MEDICAL CENTER CHIEF FINANCIAL OFFICERS
VICE CHANCELLORS – ADMINISTRATION
CHIEF HUMAN RESOURCES OFFICERS

Re: Suspension on Further Human Resources Information System Implementations

Dear Colleagues:

We are writing to strongly suggest an immediate suspension on any further vendor activities in implementing campus and medical center-specific Human Resources Information Systems (HRIS).

This action stems from the Regents’ recent resolution on administrative efficiencies, which includes as a key element the implementation of a common best-practice HRIS for the University of California system. As articulated in the vision statement of the Working Smarter initiative, the goal is to have ten distinct campuses (and associated medical centers) using one efficient administrative framework, including common, integrated HR and Payroll systems.

The PPS Replacement Initiative has progressed well and has made the recommendation to replace PPS with a single Universitywide Payroll system and a single Universitywide HR system. The PPS Interim Report has just been finalized with a Final Report scheduled for spring 2011. A key deliverable of the Final Report is the selection of the system solutions for both HR and Payroll.

Thus, given our goal of eventually having only one HR system for the University and a formal solution selection process that’s being initiated in January 2011, we need to suspend any further vendor activities in the HRIS space effective immediately.

For those campuses and medical centers that have already purchased the software license and have started project implementation, the efforts can continue – given that these implementations are already underway, and the execution of the final phase of the PPS Initiative is still a few years away.

However, for campuses and medical centers that have not yet made the software investment and begun with actual project implementation, we should not complicate the systems picture or increase the downstream migration workload with further activities not directly aligned with the
PPS solution, especially since the PPS project will be directly engaged in solution selection activities in early 2011.

We understand campuses and medical centers are anxious to move forward with systems and tools to support your HR needs and to have guidance/direction to do so as soon as possible. However, due to the high visibility as well as large budget of this effort, the Universitywide HR and Payroll solution selection will be an open, competitive bid process. As with other aspects of the PPS Initiative, this selection process will be based on a realistic, but urgent and aggressive, schedule. The goal is to have the system solution decisions by May 15, so that all campuses and medical centers will have clear direction and communication on the path before the beginning of next fiscal year.

For your reference, the following is the schedule of the competitive bid process, starting in January targeting the shorter duration for each step with completion in mid-May:

- Write, review the RFPs with detailed requirements and specifications  
  4 - 5 weeks
- Time for vendors to respond to RFPs  
  3 - 4 weeks
- UC RFP Team to read/review/score responses, internal meetings to discuss evaluation, sourcing team to analyze cost info, etc.  
  3 - 4 weeks
- Select finalists/coordinate finalists presentations to Selection Team  
  2 - 3 weeks
- Negotiation team to follow-up and negotiate with one or more vendors  
  2 - 4 weeks
- Draft, finalize and execute an agreement  
  2 - 4 weeks

Thank you for your continued support of the Regents’ resolution on Administrative Efficiency and the Working Smarter initiative.

Sincerely,

Nathan Broström
Executive Vice President
Business Operations

Peter J. Taylor
Executive Vice President and Chief Financial Officer

cc: Vice Chancellors – Planning and Budget
Information Technology Leadership Council
PPS Sponsor Group
Associate Vice President Reese