

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **Whitlock Consulting Group** for **Customer Information System (CIS) Implementation Services**.

Board Meeting Date: November 7, 2017

Project Name/Contract#: Customer Information System Implementation Services / RFP 033-2017

Primary Contact: Matt Barton Ext. 7109

Purchasing Contact: Tracy Davis Ext. 7468

Contract Amount:

Original Contract Amount: \$ 1,500,000

Additional \$ Previously Approved: \$ N/A

Invoices over last approval: \$ N/A

Percentage over last approval: N/A %

Amount this Request: \$ 1,500,000

Resulting Cumulative Total: \$ **1,500,000**

Contracting Method:

Method of Solicitation: Formal Request for Proposal

If applicable, basis for exemption: N/A

Term of Agreement: November 2017 – December 2019

Option to Renew? No

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

Proposals/Bids Received (Range): 3 (\$1,498,894 to \$2,002,240)

Selection Basis: Highest Ranked Proposer

Narrative:

The Board is being asked to approve a new contract with **Whitlock Consulting Group (WCG)** of Columbia, SC for Customer Information System Implementation Services.

EWEB requires services for support in migrating from EWEB's Customer Information legacy system, Banner, to the new Cayenta Customer Information System. Contract objectives are to supplement IT staff for areas unique to Banner to Cayenta migrations, along with testing and end user training of Cayenta Customer Information Systems.

Contracted services include extracting, cleansing, and validating data from EWEB's Banner database, validation of system configuration, application testing, and end user application training.

In July, 2017 staff issued a Formal Request for Proposals (RFP). EWEB received three proposals, which were submitted from Modern Grid Partners of Portland, ME; TMG Consulting of Austin, TX; and Whitlock Consulting Group (WCG) of Columbia, SC. The responses were evaluated based on the evaluation criteria stated in the RFP. Criteria included company's qualifications, experience, references, and fees.

WCG was found to be responsive and received the highest score in the evaluation of proposals. WCG's experience, particularly in the area of migrating data from Banner to Cayenta set them apart from the competition, Staff has successfully negotiated a contract, and has issued a Notice of Intent to Award, pending Board approval.

ACTION REQUESTED:

Management requests the Board approve a new contract with **Whitlock Consulting Group** of Columbia, SC for **Customer Information System Implementation Services**.

Funds for these services are included in the capital improvement plan, the total budget for the project is \$11,150,000 which includes consulting services, this implementation services contract (\$1,500,000), internal labor, and project overhead costs.

SIGNATURES:

Project Coordinator: _____

Manager: _____

Purchasing Supervisor: _____

Executive Officer: _____

Board Approval Date: _____