

## 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 **AAC Utility Partners, LLC** for **Customer Information System (CIS) Consulting Services**.

Board Meeting Date: April 7, 2015

Project Name/Contract#: CIS Consulting Services/PSC #036-2014

Primary Contact: Mark Freeman Ext. 7061

Purchasing Contact: Tracy Davis Ext. 7468

### Contract Amount:

Original Contract Amount: \$ 12,000 (initial activities only)

Additional \$ Previously Approved: \$ N/A

Invoices over last approval: \$ N/A

Percentage over last approval: N/A %

Amount this Request: \$ 262,000 (remaining activities)

**Resulting Cumulative Total:** \$ 274,000 (full scope)

### Contracting Method:

Method of Solicitation: Request for Proposal

If applicable, basis for exemption: N/A

Term of Agreement: February 2, 2015–December 17, 2016

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 an existing contract with **AAC Utility Partners, LLC** for **Customer Information System (CIS) Consulting Services** to plan EWEB's CIS Replacement, including: Assessment of EWEB's CIS system needs; evaluation and comparison of CIS alternatives based on EWEB's needs; selection of a CIS vendor; and support for contract negotiations with the selected CIS vendor.

EWEB chose AAC through a competitive RFP process in November, 2014. AAC was the highest scoring proposer among five (5) proposers, demonstrating a superb track record supporting public utilities with the challenges of large, complex CIS replacement projects. AAC is an independent, utility-focused consultancy providing CIS industry experience, deep knowledge of the CIS market, and a proven process for successful CIS replacement projects.

EWEB's CIS Replacement Planning originally was to start January, 2015, but was then deferred until August, 2015. However, minor preparatory activity still was needed prior to the August start date. Therefore, a reduced portion of the full contract scope and costs (\$12,000) was initiated in January, 2015 for AAC to complete the minor, but time-sensitive preparatory work. The increase to the contract now will bring the contract whole, to the original contract amount and full scope.

The increase to this contract, if approved, will continue the engagement for the CIS Replacement Planning project, estimated between twelve (12) and sixteen (16) months in duration. Consulting Services will be provided according to the sequence of activities in AAC's proven, CIS-specific project management methodology. Payments will be made upon completion of milestone deliverables, once reviewed and accepted by EWEB. The outcome of the project will be the identification of EWEB's best-fit CIS solution, and a complete project plan and roadmap for its successful implementation (as part of a separate, future CIS Implementation contract). The total amount of the Planning contract is not to exceed \$274,000, including all consulting services and consultant travel expenses.

### ACTION REQUESTED:

Management requests Board approve an increase to an existing contract with **AAC Utility Partners, LLC** for **Customer Information System (CIS) Consulting Services**. Funds for these services were budgeted for 2015 and will be budgeted for 2016.

**SIGNATURES:**

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

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

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

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

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

Secretary/Assistant Secretary verification: \_\_\_\_\_