

**MEETING DATE:** May 9, 2019

**TITLE:** Approval of Contract with IT Consultant

**RESOLUTION NUMBER:** 19-052

**PREPARED BY:** Cathy Reynolds

**E-MAIL:** creynolds@minnehahacreek.org

**TELEPHONE:** 952-641-4503

**REVIEWED BY:**  Administrator  Counsel  Program Mgr. (Name): \_\_\_\_\_  
 Board Committee  Engineer  Other:

**WORKSHOP ACTION:**

|   |   |
|---|---|
| <input type="checkbox"/> Advance to Board mtg. Consent Agenda.                          | <input type="checkbox"/> Advance to Board meeting for discussion prior to action. |
| <input type="checkbox"/> Refer to a future workshop (date): _____                       | <input type="checkbox"/> Refer to taskforce or committee (date): _____            |
| <input type="checkbox"/> Return to staff for additional work.                           | <input type="checkbox"/> No further action requested.                             |
| <input checked="" type="checkbox"/> Other (specify): <b>Final Action on May 9, 2019</b> |   |

**PURPOSE or ACTION REQUESTED:**

On April 11, 2019 the Board of Managers approved the selection of WSB as the IT Consultant and authorized the District Administrator to negotiate a contract. The staff has concluded contract negotiations with WSB and is seeking the Board's approval of the contract.

**PROJECT/PROGRAM COST:**

Fund name and number: 100-1003 (Information Technology)  
Current Budget: \$100,000  
Expenditures to date: \$0  
Requested amount of funding: \$38,904  
Is a budget amendment requested? no

**PAST BOARD ACTIONS:**

February 28, 2019 Authorization to release the RFQ for the IT Consultant (Resolution 19-021).  
  
April 11, 2019 Approval of WSB as the IT Consultant and authorized the District Administrator to enter into contract negotiations (Resolution 19-047).

**SUMMARY:**

The District's 2017 Strategic Alignment Plan identified the need for IT investment planning to enhance internal workflow and interaction with the public. In furtherance of this strategic goal, the District established a cross-functional IT team in July 2018 to develop a course of action to improve the District's information technology usage.

In September, District staff consulted with the League of Minnesota Cities, and Hennepin County IT professionals regarding the goals and vision for the IT update. Based on the feedback received, District staff determined that implementation of the IT vision would be best served by a solicitation of proposals for a virtual chief information officer (vCIO). The primary purpose of the vCIO would be to provide consulting services and assist with the overall planning and implementation of the IT update.

On September 13, 2018 staff provided an update to the OPC regarding the IT Plan and the intent to solicit proposals for a vCIO. Managers Shekleton and Olson were appointed as Board Liaisons for this initiative.

Following the September 13, 2018 meeting, the IT Team began a business analysis to evaluate the District technology use to inform the RFQ process. The purpose of the business analysis was to identify current business function workflows, how the workflows currently use technology, and how they could be improved with additional technological investment. This analysis produced wire diagrams and flow charts showing the process steps for each function, the intersection of the functions to support organizational collaboration and were used to develop a flow chart to show how data and information moves through the organization. The results of the business analysis were used to further refine the goals and needs of the organization and to develop the RFQ. The materials from the analysis will be further utilized to onboard the IT Consultant.

Through the business analysis process the goals for the IT update were refined and established as:

- Improve the quality of analysis, planning, and decision making of the organization;
- Streamline business processes and improve efficiency;
- Integrate and align intradepartmental workflow; and,
- Improve transparency, accountability and customer service.

On November 1, 2018, the Board Liaisons received an update on the status of the business analysis and the draft plan that the IT Team developed for the ongoing project. This included an update on the forthcoming GIS Technician position.

On January 10, 2019, the IT Team met with the Board Liaisons and provided an overview of the IT Team's work to date. The overview summarized the results of the business analysis, the refined goals for the IT update, the GIS Technician hiring process, and the next steps on the IT Consultant RFQ. The OPC received an update later that evening covering similar items and provided feedback on the goals and the proposed process.

On January 31, 2019, the IT Team reviewed the business analysis and workflow products along with the goals, objectives and process for the RFQ with the Board Liaisons. A written summary of the meeting was provided to both liaisons for additional comment and feedback. An additional meeting was held with Manager Shekleton on February 25, 2019 to review the materials and the IT Teams process.

