To: Chair Cristol and the VRE Operations Board  
From: Doug Allen  
Date: April 12, 2019  
Re: Authorization to Execute a Contract for Enterprise Resource Planning Implementation Management and Development Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Computer Aid, Inc. of Harrisburg, Pennsylvania for Enterprise Resource Planning Implementation Management and Development Services in the amount of $525,105, plus a 10% contingency of $52,510, for a total not to exceed $577,615.

Summary:

An analysis has been performed that identified existing gaps within information systems supporting VRE’s enterprise resources. Authorization of this contract will provide services to identify current and improved business processes, develop a scope of work for the Enterprise Resource Planning (ERP) solution, and provide project management support for implementation of the ERP solution.

Background:

VRE’s existing information technology systems supporting enterprise resources need a major overhaul to support the growing needs of the organization and future expansion outlined in the adopted VRE System Plan 2040. An analysis has been performed that
identified existing gaps within information systems supporting VRE’s enterprise resources.

The scope of services for this contract includes project management and development services necessary to shape the final ERP solution. The ERP solution will help to enhance current VRE systems and streamline VRE processes. The ERP tool will act as business process management software allowing VRE to use a system of integrated applications to manage business processes and automate back-office functions related to technology, including finance, accounting, procurement, human resources, accounts payable, accounts receivable, budgeting, grant management and other related services.

These services are being procured through a Virginia Information Technologies Agency (VITA) statewide contract (VA-130620-CAI) with Computer Aid, Inc. Through this IT Contingent Labor Program Contract, Computer Aid, Inc. will work with VRE to identify qualified IT personnel to augment VRE’s current resources for the purposes of implementing an ERP solution.

**Fiscal Impact:**

ERP implementation is included in VRE’s approved FY 2020-2025 Capital Improvement Program (CIP) as project IT-2. The management and development services described above are part of the approved scope of the ERP project (IT-2). The total approved budget for the project is $2.75 million, with $2,610,000 of funding from the VRE Capital Reserve and $140,000 from the VRE Capital Planning Fund (Fund 98).
Authorization to Execute a Contract for Enterprise Resource Planning Implementation Management and Development Services

WHEREAS, VRE’s existing information technology systems, which support 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, an analysis has been performed that identified existing gaps within information systems supporting VRE’s enterprise resources; and,

WHEREAS, implementation management and development services are necessary to support VRE staff during procurement and implementation of an Enterprise Resource Planning solution;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Computer Aid, Inc. of Harrisburg, Pennsylvania for Enterprise Resource Planning Implementation Management and Development Services in the amount of $525,105, plus a 10% contingency of $52,510, for a total not to exceed $577,615.

Approved this 12th day of April 2019

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Katie Cristol
Chair

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John Cook
Secretary