

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve an increase to an existing contract with **BBAO Group** for **IT business analysis services**.

Board Meeting Date: October 7, 2014

Project Name/Contract#: PSC 2350

Primary Contact: Matt Sayre Ext. 7721

Purchasing Contact: Tracy Davis Ext. 7468

Contract Amount:

Original Contract Amount: \$ 140,000

Additional \$ Previously Approved: \$ N/A

Invoices over last approval: \$ _____

Percentage over last approval: _____ %

Amount this Request: \$ 50,000

Resulting Cumulative Total: \$ 190,000

Contracting Method:

Method of Solicitation: Sole Source Exemption

If applicable, basis for exemption: Rule 3-0275

Term of Agreement: 9/11/13 – 12/31/14

Option to Renew? No

Approval for purchases "as needed" for the life of the contract No

Action Requested:

- Contract Award
- Contract Renewal
- Contract Increase
- Other

Funding Source:

- Budget
- Reserves
- New Revenue
- Bonding
- Other

Form of Contract:

- Single Purchase
- Services
- Personal Services
- Construction
- IGA
- Price Agreement
- Other

NARRATIVE:

The Board is being asked to approve an increase to the existing sole source contract with **BBAO Group** for **IT business analysis services**.

The Information Services Department has been utilizing Business Analyst services from BBAO Group to fill a gap in support of our strategic IT projects. This support is providing requirements development, functional specifications, business cases and problem analysis for the Energy Management Department's Time of Use (TOU) pilot, Net Metering, and Energy Insight, as well as planning for the Load Management pilot, and Emergency Operations Center (EOC) software projects.

At this time, several of these projects that began in 2013 are nearing completion of the deployment stages. However, EWEB still requires approximately 480 additional BBAO Group hours to assist with the pilot rollouts and to transfer knowledge and documentation to staff. Although original time estimations were expected to cover the needs of these projects, due to changes and complexities in the TOU and emerging pilots, as well as providing assistance to the WAM, EOC, and other projects, the overall hours since 2013 will exceed cost estimations from under \$150,000, to \$190,000. This increase, if approved, will provide the time necessary to efficiently complete and transition this work, leverage the knowledge gained, reduce project risk, and lower costs as we move toward more efficient technology tools.

ACTION REQUESTED:

Management requests Board approve in increase to the existing sole source contract with **BBAO Group** for **IT business analysis services**. Funds for these services have been budgeted for 2014.

SIGNATURES:

Project Coordinator: _____

LT Manager: _____

Purchasing Manager: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____