On February 28, 2019 the Board of Managers approved the release of the RFQ for an IT Consultant. The consultant will work collaboratively with the IT Team to help the District with the IT update, more specifically the consultant will assist with the:

- Identification of systems/software to support the organization's identified business functions and processes
- Testing, selection and development of the systems in conjunction with District staff
- Phasing of implementation
- Integration of systems in a cohesive manner ensuring project integration and coordination
- Implementation and sustainment budget planning

- User/staff training on the processes and procedures for integration of the systems.

On April 3, 2019 the IT Team with the District Administrator and the Board Liaison (Manager Olson), interviewed three vendors for the IT consultant contract. Based on the responses to the RFQ and the interviews the IT Team recommended to the Board that WSB be selected as the IT Consultant.

On April 11, 2019 the Board reviewed the IT Teams recommendation to select WSB as the IT consultant and approved the selection authorizing the District Administrator to enter into contract negotiations.

Since the April 11 meeting staff has worked with WSB to develop a contract and scope of services for the IT Consultant. The proposed contract outlines Phase I work to:

- Refine system requirements and criteria for system selection
- Develop a short list of viable vendors
- Conduct risk management workshops
- Develop a timeline for Phase II system implementation and phasing
- Develop 2020 budget recommendations (July 15, 2019)
- Prepare and present findings, recommended direction, timeline and budget to the Board of Managers (August 8, 2019).

The 2019 budget has \$100,000 budgeted for the IT update. The work under Phase I will be completed on an hourly basis for an amount not to exceed \$38,904.

The remaining \$61,000 will be available for consulting services and system purchases occurring during Phase II. Phase II work is anticipated to begin around August 2019. A contract amendment will be negotiated and presented to the Board for approval for Phase II.

The Phase II scope of services and budget will be refined through the Phase I process. A contract amendment will be executed to refine the Phase II scope of services and authorize work under Phase II to begin. Phase II is anticipated to start in August 2019 and extend into 2020 and possibly beyond. The work included in Phase II will be along the following lines:

- System identification and selection
- System implementation
- Develop long range budget plan

Throughout the contract the IT Consultant will be coordinating with our GIS technician and website developer to achieve the goal of parallel implementation of the District's new website and GIS systems.

## RESOLUTION

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**RESOLUTION NUMBER:**    19-052

**TITLE:**                **Selection and Authorization to Negotiate Contract with IT Consultant**

- WHEREAS, in February of 2017 the Minnehaha Creek Watershed District adopted a strategic plan to achieve its mission of protecting and improving land and water by building green infrastructure, and changing local, regional and state policy to further integrate land and water planning; and
- WHEREAS, a critical component in operationalizing this strategy is the effective deployment of technology; and
- WHEREAS, the goals of the comprehensive IT update are as follows:
- Improve the quality of analysis, planning, and decision making of the organization
  - Streamline business processes and improve efficiency
  - Integrate and align intradepartmental workflow
  - Improve transparency, accountability and customer service
- WHEREAS, at the May 7, 2018 Operations and Programs Committee, staff presented a proposal to address organization IT needs by contracting with an IT consultant to facilitate the evaluation and implementation of IT systems; and
- WHEREAS, in July 2018 staff assembled a cross-functional IT team to analyze the District's IT needs, facilitate the development of a request for qualifications (RFQ) for IT consulting, and inform implementation priorities; and
- WHEREAS, in September 2018, the MCWD Board of Managers appointed Managers Shekleton and Olson to serve as liaisons to the IT team; and
- WHEREAS, in November 2018 the IT team completed a comprehensive business analysis which evaluated inter- and intra-departmental workflow and movement of information to identify the areas where investment in IT will enhance organizational efficiency; and
- WHEREAS, on February 28, 2019 the MCWD Board of Managers approved the release of a RFQ for an IT Consultant; and
- WHEREAS, on April 3, 2019 the IT Team, District Administrator and Board Liaison interviewed selected vendors; and
- WHEREAS, on April 11, 2019 the Board selected WSB as the IT Consultant and authorized the District Administrator to enter into contract negotiations; and
- WHEREAS, a contract amendment will be negotiated setting the budget for Phase II and authorizing Phase II work to begin; and

NOW, THEREFORE, BE IT RESOLVED, the Minnehaha Creek Watershed District, Board of Managers hereby approves the contract, with any minor changes approved by District Counsel, with WSB for IT Consulting services and authorizes the District Administrator to sign the contract for Phase I services in an amount not-to-exceed \$38,904.

