



**Contra
Costa
County**

To: Board of Supervisors
From: Marc Shorr, Chief Information Officer
Date: September 7, 2021

Subject: APPROVE and AUTHORIZE the Chief Information Officer, DoIT, to execute an Order Form to the Master Subscription Agreement with Workday, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Information Officer, Department of Information Technology, or designee, to execute an Order Form with Workday, Inc. in an amount not to exceed \$1,690,000 to add Procurement module licenses to the Workday software subscription agreement, for the term July 28, 2021 through January 19, 2030.

FISCAL IMPACT:

The ongoing cost the procurement licenses is funded by the General Fund Reserves and allowable costs may be recovered through the cost plan. (100% General Fund)

BACKGROUND:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/07/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 7, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Marc Shorr,
925-608-4071

cc: Nancy Zandonella

BACKGROUND: (CONT'D)

The addition of the procurement module will be used to facilitate the integration from the County's internal purchasing portal, BuySpeed, to Workday for all approved purchase orders (PO's). Several highlights of this integration will be an automatic creation of an encumbrance in finance for each PO, will create a system to ensure that the invoices match what was actually purchased before it can be processed for payment and a mechanism for tracking when goods are actually received by the County.

The first payment for the additional licenses will be pro-rated for six months and will be \$257,802. The additional licenses will be paid annual on the anniversary of our initial start date and incrementally increase each year for the life of the subscription.

CONSEQUENCE OF NEGATIVE ACTION:

If this Order Form is not approved, the County will be unable to move forward with the procurement module and will diminish the modernization of the overall finance system.