

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve three new contracts with **Sure Power Consulting, LLC, Make It Happen, LLC, and Milestone Utility Services** for as-needed Project Management and Business Analyst Services.

Board Meeting Date: 1/5/2021
Project Name/Contract #: As-Needed Project Management and Business Analyst Services, RFP 20-154-PSC
Primary Contact: Rod Price Ext. 7122

Contract Amount:

Original Contract Amount: \$1,000,000 (between three contracts over 5 years)
Additional \$ Previously Approved: \$n/a
Invoices over last approval: \$n/a
Percentage over last approval: n/a
Amount this Request: \$1,000,000 (between three contracts over 5 years)
Resulting Cumulative Total: \$1,000,000 (between three contracts over 5 years)

Contracting Method:

Method of Solicitation: Formal RFP
If applicable, basis for exemption: n/a
Term of Agreement: 5 years
Option to Renew? Contracts automatically renew annually up to five years total
Approval for purchases "as needed" for the life of the Contract Yes No
Proposals/Bids Received (Range): 23 proposals (\$99,350 - \$468,750)
Selection Basis: Highest ranked proposers (top three)
Narrative:

Operational Requirement and Alignment with Strategic Plan

The board is being asked to approve three new Personal Services Contracts with Sure Power Consulting, LLC, Make It Happen, LLC, and Milestone Utility Services for as-needed Project Management and Business Analyst Services. The contract amount noted above is a Not-to-Exceed (NTE) limit, shared across the three contracts, and will be used as needed throughout the life of the contracts.

These as-needed services will serve to supplement internal resources as needed to support EWEB's upcoming IS projects for the purpose of maintaining project schedules and workflow. The services may also be used to mitigate staff vacancies as well as mitigating effect on project schedules when emergent work and peaks are experienced.

Contracted Goods or Services

Contracted services will include as-needed Project Management and Business Analyst services.

Example Project Management duties include, but are not limited to:

Facilitate and lead project team meetings as needed for task and deliverable progress; lead development of the work plan and maintain current work plan status; coordinate and track the delivery of the project deliverables; escalate project issues and coordinate decision making.

Example Business Analyst duties include, but are not limited to:

Assist with Business Case and elicit requirements with stakeholders; translate and simplify requirements; documenting sound business solutions; budgeting and forecasting; planning and monitoring; process mapping of existing work flows.

EWEB will issue work projects in the form of a Task Order under the awarded contracts. Each Task Order will consist of a negotiated Scope of Work, Project Deliverables, Timeframes, and effort/costs related to the work.

Prior Contract Activities

Make It Happen, LLC					
EWEB Contract No.	Project Name (Description)	Board Approval Date	Project Duration	Original Contract Amount	Final Contract Amount
2446	IT Project Management Services	4/3/18	9/21/15 – 1/31/19	\$102,500	\$166,000
19-159-PSC	IS Contract Manager/Business Analyst Services	N/A	10/30/19 – 6/30/20	\$107,000	\$105,600
20-079-PSC	AMI Contract Business Analyst Services	N/A	3/23/20 – 1/31/21	\$65,340	N/A
20-149-PSC	Energy Insite Replacement Project	N/A	7/1/20 – 7/15/21	\$42,900	N/A

Milestone Utility Services					
EWEB Contract No.	Project Name (Description)	Board Approval Date	Project Duration	Original Contract Amount	Final Contract Amount
005-2019-A	Customer Self Service Portal Product (includes Integration and Implementation Services)	8/6/19	10/9/19 – 10/8/26	\$1,970,000	N/A

Both Make It Happen, LLC, and Milestone Utility Services, have met EWEB’s product quality and service requirements under their current contracts.

For completed contracts, Make It Happen, LLC was responsive to all needs and completed the work under each contract on time and satisfactorily.

EWEB has not previously contracted with Sure Power Consulting LLC.

Purchasing Process

In September 2020, EWEB issued a formal Request for Proposals (RFP 20-154-PSC) for As-Needed Project Management and Business Analyst Services. This solicitation was advertised on the Oregon Procurement Information Network (ORPIN).

Twenty-three proposals were received and evaluated and scored in Phase 1 of the evaluation process, worth 100 points. Phase 1 evaluation criteria included: ability and capability to perform the work (40%); project team experience (30%); and pricing (30%). The top ten highest scoring proposals were then moved to Phase 2 of the evaluation, worth an additional 60 points. Phase 2 included evaluation and scoring of: reference surveys (10 pts); and response to technical questions (50 pts).

Sure Power Consulting, LLC, Make It Happen, LLC, and Milestone Utility Services were selected as the highest ranked, responsive and responsible proposers.

Vendor Name	City, State	Offered Price	Ranking (for Request For Proposals)	
			Phase 1	Phase 2
		Based on RFP Estimate of Hours per role and travel costs annually.		
22nd Tech	McLean, VA	\$182,300	12	N/a
The Atum Group	Portland, OR	\$263,686	4	4
Bluecrane, Inc.	Rolling Hills Estates, CA	\$345,200	11	N/a
Bright Work Consulting	Seattle, WA	\$254,000	21	N/a
Compelling Reason Consultants	Portland, OR	\$296,003.5	18	N/a
ejAmerica	Irvine, CA	\$99,350	17	N/a
Elegant Enterprise-Wide Consultants	Chantilly, VA	\$185,700	8	10
Excergy	Denver, CO	\$431,502	5	6
Galaxux	Salem, OR	\$227,000	9	9
InnoActive Group	San Francisco, CA	\$228,750	13	N/a
Kastech	Houston, TX	\$175,000	14	N/a
Make It Happen	Eugene, OR	\$355,500	2	2
Milestone Utility Services	Plantation, FL	\$334,000	3	3
Point B	Portland, OR	\$346,100	10	8
Propeller, Inc.	Portland, OR	\$315,295	15	N/a
Public Consulting Group	Lacey, WA	\$282,690	19	N/a
RefineM	Springfield, MO	\$209,500	23	N/a
Resource Data	Portland, OR	\$267,000	7	5
Sure Power Consulting	Alpharetta, GA	\$224,760	1	1
TEKsystems	Portland, OR	\$257,666	22	N/a
Treinen	Olympia, WA	\$218,464.50	16	N/a
West Monroe	Los Angeles, CA	\$468,750	20	N/a
Whitlock	Charleston, SC	\$307,000	6	7

Competitive Fair Price (If less than 3 responses received)

n/a

ACTION REQUESTED:

Management requests the Board approve three new contracts with Sure Power Consulting, LLC, Make It Happen, LLC, and Milestone Utility Services for as-needed Project Management and Business Analyst Services. These services will be budgeted as needed in both Capital and Operations and Maintenance Budgets that vary throughout the organization. Variances will be managed within the budget process and Board policy.