Resolution Number 19-052 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_

**AGREEMENT BETWEEN  
MINNEHAHA CREEK WATERSHED DISTRICT and  
WSB & Associates, Inc  
d/b/a/ WSB**

**Information Technology Consultant**

This agreement is entered into by the Minnehaha Creek Watershed District, a public body with powers set forth at Minnesota Statutes chapters 103B and 103D (MCWD), and WSB & Associates, Inc. d/b/a/ WSB, a Minnesota corporation (“CONSULTANT”). In consideration of the terms and conditions set forth herein and the mutual exchange of consideration, the sufficiency of which hereby is acknowledged, MCWD and CONSULTANT agree as follows:

1. Scope of Work

a. Phase I: CONSULTANT will perform the work described in the Scope of Services attached as Exhibit A (the “Services”). Exhibit A is incorporated into this agreement and its terms and schedules are binding on CONSULTANT as a term hereof.

b. Phase II: It is anticipated that work will continue into Phase II under the terms of this contract. Exhibit B outlines the scope of services anticipated during Phase II. A contract amendment will be negotiated to further define the scope of services in Phase II and authorize Phase II work to commence. No work in accordance with Exhibit B will be completed until authorized in writing by MCWD.

c. MCWD, at its discretion, in writing may at any time suspend work or amend the Services to delete any task or portion thereof. Authorized work by CONSULTANT on a task deleted or modified by MCWD will be compensated in accordance with paragraphs 5 and 6. Consultant agrees to comply with all agreed upon deadlines and to perform the work in an expedient manner.

2. Independent Contractor

CONSULTANT is an independent contractor under this agreement. CONSULTANT will select the means, method and manner of performing the Services. Nothing herein contained is intended or is to be construed to constitute CONSULTANT as the agent, representative or employee of MCWD in any manner. Personnel performing the Services on behalf of CONSULTANT or a subcontractor will not be considered employees of MCWD and will not be entitled to any compensation, rights or benefits of any kind from MCWD.

3. Subcontract and Assignment

CONSULTANT will not assign, subcontract or transfer any obligation or interest in this agreement or any of the Services without the written consent of MCWD and pursuant to any conditions included in that consent. MCWD consent to any subcontracting does not relieve CONSULTANT of its responsibility to perform the Services or any part thereof, nor in any respect its duty of care, insurance obligations, or duty to hold harmless and indemnify under this agreement.

4. Duty of Care; Indemnification

CONSULTANT shall perform the Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. CONSULTANT will hold harmless and indemnify MCWD, its officers, board members, employees and agents actions, costs, damages and liabilities arising from; and hold each such party harmless, and indemnify it, to the extent caused by: (a) CONSULTANT's negligent acts, errors and omission, or breach of a specific contractual duty; or (b) a subcontractor's negligent acts, errors and omissions, or breach of a specific contractual duty owed by CONSULTANT to MCWD. For any claim subject to this paragraph by an employee of CONSULTANT or a subcontractor, the indemnification obligation is not limited by a limitation on the amount or type of damages, compensation or benefits payable by or for CONSULTANT or a subcontractor under workers' compensation acts, disability acts or other employee benefit acts.

5. Compensation

a. Phase I: MCWD will compensate CONSULTANT for the Services detailed in Exhibit A (Phase I) on an hourly basis plus any direct costs. The total payment for Phase I will not exceed \$38,904. Total payment means all sums to be paid whatsoever, including but not limited to fees and reimbursement of direct costs and subcontract costs, whether specified in this agreement or subsequently authorized by the administrator.

b. Phase II: It is expected that work will continue into Phase II. The terms of compensation for Phase II work will be negotiated and authorized in an amendment to this contract

c. Invoices will be submitted monthly for work performed during the preceding month. Payment for undisputed work will be due within 30 days of receipt of invoice. Direct costs not specified in Exhibit A will not be reimbursed except with prior written approval of the MCWD administrator. Subcontractor fees and subcontractor direct costs, as incurred by CONSULTANT, will be reimbursed by MCWD at the rate specified in MCWD's written approval of the subcontract.

d. CONSULTANT will maintain all records pertaining to fees or costs incurred in connection with the Services for six years from the date of completion of the Services. CONSULTANT agrees that any authorized MCWD representative or the state auditor may have access to and the right to examine, audit and copy any such records during normal business hours.

6. Termination; Continuation of Obligations

MCWD may terminate this agreement at its convenience, by a written termination notice stating specifically what prior authorized or additional tasks or services it requires CONSULTANT to complete. CONSULTANT will receive full compensation for all authorized work performed, except that CONSULTANT will not be compensated for any part performance of a specified task or service if termination is due to CONSULTANT's breach of this agreement.

Insurance obligations; duty of care; obligations to indemnify and hold harmless; and document-retention requirements will survive the completion of the Services and the term of this agreement.

7. No Waiver

The failure of either party to insist on the strict performance by the other party of any provision or obligation under this agreement, or to exercise any option, remedy or right herein, will not waive or relinquish such party's rights in the future to insist on strict performance of any provision, condition or obligation, all of which will remain in full force and affect. The waiver of either party on one or more occasion of any provision or obligation of this agreement will not be construed as a waiver of any subsequent breach of the same provision or obligation, and the consent or approval by either party to or of any act by the other requiring consent or approval will not render unnecessary such party's consent or approval to any subsequent similar act by the other.

Notwithstanding any other term of this agreement, MCWD waives no immunity in tort. This agreement creates no right in and waives no immunity, defense or liability limit with respect to any third party.

8. Insurance

At all times during the term of this Agreement, CONSULTANT will have and keep in force the following insurance coverages:

- A. General: \$1 million, each occurrence and aggregate, covering both CONSULTANT's work and completed operations on an occurrence basis and including contractual liability.
- B. Professional liability: \$1 million each claim and aggregate. Any deductible will be CONSULTANT's sole responsibility and may not exceed \$50,000. Coverage may be on a claims-made basis, in which case CONSULTANT must maintain the policy for, or obtain extended reporting period coverage extending, at least three (3) years from completion of the Services.
- C. Automobile liability: \$1.5 million combined single limit each occurrence coverage for bodily injury and property damage covering all vehicles on an occurrence basis.
- D. Workers' compensation: in accordance with legal requirements applicable to CONSULTANT.

CONSULTANT will not commence work until it has filed with MCWD a certificate of insurance clearly evidencing the required coverages and naming MCWD as an additional insured for general liability, along with a copy of the additional insured endorsement establishing coverage for CONSULTANT's work and completed operations as primary coverage on a noncontributory basis. The certificate will name MCWD as a holder and will state that MCWD will receive written notice before cancellation, nonrenewal or a change in the limit of any described policy under the same terms as CONSULTANT.



9. Compliance with Laws

CONSULTANT will comply with the laws and requirements of federal, state, local and other governmental units in connection with performing the Services and will procure all licenses, permits and other rights necessary to perform the Services.

In performing the Services, CONSULTANT will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.

10. Data and Information

All data and information obtained or generated by CONSULTANT in performing the Services, including documents in hard and electronic copy, software, and all other forms in which the data and information are contained, documented or memorialized, are the property of MCWD. CONSULTANT hereby assigns and transfers to MCWD all right, title and interest in: (a) its copyright, if any, in the materials; any registrations and copyright applications relating to the materials; and any copyright renewals and extensions; (b) all works based on, derived from or incorporating the materials; and (c) all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and all causes of action in law or equity for past, present or future infringement based on the copyrights.

Any use or re-use of documents generated by CONSULTANT in performing the Services by the MCWD or others without written consent, verification or adaptation by the CONSULTANT except for the specific purpose intended will be at the MCWD's risk and full legal responsibility and MCWD expressly releases all claims against CONSULTANT arising from re-use of documents generated by CONSULTANT in performing the Services without Consultant's written consent, verification or adaptation.

MCWD may immediately inspect, copy or take possession of any materials on written request to CONSULTANT. On termination of the agreement, CONSULTANT may maintain a copy of some or all of the materials except for any materials designated by MCWD as confidential or non-public under applicable law, a copy of which may be maintained by CONSULTANT only pursuant to written agreement with MCWD specifying terms.

11. Data Practices; Confidentiality

If CONSULTANT receives a request for data pursuant to the Data Practices Act, Minnesota Statutes chapter 13 (DPA), that may encompass data (as that term is defined in the DPA) CONSULTANT possesses or has created as a result of this agreement, it will inform MCWD immediately and transmit a copy of the request. If the request is addressed to MCWD, CONSULTANT will not provide any information or documents, but will direct the inquiry to MCWD. If the request is addressed to CONSULTANT, CONSULTANT will be responsible to determine whether it is legally required to respond to the request and otherwise what its legal obligations are, but will notify and consult with MCWD and its legal counsel before replying. Nothing in the preceding sentence supersedes CONSULTANT's obligations under this agreement with respect to protection of MCWD

data, property rights in data or confidentiality. Nothing in this section constitutes a determination that CONSULTANT is performing a governmental function within the meaning of Minnesota Statutes section 13.05, subdivision 11, or otherwise expands the applicability of the DPA beyond its scope under governing law.

