



Memorandum

Date: 5/12/2026

File No. CM 26-283

Meeting of: Committee of the Whole - Finance, Administration, and Communications

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Human Resources	Cathryn Laird	425-556-2125
Technology and Information Services	Michael Marchand	425-556-2173

DEPARTMENT STAFF:

Technology and Information Services	Courtney Miller	Technology Project Manager
Human Resources	Kseniya Daly	Deputy HR Director
Technology and Information Services	Carmen Hall	Project Mgmt Office Manager

TITLE:

UKG Pro and Microsoft Dynamics 365 Finance & Operations (D365 F&O) - Bidirectional Integrations

OVERVIEW STATEMENT:

Engaging a partner to develop bi-directional integrations between UKG Pro and the City’s existing ERP, Dynamics 365 F&O, reducing manual processes and ensuring system alignment. This Statement of Work expands the City’s partnership with Protiviti to provide additional technology resourcing and support.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information **Provide Direction** **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
2025/2026 BTIP
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

UKG Pro and D365 F&O integration benefits include:

- Consistent data alignment across core HR and Finance systems
- Increased frequency of integrations that protect operational continuity
- Error-handling and notification capabilities to reduce failures and keep teams informed
- Scalable integration design documentation to support future growth and integrations

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

The agreement is structured as a time and materials contract with a total value of \$78,676 plus tax. A previously executed discovery phase contract for \$20,800 reduces the remaining approval amount to \$57,876 plus tax.

Approved in current biennial budget: Yes No N/A

Budget Offer Number:

362 - BTIP

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs: Yes No N/A

If yes, explain:

Annual support cost \$12,000

Funding source(s):

Costs associated with the implementation will come from the 2025/2026 BTIP

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

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N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
5/19/2026	Business Meeting	Approve

Time Constraints:

UKG Pro estimated go live Q4 2026.

ANTICIPATED RESULT IF NOT APPROVED:

Continue using the manual file-based integration process developed by the City, updated to reflect UKG Pro mapping requirements.

ATTACHMENTS:

Attachment A: Protiviti Scope of Work