



# Board of Retirement Regular Meeting

## Sacramento County Employees' Retirement System

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### Agenda Item 19

**MEETING DATE:** April 20, 2022

**SUBJECT:** Project Management and Oversight Services

**SUBMITTED FOR:** \_\_\_ Consent        X   Deliberation and Action      \_\_\_ Receive and File

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### **RECOMMENDATION**

Staff recommends the Board authorize the CEO to extend the contract with Linea Solutions for project management and oversight services by 6 months, through June 30, 2023, for an additional \$1.5 million.

### **PURPOSE**

This item complies with the Strategic Management Plan objective to leverage technology and creative solutions to enhance enterprise performance.

### **DISCUSSION**

The Pension Administration System (PAS) project implementation schedule requires ongoing Linea Solutions support throughout 2023; therefore, staff is requesting approval to move forward with a 6-month contract extension for Linea Solutions.

Linea began working with SCERS in October 2015 under an initial engagement to facilitate the vendor selection process for the PAS project. After the selection of the software developer, the Board approved a \$3.3 million contract in November 2017 to retain Linea for ongoing consulting and oversight services as the project moved into the design, testing, and implementation stages. The PAS project schedule has shifted from a “big bang” implementation where all functionality would “go live” in mid-2021 to a phased approach where functionality has been incrementally added into production. The final phase is now scheduled for implementation in mid-2023.

During the initial design and implementation phases, SCERS was supported by two business analysts from Linea and a part-time senior project manager. However, as the project schedule was extended and stretched SCERS' internal capacity to maintain core business with the project demands, additional Linea team members were added to the project.

The following resources were added to supplement the SCERS staff:

- 1 testing coordinator and 3 testing specialists to organize and conduct thorough testing, to ensure that test cases are comprehensive in nature so that the system is fully tested, and issues are prioritized.

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- 1 data technician to finish the data clean-up effort from earlier phases and coordinate data preparedness for upcoming phases.
  - 1 trainer to build training documentation to fill the gap between LifeWorks training and the full end-to-end process training for Staff that is needed for upcoming project phases.

These resources have functioned as an extension of the SCERS staff, adding back in capacity for the current SCERS staff to stabilize workflow and focus on core business processes.

As part of the increase in support services, the Board has approved adjustments to the Linea contract maximum not to exceed \$4.6 million. Through February 2022, SCERS has expended \$4.2 million on Linea Solutions' services. With the additional extension recommended by Staff, the contract maximum will be \$6.1 million in total, compared to the original contract maximum of \$3.3 million.

This recommendation reflects the maximum outlay that SCERS could incur for Linea's support through December 2023 based on the rate of current expenditures. Under the current project timeline, the project is expected to be completed in mid-2023, though the timeline is under review. The existing contract provides flexibility to downsize the Linea team should project needs change.

### **ATTACHMENT**

- Board Order

Prepared by:

/S/

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Margo Allen  
Chief Operations Officer

Reviewed by:

/S/

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Eric Stern  
Chief Executive Officer



# Retirement Board Order

## Sacramento County Employees' Retirement System

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Before the Board of Retirement  
April 20, 2022

AGENDA ITEM:

### Project Management and Oversight Services

THE BOARD OF RETIREMENT hereby accepts the recommendation of staff to authorize the CEO to extend the contract with Linea Solutions for project management and oversight services by 6 months, through June 30, 2023, for an additional \$1.5 million. Deliberation and action.

I HEREBY CERTIFY that the above order was passed and adopted on April 20, 2022 by the following vote of the Board of Retirement, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

ALTERNATES (Present but not voting):

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Richard B. Fowler II  
Board President

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Eric Stern  
Chief Executive Officer and  
Board Secretary