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## COUNTY OF ERIE

**CHRIS COLLINS**  
COUNTY EXECUTIVE

April 11, 2011

The Honorable  
Erie County Legislature  
92 Franklin Street-4<sup>th</sup> Floor  
Buffalo, New York 14202

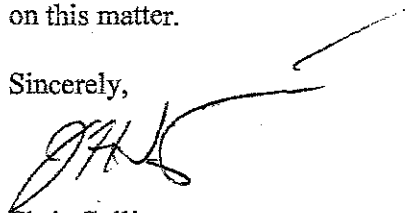
**RE: DISS – Transfer of Funds  
SAP Consultant Services**

Honorable Members:

Attached please find a resolution and accompanying memorandum requesting approval to move funding within the Division of Information and Support Services to cover the cost of SAP consultants for the remainder of 2011.

Should your Honorable Body require further information, I encourage you to contact Greg Turner, CIO, Division of Information and Support Services. Thank you for your consideration on this matter.

Sincerely,



Chris Collins  
Erie County Executive

## MEMORANDUM

To: Honorable Members of the Erie County Legislature  
From: Division of Information and Support Services  
Re: DISS – Transfer of Funds  
SAP Consultant Services  
Date: April 11, 2011

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### **SUMMARY**

Erie County currently contracts with Globalquest Solutions, Inc. for SAP consulting services to assist with the HR/Payroll Module and the FICO Module. At the time the 2011 budget was developed the assumption was that some of the consulting services would be handled by the transfer of a consultant to a County position. That transfer has not taken place and it is necessary to identify funding to continue the consultant relationship.

### **FISCAL IMPLICATIONS**

Funds are available for transfer within DISS's 2011 Budget through the deletion of two (2) vacant positions.

### **REASONS FOR RECOMMENDATION**

The SAP HR/Payroll for Erie County requires three payroll areas, over 700 work schedule rules, 8 bargaining units, an enterprise integrated time and attendance swipe system, and employee-managed self-service for time recording and benefit management. Additionally the County is deploying a Learning Management System utilizing SAP/Employee Self-Service, which is fully integrated with each employee's electronic personnel file. Due to this complexity an SAP experienced HR/payroll configurator with extensive government functional background is required. Our current contractor meets or exceeds these requirements.

### **CONSEQUENCES OF NEGATIVE ACTION**

Due to the complexity that is cited above, the ability to manage changes as a result of bargaining unit changes, new contracts, will be very difficult, and may not be able to be fully implemented in a timely fashion. These operating goals may become difficult to achieve without contractor's experience.

### **STEPS FOLLOWING APPROVAL**

Adjustments will be made to DISS's 2011 Budget and payments will be made in accordance with the current agreement with Globalquest Solutions, Inc.

RESOLUTION SUBMITTED BY:  
DEPARTMENT OF INFORMATION AND SUPPORT SERVICES

RE: DISS – Transfer of Funds  
SAP Consultant Services

WHEREAS, Erie County selected and installed the enterprise resource planning system from SAP America, Inc. for all its financial, budgeting, purchasing, human resources and payroll requirements, and

WHEREAS, the SAP HR/Payroll for Erie County requires three payroll areas, over 700 work schedule rules, 8 bargaining units, an enterprise integrated time and attendance swipe system, and employee-managed self-service for time recording and benefit management; and

WHEREAS, the County is also deploying a Learning Management System utilizing SAP/Employee Self-Service, which is fully integrated with each employee's electronic personnel file; and

WHEREAS, due to this complexity an SAP experienced HR/payroll configurator with extensive government functional background is required; and

WHEREAS, your Honorable Body has previously authorized consultant services through Globalquest Solutions, Inc. and the terms of that agreement are in effect until July 2013; and

WHEREAS, this relationship has been beneficial to the County and Erie County desires to continue this relationship; and

WHEREAS, it is necessary to identify funding for these services.

NOW, THEREFORE, BE IT

RESOLVED, that Erie County desires to continue a consulting relationship with Globalquest Solutions Inc. for SAP HR and FICO modules; and be it further

RESOLVED, that authorization is hereby granted to the Director of Budget and Management to make the following adjustments to the 2011 Budget in order to establish an appropriate funding source for said services:

Fund 110, Fund Center 105  
Division of Information and Support Services

| <u>Appropriations</u>                   | <u>Increase/(Decrease)</u> |
|---|----------------------------|
| 500000 Full Time Salaries               | (\$120,000)                |
| 502000 Fringe Benefits                  | (\$ 65,560)                |
|   | (\$185,560)                |
| 516020 Prof Services Contracts and Fees | \$185,560                  |

and be it further

RESOLVED, that the Erie County Legislature does hereby authorize the elimination of one vacant ERP Systems Administrator (Position #3396 –B-100 #6302) in Fund Center 105, and deleted from Cost Center 1051010; and be it further

RESOLVED, that the Erie County Legislature does hereby authorize the elimination of one vacant Coordinator of Support Services (Position #1902 – B-100 #6302) in Fund Center 105, and deleted from Cost Center 1053030; and be it further

RESOLVED, that the Director of Budget and Management is hereby authorized to make DISS interdepartmental billing adjustments as required to implement this request; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the Division of Information and Support Services, the Commissioner of Personnel, the County Comptroller, the County Attorney, the Director of Budget & Management and the County Executive's Office