

MEMORANDUM

TO: Board of Trustees

THROUGH: Karen Crocker, Interim District General Manager / Director of Parks and Recreation

FROM: Mike Gove, Director of IT/IS

SUBJECT: Review, Discuss, and Possibly Authorize staff to execute a Professional Services Agreement with flaik Sports USA Inc. for RTP Chart of Accounts Alignment Services in the not to exceed amount of \$8,800. - pages 395 - 413

DATE: November 13, 2024

I. RECOMMENDATION

That the Board of Trustees Authorize staff to execute a Professional Services Agreement with flaik Sports USA Inc. for RTP Chart of Accounts Alignment Services in the not to exceed amount of \$8,800.

II. BACKGROUND

As a part of the Tyler implementation, the finance team determined some inadequacies with the District's Chart of Accounts and chose to correct those with the implementation of Tyler. In doing so, the District's Point of Sale systems were never updated to the new accounts. Instead, there was a translation template or "cross-walk" built in to the Tyler ERP which takes the old account structure and translates it from the old GL structure to the new structure.

An example of this translation is when a product is sold, the Point of Sale system records that sale to account 340-34-600-4205, which is then translated into 30343460-4205 by Tyler import template during the daily GL import.

This was determined to be an area of concern for the Rubin Brown Audit. Staff began to research a way to correctly update the Chart of Accounts in the Point of Sale system to match the new structure, so there will not be a need to use the translation process when uploading the daily GL information from the Point of Sale to Tyler.

Staff determined the process of updating the GL manually would be adversely time-consuming and would leave a gap from the time the process starts to the time it is finished, believed to be 1 to 2 weeks, with mismatching GL information that would have to be manually corrected. During staff's discussions seeking recommendations from the flaik team on what they believed the best process to

archive this task was, they proposed their ability and services to make this change systematically through one process going direct to the Database within RTP and additionally provide the ability to systematically test and verify any errors that may arise that would otherwise have to be manually tested on a product by product basis.

Staff believe this is the most efficient and accurate way to perform this task and are seeking the Board's approval of the attached agreement which has been approved by both District Legal Counsel and flaik, allowing work to start as soon as it is signed and returned and be completed before the opening of Diamond Peak, allowing a clean transition in the uploads.

III. BID RESULTS

IV. FINANCIAL IMPACT AND BUDGET

This agreement will be charged to FY24/25 30343499-7300 "Ski Admin Computer & IT Small Equip.

V. ALTERNATIVES

VI. COMMENTS

Staff and the Consultant have discussed the risks associated with this process. In addition to performing and verifying the changes in a non production dataset, Staff will also be training snapshots of the modified datasets before and after all changes are made. The Finance Team will be performing a test General Ledger upload once the changes are made with the test environment in Tyler to verify end to end that the datasets are as expected.

VII. BUSINESS IMPACT/BENEFIT

VIII. ATTACHMENTS

1. Flaik - RTP COA Corrections

IX. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES