

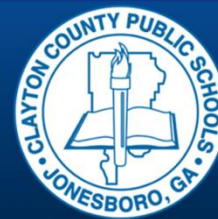
ADVISORY

CLAYTON COUNTY PUBLIC SCHOOLS

1058 Fifth Avenue | Jonesboro, GA 30236

770-473-2700

www.clayton.k12.ga.us



FOR IMMEDIATE RELEASE
Department of Communications, Public Relations & Marketing

Jada K. Dawkins
Chief of Communications
Telephone: (770) 472-7257

October 18, 2017

CCPS Selects New Finance/ Human Resources/ Payroll System

Here are some key questions and answers about MUNIS

Did you hear the news?

The new Finance and HR/Payroll system has been selected!! As you may have heard, CCPS has chosen a new system to replace the AS400. Through a structured selection process involving District staff, our consulting partner, and participating vendors, we have selected the system that best meets the district's overall requirements.

What software vendor/product was selected?

The CCPS Evaluation Committee has selected Tyler Technologies as the recommended vendor. Tyler's solution is called MUNIS which has been implemented in many K-12 school districts of varying size to include a number of Georgia school districts. As part of their solution, Tyler will be implementing their Automated Time and Attendance System called Executime.

Why are we changing our current system?

The current AS400 solution has been in production for twenty plus years supporting critical Finance, HR, Payroll, and Purchasing functions and does not meet current and future needs of the district. While we have continued to use the AS400, many manual processes, spreadsheet-based systems, and paper-based forms and approvals are required to meet basic operational and processing needs. The lack of modern system capabilities, tools, and user-friendly reporting, has hampered the District's ability to effectively and efficiently support current business operations and its strategic goals.

What process was used for selecting the system?

The structured process was led by our consulting partner and relied heavily on District staff participation and input to ensure the selected system would meet the District's needs. The selection process consisted of the following tasks:

- More than 35 workshops and interviews were performed to identify and document the District's current processes and requirements in all finance, human resources, payroll, and operational functions. This information was incorporated into the District's Request for Proposal (RFP) and used to evaluate vendor proposals.
- A RFP for a new system and implementation services was developed and sent to vendors. The District received a total of eight responses.
- Based on a structured evaluation of vendor responses, the CCPS Evaluation Committee reviewed and scored each vendor response against an established rubric.

- Functional and technical demonstration scripts were developed and used by District participants (central office, school, and department staff) to score each of the vendor demonstrations against an established rubric.
- RFP and demonstration scores were compiled and evaluated by the CCPS Evaluation Committee to select a recommended vendor.
- The CCPS Purchasing Department requested a Best and Final Offer (BAFO) from the recommended vendor.
- A 5-year Total Cost of Ownership (TCO) was developed and presented to the CCPS Board of Education for approval. Board approval was obtained during the June 6, 2017, meeting.

What will the new system be called?

The system will be referred to as MUNIS in all communications and represents the district's new processing and reporting platform for Business Services, Human Resources, and Payroll.

How will the new system allow us to be more effective and efficient?

Among the many advantages of the MUNIS system, once implemented, will be the streamlining of our hiring process, automated approval processes for purchase orders, and, yes, the ability for employees to be paid twice a month. The tentative date for going to twice per month pay is Fall 2019. Moving from AS400 to our new system is a very involved and intense process and represents a significant change for the district and its employees. Our goal is to ensure that when we begin to pay our staff through MUNIS that the pay is accurate.

So what is next?

The District has completed vendor contract negotiations and will be conducting a kick-off planning session with Tyler Technologies on October 18-19, 2017. The District's implementation team will continue to send out project-related communications and updates on a regularly scheduled basis to keep staff apprised of upcoming events and project-related activities. Be on the lookout for information on the District website where you will also be able to submit questions, comments or concerns. It is anticipated that this will be available by November 1, 2017.

All District-level personnel who currently use the AS400 system for Business Services, Human Resources and Payroll activities are invited to a briefing on Thursday, October 19, 2017 from 11:00 to noon in the Board Room at the Administrative Complex. During this time a high-level overview of the implementation process will be presented.

Total implementation of the system is targeted to take place by late 2019.

For those District staff who participated in the selection process, we want to thank you for your expertise and commitment to this very important District initiative. If you were not asked to participate up to this point, don't worry—you'll have an important role during the implementation process and receive the training needed to perform your role using the new system.

About Clayton County Public Schools

Clayton County Public Schools (CCPS) is fully accredited through AdvancED – Southern Association of Colleges and Schools Council on Accreditation and School Improvement. The district offers a focused world class program based on a challenging curriculum which is taught from pre-kindergarten through 12th grade. Serving over 54,000 students, Clayton County Public Schools is ranked among the 100 largest school districts in the U.S., and is the fifth largest school system in Georgia.