B and the LTD Procurement Policy provide for requesting competitive sealed proposals to seek services of this nature. Procurement developed a Request for Proposals (RFP) solicitation which was posted for approximately six weeks and resulted in the receipt of two proposals shown below. After evaluating

the proposals and two rounds of presentations, the Evaluation Committee's scoring identified the most responsible, responsive, highest-scored vendor as being Tyler Technologies.

<u>VENDOR</u>	<u>SCORE</u>
Tyler Technologies	201
Rock Solid	197

FINANCIAL IMPACT/FUNDING SOURCE: Contract is valued at roughly \$600,000 for implementation costs and a total 10-year cost of product ownership not to exceed \$2,000,000. This project is funded as part of LTD's Community Investment Plan under State of Good Repair for Technology and infrastructure /IT Hardware-Software Improvements. Implementation funding is from formula 5307 grant funds with an 80:20 match ratio.

CONSIDERATIONS: The current financial software will no longer be supported starting in October 2023. Using unsupported software puts LTD at risk of disruptions to critical financial and administrative operations. In order for LTD to continue to grow and serve our community – strategic financial health management and efficient work are critical for allowing innovative and focused work.

ALTERNATIVES:

- 1) Deny approval of contract and request staff to re-solicit.
- 2) Allow current software to expire and rely on manual processes for business tracking requirements.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no. 2021-43 to the Board of Directors with a recommendation for approval.