

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **Manzo, Inc.** for the purchase of **Implementation Services** for an Integrated Software as a Service (SaaS) Human Capital Management Services (HCMS) solution.

Board Meeting Date: April 5, 2016
Project Name/Contract#: SaaS HCMS Implementation Services/RFP 012-2016
Primary Contact: Lena Kostopulos Ext. 7466
Purchasing Contact: Ramie Alkire Ext. 7413

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Contract Amount:

Original Contract Amount: \$ 460,000
Additional \$ Previously Approved: \$ N/A
Invoices over last approval: \$ N/A
Percentage over last approval: N/A %
Amount this Request: \$ 460,000
Resulting Cumulative Total: \$ **460,000**

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: Formal Request for Proposals
If applicable, basis for exemption: N/A
Term of Agreement: May 1, 2016 – June 1, 2017
Option to Renew? No
Approval for purchases "as needed" for the life of the contract Yes

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

NARRATIVE:

The Board is being asked to approve a new contract with **Manzo, Inc.** for the purchase of **Implementation Services** for an Integrated Software as a Service (SaaS) Human Capital Management Services (HCMS) solution.

EWEB has contracted with Ultimate Software for a Software as a Service (SaaS) HCMS Solution, Ultipro. EWEB requires support during implementation of the software. Implementation services will include but are not limited to: planning; analysis; requirement elicitation; future state business process design; implementation; testing; and training related to the phased deployment.

Contract activities include identification of business requirements and documentation of gaps; documenting business processes; development and execution of test scripts; development of supervisor and employee training and communication; and post production support. Services will be provided in the first three phases of the Ultipro implementation which will include Core Human Resources support functions such as payroll, benefits, recruiting, onboarding and talent management.

In February 2016, Staff issued a Request for Proposals for the implementation services for EWEB's Integrated Software as a Service (SaaS) HCMS solution. In addition to EWEB's website, the RFP was advertised on the State's Oregon Procurement Information Network (ORPIN) for a wider outreach. The RFP was reviewed by 18 companies; EWEB received one proposal from Manzo, Inc. of Atlanta, Georgia. Evaluation criteria included: HCM and SaaS experience; firm and key individual's experience and history; project approach and capabilities; references; and pricing. Manzo, Inc. was deemed qualified based on the evaluation criteria. Manzo, Inc. has a strong background in HCMS implementations, including recent experience with several Ultipro implementation projects.

Staff has issued a notice of Intent to Award a contract to Manzo Inc. and has negotiated a contract, pending Board Approval.

ACTION REQUESTED:

Management requests the Board approve a new contract with **Manzo Inc.** for the purchase of **Implementation Services** for an Integrated Software as a Service (SaaS) Human Capital Management Services (HCMS) solution. Funds for this purchase were budgeted for 2016 and will be budgeted for 2017.

SIGNATURES:

Project Coordinator: _____

LT Manager: _____

Purchasing Manager: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____