



# Mendocino County

## Legislation Details (With Text)

**File #:** 22-1212      **Version:** 1      **Name:**  
**Type:** Agreement      **Status:** Consent Agenda  
**File created:** 10/3/2022      **In control:** Executive Office  
**On agenda:** 10/18/2022      **Final action:**  
**Title:** Approval of Agreement with ClientFirst Consulting Group DBA ClientFirst Technology Consulting in the Amount of \$100,000, to Assist with Payroll Processing Project Management, Provide Project Oversight for Recurring Munis Improvements, and Initiate and Plan for Munis Improvements in 2022 through 2023, Effective Upon Full Execution through June 30, 2023

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Agreement 22-253

Date	Ver.	Action By	Action	Result
10/18/2022	1	Board of Supervisors		
10/18/2022	1	Board of Supervisors		

**To: Board of Supervisors**

**From:** Executive Office

**Meeting Date:** October 18, 2022

**Department Contact:** Darcie Antle

**Phone:** 707-463-4441

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

### **Agenda Title:**

Approval of Agreement with ClientFirst Consulting Group DBA ClientFirst Technology Consulting in the Amount of \$100,000, to Assist with Payroll Processing Project Management, Provide Project Oversight for Recurring Munis Improvements, and Initiate and Plan for Munis Improvements in 2022 through 2023, Effective Upon Full Execution through June 30, 2023

### **Recommended Action/Motion:**

Approve Agreement with ClientFirst Consulting Group DBA ClientFirst Technology Consulting in the amount of \$100,000, to assist with payroll processing project management, provide project oversight for recurring Munis improvements, and initiate and plan for Munis improvements in 2022 through 2023, effective upon full execution through June 30, 2023; authorize the Chief Executive Officer or designee to sign amendments that do not increase the total contracted amount; and authorize Chair to sign same.

### **Previous Board/Board Committee Actions:**

November 6, 2018, Item 5(h), acceptance of presentation by ClientFirst, and acceptance of the County of Mendocino's Information Technology (IT) Master Plan.

December 7, 2021, Item 4(q), approval of Agreement No. 21-215 with ClientFirst, in the amount of \$79,990, for project management and oversight for the Munis Improvement Project.

**Summary of Request:**

The Mendocino County Board of Supervisors adopted the Information Technology Master Plan on November 6, 2018. The plan identified potential areas for process improvement in all Tyler Munis Enterprise Resource Planning (ERP) modules, and many business processes surrounding Tyler Munis ERP. The County contracted with ClientFirst Technology Consulting (ClientFirst) to conduct a more detailed assessment, which identified specific business process improvements. In order to reach the objective of replacement of “in-house developed” applications with available Tyler Munis functionality, ClientFirst’s report outlined a series of improvements with specific implementation dependencies. The County later entered into Agreement No. 21-215 with ClientFirst for project management oversight for the related Munis Upgrade Project.

Since ClientFirst has been providing positive and influential project involvement services, recently, the County reached out to ClientFirst to inquire about additional and continuing services related to the project. Specifically, the County requested services for emergency payroll assistance due to recent County staff turnover, and project/program management for further Munis improvements. Through the proposed Agreement, ClientFirst will provide these additional and continuing services, including 1) payroll processing project management assistance: developing a payroll user manual, overseeing Tyler Technologies’ process documentation review, consolidating and prioritizing County payroll checklists, prioritizing payroll tasks, and communicating with County staff regarding project progress and implementation; 2) recurring Munis improvements project oversight: attending, participating in and supporting communications with related vendor(s) and County staff, participating in project status updates and debriefings, preparing relative reports, and engaging in weekly oversight and management activities and communications; 3) Munis improvements initiation and planning for 2022 through 2023: coordinating and planning regarding logistics and support, developing project documents and plans, and 4) additional related activities, as needed, if requested.

**Alternative Action/Motion:**

Return to staff for alternative handling.

**Does This Item Support the General Plan?** Yes

**Strategic Plan Priority Designation:** An Effective County Government

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** TBD

**current f/y cost:** \$100,000

**annual recurring cost:** N/A

**budget clarification:** Funded at budget adjustments.

**budgeted in current f/y:** No

**if no, please describe:** This Agreement will be funded at the next budget Adjustments.

**revenue agreement:** No

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Executive Office

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Atlas Pearson, Senior Deputy Clerk  
Date: October 18, 2022

**Final Status:**Approved

**Executed Item Type:** Agreement **Number:** 22-253

