

Business Operations  
Ofelia San Pedro, Deputy Superintendent

**SUBJECT: REQUEST APPROVAL FROM THE SCHOOL BOARD OF MIAMI-  
DADE COUNTY, FLORIDA, TO SELECT SAP PUBLIC SERVICES,  
INC. AS THE PROVIDER OF ENTERPRISE RESOURCE PLANNING  
(ERP) SOFTWARE PURSUANT TO REQUEST FOR PROPOSALS  
NO. 102-FF04**

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**COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS**

The purpose of this Request For Proposals, opened on May 31, 2006, is to select the Enterprise Resource Planning (ERP) software that will provide the District with an integrated business solution, for finance and human resources.

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The Enterprise Resource Planning software will provide a single, uniform program across operational activities, within Finance and Human Resources. Currently, the District utilizes cumbersome legacy systems that do not communicate with one another across functions and locations. This leads to inefficient processes that involve many manual and duplicate efforts by staff. The ERP software solution will reduce the aforementioned inefficiency, thereby, providing for central office to better service our schools, improve the effectiveness of essential District operations, reduce/eliminate paperwork and redundant manual processes, increase accountability and transparency in the use of public funds, and provide better and timely data for decision makers and stakeholders. This project is part of the District's Comprehensive Information Technology Blueprint, approved by the School Board at the December 14, 2005, meeting.

Phase I of the multi-year project, awarded to AnswerThink, was an analysis of the District's current business practices. Best practices from both the public and private sector were identified, and a gap analysis was completed based on current processes compared to the ideal future environment. Along with District staff, Answerthink mapped out a future environment for the District comprised of existing processes that are currently effective and new processes that were deemed both highly valuable and highly achievable. This information was used to draft a detailed RFP for ERP software which clearly identified over 2500 specific process requirements across Finance and Human Resources.

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Phase II is the selection of software only. The attached reports from the ERP subcommittee, dated June 29, 2006, and July 18, 2006, summarize the subcommittee's findings and evaluation methods, resulting in a suggestion for an ERP software solution to the Selection Committee. Equally important, these reports provide a framework of best practices to achieve ERP success that has been aggregated from independent research companies, as well as visits to and calls with comparable K-12 Districts engaging in ERP implementations.

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Six (6) vendors responded to the advertised solicitation. A meeting of the Selection Committee to evaluate proposals received in response to the Request For Proposals was held on June 15, 2006. Four (4) proposals were presented for consideration, Oracle USA, Inc. (Peoplesoft Enterprise Application), Oracle USA, Inc. (E-Business Application), Tyler Technologies' MUNIS Division and SAP Public Services, Inc. Tyler Technologies' MUNIS Division was deemed non-responsive. After significant discussion, a motion was passed to recommend three vendors, Oracle USA, Inc. (Peoplesoft Enterprise Application), Oracle USA, Inc. (E-Business Application) and SAP Public Services, Inc., to participate in oral presentations and scripted demonstrations of the software. On June 19-27, 2006, the Selection Committee, Steering Committee and Project Management Office subcommittee were called to hear presentations from the three (3) vendors. The committee convened on June 29, 2006, to receive the report from the sub-committee, regarding the scripted demonstrations and reference checks. After significant discussion, a motion was passed to have subcommittee teams consisting of subject matter experts visit Los Angeles Unified School District, Chicago Public Schools, Orange County Public Schools and St. Johns County School District, to view the products in use. A final meeting of the Selection Committee was held on July 18, 2006. The Selection Committee chose to recommend SAP Public Services, Inc. for award.

Phase III will entail the issuance of a Request For Proposals for implementation services and the selection of a qualified vendor. The Request For Proposals will specifically detail the need for the responding vendors to have the ability to implement SAP Public Services, Inc. ERP software, should the School Board approve SAP as the recommended software. Upon receipt and evaluation of the proposals for implementation services, a full total cost of ownership will be prepared. In turn, the Board will then be provided with an agenda item that shall encompass the total cost of the ERP project, as well as recommended authorizations of contract amounts for both the software vendor and the implementation services vendor.

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Phase IV will be the Implementation Phase of the software. The implementation services vendor will work with District staff to write the integration requirements, determine performance specifications and develop the final hardware requirements. More so, this vendor will assist in the development of timelines, and will ensure timely implementation of the ERP software. Additionally, this phase will include the training of District personnel in the new system and workflow processes.

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**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, **AUTHORIZE** the Superintendent of Schools to select SAP Public Services, Inc., pursuant to Request For Proposals No. 102-FF04 – ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE. In turn, the District will be authorized to send out Request For Proposals for the implementation of SAP Public Services, Inc., ERP software. Subsequently, the District will present the School Board with a recommendation for an implementation services vendor; recommendations to enter into contract negotiations with both the software and implementation services vendors; and a Total Cost of Ownership analysis for the ERP initiative.

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1. SAP PUBLIC SERVICES, INC.  
3999 WEST CHESTER PIKE  
NEWTON SQUARE, PA 19073

Highest Rated Proposal.

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