Agenda Item 8-B
Consent Item

To: Chairman Smedberg and the VRE Operations Board

From: Doug Allen

Date: November 17, 2017

Re: Authorization to Issue a GEC VII Task Order for Analysis for VRE Enterprise Resource Planning Solution

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a GEC VII Task Order to STV for Analysis for VRE Enterprise Resource Planning (ERP) Solution in the amount of $123,393, plus a 10% contingency of $12,339, for a total not to exceed $135,732.

Summary:

The purpose of the task order is to use the contractor’s technical assistance and subject matter expertise to perform analysis identifying existing gaps within information systems that support VRE’s enterprise resources such as human resources, budgeting, financial administration, procurement, inventory and construction management.

Background:

VRE’s existing information technology systems supporting enterprise resources are either non-existent or in need of major overhaul and are currently unable to support the growing needs of the organization, or future expansion outlined in the adopted VRE System Plan 2040.

The Scope of Services for this Task Order includes assistance to VRE in determining an ERP solution. The ERP solution will help to enhance current VRE systems and streamline VRE processes. The ERP tool would act as a business process management software allowing VRE to use a system of integrated applications to manage the business and automate back-office functions related to technology, including: Finance, budgeting, Accounting,
Procurement, Human Resources, accounts payable, accounts receivable, budgeting, grant management and other related services.

STV Incorporated is the prime consultant for Task Area E - Design Services: Telecommunications and Security under GEC VII. A Request for a Task Order Proposal for Analysis for VRE Enterprise Resource Planning (ERP) Solution was requested from STV on October 13, 2017. On October 20, 2017, STV returned a task order proposal to perform the requested services for $123,393, which was within 10% of the independent cost estimate. Following review of the task order proposal, staff recommends award to STV.

**Fiscal Impact:**

Funding is provided through the FY2018 amended budget for VRE Capital Planning. Funding for future years will be included in each proposed annual budget.
WHEREAS, VRE’s existing information technology systems supporting enterprise resources are currently unable to support the growing needs of the organization, or future expansion outlined in the adopted VRE System Plan 2040; and,

WHEREAS, VRE requires technical assistance and subject matter expertise to perform analysis identifying existing gaps within information systems which support VRE’s enterprise resources.; and,

WHEREAS, the existing information technology systems supporting enterprise resources are unable to support the growing needs of the organization; and,

WHEREAS, VRE needs an Enterprise Resource Planning solution;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a GEC VII Task Order to STV for Analysis for VRE Enterprise Resource Planning (ERP) Solution in the amount of $123,393, plus a 10% contingency of $12,339, for a total not to exceed $135,732.

Approved this 17th day of November 2017

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Paul Smedberg
Chairman

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Katie Cristol
Secretary