

DATE: NOVEMBER 3, 2021

FROM: ACCOUNTING

SUBJECT: RESOLUTION NO. _____ - APPROVAL OF AGREEMENT BETWEEN BYRD PROFESSIONAL RESOURCES LLC dba BYRD GROUP AND THE CITY OF LOS ANGELES HARBOR DEPARTMENT FOR STAFFING AS-NEEDED BUSINESS SYSTEMS ANALYSTS SERVICES

SUMMARY:

Staff requests approval of an agreement with Byrd Professional Resources LLC dba Byrd Group, a professional staffing service company headquartered in Johns Creek, Georgia, to provide experienced Business Systems Analysts to assist the City of Los Angeles Harbor Department (Harbor Department) in upgrading its Enterprise Resource Planning (ERP) system from Oracle E-Business Suite (Oracle EBS) on-premise to Oracle Cloud. The proposed agreement is for an initial period of two (2) years, with an Executive Director option to renew the term of the agreement for one (1) consecutive renewal period of one (1) year, for a total Agreement term not to exceed three (3) years and a not-to-exceed compensation amount of \$4,140,800. The Harbor Department will be financially responsible for payment of expenses incurred under the proposed Agreement.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with the Los Angeles City Charter Section 1022, it is more feasible for outside consultants to perform this work than City employees;
3. Approve the Agreement with Byrd Professional Resources LLC for an initial two-year period with an Executive Director option to renew the agreement for one consecutive year, for a total Agreement term of three years and a not-to-exceed compensation amount of \$4,140,800;
4. Authorize the Executive Director or designee to execute the Agreement and the Board Secretary to attest to the Agreement; and

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5. Adopt Resolution No. _____.

DISCUSSION:

Background – The Harbor Department's current Oracle EBS ERP system is the Department's core business information system. The system provides Financial Management, Procurement Management, Inventory and Cost Management, Workforce Management, Asset Management, Projects and Grants Accounting, and Budget Management. The system has been in use since October 1, 2012, and the current software will be out of Oracle's premier end-to-end support by December 2021. The Harbor Department is looking to migrate the Department's on-premise Oracle EBS ERP system to Oracle Cloud ERP, which is Software-as-a-Service (SaaS) system. As part of this project, the Harbor Department seeks to engage Oracle Cloud system implementation consultants and as-needed Business Systems Analysts to assist the Harbor Department internal staff with the upgrade. This agreement relates to the as-needed Business Systems Analysts. The Harbor Department requires the professional, expert and technical services of the Consultants on a temporary or occasional basis to assist with upgrading and implementing the Department's ERP System, working with Department staff in understanding the business and system processes, and making recommendations for improvement. The Consultant possesses extensive experience in providing as-needed Business Systems Analysts who have experience with various business processes for Oracle ERP System upgrades and transfers to Cloud operations.

Selection Process - On December 29, 2020, the Harbor Department issued a Request for Proposals (RFP) for as-needed Business Systems Analysts. The RFP was posted on the Port of Los Angeles' website and the Los Angeles Business Assistance Virtual Network. Sixteen firms submitted proposals (Transmittal 1).

A five-member evaluation committee reviewed the submitted proposals. The committee was comprised of five Harbor Department employees, representing the Accounting Division, the Financial Planning and Analysis Division, the Contracts and Purchasing Division, and the Information Technology Division. The evaluation committee reviewed and scored the proposals based on the following five weighted criteria: 1) firm qualifications, experience and references; 2) project organization, personnel and staffing; 3) project approach, work plan, and management; 4) rates, fees, and budget control; and 5) clarity and comprehensiveness of the proposal (Transmittal 2). From the sixteen proposers, the evaluation committee interviewed the six highest scoring proposers. The evaluation committee selected Byrd Professional Resources LLC based upon the final total composite score in accordance with the evaluation criteria stated above (Transmittal 3).

Scope of Work - The scope of work in the Agreement with Byrd Professional Resources LLC includes providing eight (8) to ten (10) experienced Business Systems Analysts for

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each of the following business processes: (a) Billing to Collections; (b) Source to Pay; (c) Record to Report; (d) Acquire to Retire; (e) Budgeting and Forecasting; (f) Warehouse Management; and (g) Cost Accounting. The assigned Business Systems Analysts will (a) collaborate with division super users and subject matter experts to analyze and document current business processes and make recommendations for improvement; (b) organize and facilitate business process discovery sessions and workshops; (c) document, monitor and track process improvement tasks resulting from the business process discovery sessions and throughout the project; (d) organize and facilitate periodic status meetings; (e) organize and conduct user training on the new business processes in the Oracle Cloud ERP system at specified times during the implementation, according to the Project Timeline Plan, draft and support communication efforts as needed; (f) serve as subject matter expert for the Oracle Cloud ERP application module after implementation, field questions, and provide user support; (g) provide knowledge transfer of implemented processes and procedures to Harbor Department staff during and after implementation; and (h) work with the Department's implementation team, both internal and external, to develop a strategy for data conversion across all Oracle Cloud ERP application modules, as well as data conversion specific to the application modules.

ENVIRONMENTAL ASSESSMENT:

The proposed action is the approval of a professional services agreement with Byrd Professional Resources LLC to provide as-needed Business Systems Analysts to the Harbor Department, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

Approval of the proposed Agreement would authorize up to \$4,140,800 to be spent on as-needed Business Systems Analysts staffing services over a potential three-year term. Capitalized expenses incurred as part of this agreement will be recorded in Account No. 54310 (Information System Consulting Services), Center 1000 (Capital Improvement Program), Project No. 2564800. Operating expenses incurred as part of this agreement will be recorded in Account No. 54310 (Information System Consulting Services), Center 0630 (Accounting), Project No. 0000000.

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Staff anticipates spending for the proposed Agreement to occur as follows:

Fiscal Year	Capital Account 54310, Center 1000	Operating Account 54310, Center 0630	Total
2022	\$591,550	\$-	\$591,550
2023	\$2,366,150	\$-	\$2,366,150
2024	\$-	\$1,183,100	\$1,183,100
Total	\$2,957,700	\$1,183,100	\$4,140,800

A funding out clause is included in the proposed Agreement.

CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the proposed Agreement as to form and legality.

TRANSMITTALS:


1. List of Proposers
2. RFP Selection Evaluation Form
3. Final Composite Scores for Proposers
4. Agreement with Byrd Professional Resources LLC


Digitally signed by Frank Liu
Date: 2021.11.08 16:30:39 -08'00'
FRANK LIU
Director of Accounting

FIS Approval: MB (initials)
CA Approval: SO (initials)


Marla Bleavins
MARLA BLEAVINS
Deputy Executive Director &
Chief Financial Officer

APPROVED:


EUGENE D. SEROKA
Executive Director

MB/FL
Author: J. Lustado