

## **EWEB Board Consent Calendar Request**

*For Contract Awards, Renewals, and Increases*

The Board is being asked to approve a Contract with **Cascade Pacific Resource Conservation & Development** for **the development of an accounting system to manage disbursements for the McKenzie Watershed Conservation Fund.**

Board Meeting Date: November 7, 2017

Project Name/Contract#: Development of an Accounting System to Manage Disbursements for the McKenzie Watershed Conservation Fund / PSC 2617

Primary Contact: Mel Damewood Ext. 7145

Purchasing Contact: Collin Logan Ext. 7486

### **Contract Amount:**

Original Contract Amount: \$180,000.00

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: 0 %

Amount this Request: \$180,000.00

**Resulting Cumulative Total:** \$180,000.00

### **Contracting Method:**

Method of Solicitation: Direct Negotiation / Sole Source No. 357

If applicable, basis for exemption: EWEB Rule 3-0275(1)

Term of Agreement: 2-years

Option to Renew? No

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

Proposals/Bids Received (Range): none

Selection Basis: none

### **Narrative:**

EWEB's initiatives for protecting the McKenzie Watershed as Eugene's source of drinking water includes building business relationships with partners that have similar interests as EWEB in its source protection work. EWEB has been developing and piloting the Pure Water Partners (PWP) program over the past several years. With multiple partners and funding sources in this program a robust fiscal management program is required for accurate record keeping and funding management. Cascade Pacific Resource Conservation & Development (CPRCD) has been a partner in developing the fiscal management tools required for the PWP program.

Contract activities required include continued development of the legal and accounting structure for the McKenzie Watershed Conservation Fund (Fund). Deliverables will include designing the Fund's architecture, developing the accounting features to manage complex funding and payment activities, testing and calibrating the Fund, developing reports with specific metrics, and to establish a governance structure for administering the Fund.

EWEB applied for and was awarded a grant, with CPRCD indicated as a partner, for continued development of the PWP program. EWEB has negotiated a contract, based on a sole source exemption with CPRCD. They are the only source available to procure the services based on their relationship with other PWP partners and to remain in compliance and alignment with the proposed plan and intent to partner with CPRCD under the grant application and award. CPRCD is experienced with complex accounting/tracking systems working with multiple funding agencies.

If approved, **Cascade Pacific Resource Conservation & Development** will provide fiscal management services as specified in the Contract.

**ACTION REQUESTED:**

Management requests the Board approve a contract with **Cascade Pacific Resource Conservation & Development** for development of an accounting system to manage disbursements for the McKenzie Watershed Conservation Fund. Funds for these services were budgeted for 2017/2018 including \$120,000 from grant funds and \$60,000 in EWEB matching funds, with a total department budget for 2017 of \$9,341,000.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Manager: \_\_\_\_\_

Purchasing Supervisor: \_\_\_\_\_

Executive Officer: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_