

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a personal services contract with **Make It Happen** for **IT Project Management Services**.

Board Meeting Date: April 3, 2018

Project Name/Contract#: IT Management Services / PSC #2446

Primary Contact: Matt Barton Ext. 7109

Purchasing Contact: Tracy Davis Ext. 7468

Contract Amount:

Original Contract Amount: \$ 146,000

Additional \$ Previously Approved: \$ N/A

Invoices over last approval: \$ N/A

Percentage over last approval: N/A %

Amount this Request: \$ 20,000

Resulting Cumulative Total: \$ 166,000

Contracting Method:

Method of Solicitation: Direct Negotiation

If applicable, basis for exemption: Rule 3-0275 – Sole Source Procurements

Term of Agreement: 9-21-15 to 9-20-18

Option to Renew? No

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

Proposals/Bids Received (Range): N/A

Selection Basis: Direct Negotiation

Narrative:

The Board is being asked to approve a personal services contract with **Make It Happen** of Eugene, OR for the purchase of **IT Project Management Services**.

MakeITHappen (MIH) provides Project Managers with Project Management Professional (PMP) certifications and strong experience in IT project management. In addition, MIH is a locally owned business with local resources, allowing EWEB to minimize or eliminate travel costs that would typically be associated with such as engagement, while maximizing investment in local community resources. MIH principals have prior working experience with the EWEB IT department staff and EWEB project management methods, minimizing training and discovery labor at project onset.

EWEB has engaged with MIH to complete a series of projects. All have been completed with the exception of replacing EWEB's Vegetation Management Software. The current system is at the end of its useful life. This system is used to manage trees and vegetation along all substations to the end of each transmission line.

To complete the Vegetation Management Software project, a more refined scope of work has been developed, resulting in a \$20,000 increase. This increase brings the contract not-to-exceed amount over the direct negotiation threshold for personal services contracts. Management is requesting approval to exceed the direct negotiation threshold by \$16,000. This course of action would be less costly than issuing a solicitation for potentially another consultant to continue the work already performed by MIH, possibly resulting in additional time and money to complete the project.

Staff believes that because of the advantages stated herein and the sole-source nature of this contractor, it is unlikely that continuing with the contract would harm competition or show favoritism in public contracting.

ACTION REQUESTED:

Management requests the Board approve a personal services contract with **Make It Happen** for **IT Project Management Services**. Funds for this work were budgeted for 2018, total department budget for 2018 is \$10,471,000.

SIGNATURES:

Project Coordinator: _____

Manager: _____

Purchasing Supervisor: _____

Executive Officer: _____

Board Approval Date: _____