CONSULTANT agrees that it will not disclose and will hold in confidence any and all proprietary materials owned or possessed by MCWD and so denominated by MCWD. CONSULTANT will not use any such materials for any purpose other than performance of the Services without MCWD written consent. This restriction does not apply to materials already possessed by CONSULTANT or that CONSULTANT received on a non-confidential basis from MCWD or another party. Consistent with the terms of this section 11 regarding use and protection of confidential and proprietary information, CONSULTANT retains a nonexclusive license to use the materials and may publish or use the materials in its professional activities. Any CONSULTANT duty of care under this agreement does not extend to any party other than MCWD or to any use of the materials by MCWD other than for the purpose(s) for which CONSULTANT is compensated under this agreement.

12. MCWD Property

All property furnished to or for the use of CONSULTANT or a subcontractor by MCWD and not fully used in the performance of the Services, including but not limited to equipment, supplies, materials and data, both hard copy and electronic, will remain the property of MCWD and returned to MCWD at the conclusion of the performance of the Services, or sooner if requested by MCWD. CONSULTANT further agrees that any proprietary materials are the exclusive property of MCWD and will assert no right, title or interest in the materials. CONSULTANT will not disseminate, transfer or dispose of any proprietary materials to any other person or entity unless specifically authorized in writing by MCWD.

Any property including but not limited to materials supplied to CONSULTANT by MCWD or deriving from MCWD is supplied to and accepted by CONSULTANT as without representation or warranty including but not limited to a warranty of fitness, merchantability, accuracy or completeness. However, CONSULTANT's duty of professional care under paragraph 4, above, does not extend to materials provided to CONSULTANT by MCWD or any portion of the Services that is inaccurate or incomplete as the result of CONSULTANT's reasonable reliance on those materials.

13. Notices

Any written communication required under this agreement to be provided in writing will be directed to the other party as follows:

To MCWD:

Administrator  
Minnehaha Creek Watershed District  
15320 Minnetonka Boulevard  
Minnetonka, MN 55345

To CONSULTANT:

John Mackiewicz, Principal  
WSB  
701 Xenia Ave S, Suite 300  
Minneapolis, MN 55425

Either of the above individuals may in writing designate another individual to receive communications under this agreement.

14. Choice of Law; Venue

This agreement will be construed under and governed by the laws of the State of Minnesota. Venue for any action will lie in Hennepin County.

15. Whole Agreement

The entire agreement between the two parties is contained herein and this agreement supersedes all oral agreements and negotiations relating to the subject matter hereof. Any modification of this agreement is valid only when reduced to writing as an amendment to the agreement and signed by the parties hereto. MCWD may amend this agreement only by action of the Board of Managers acting as a body.

**IN WITNESS WHEREOF**, intending to be legally bound, the parties hereto execute and deliver this agreement.

**CONSULTANT**

By \_\_\_\_\_ Date: \_\_\_\_\_  
Its \_\_\_\_\_

*Approved as to Form and Execution*

\_\_\_\_\_  
MCWD Attorney

**MINNEHAHA CREEK WATERSHED DISTRICT**

By \_\_\_\_\_ Date: \_\_\_\_\_  
Its \_\_\_\_\_

## **Exhibit A**

### **Scope of Services Phase I**

#### **Project Initiation and Scoping**

This phase of the project will include team meetings between MCWD and CONSULTANT to understand the business analysis, goals, and high-level requirements of the project. Through these meeting the scope of the project will be defined stakeholders and team members aligned with the goals, objectives and outcomes for the project.

Deliverable: Scope and timeline for Phase I

#### **Initial System Identification**

Review range of technology systems available to gain an understanding of product capabilities and features. Start the development of a list of viable vendors for review against system requirements.

Deliverable: Short list of viable vendors

#### **Refine Requirements and Viable Vendors**

Hold workshops, interviews, and learning sessions with MCWD to further identify and document functional requirements for business functions identified through the business analysis. Identify system requirements for use through vendor/system selection.

Deliverable: Criteria for vendor selection

#### **Risk Management Workshop**

Conduct two (2) Risk Management Workshops with MCWD staff to identify potential risks that might impact project completion and develop a plan to mitigate the risks. Focus of the risk management workshop will be:

- Identifying risk to implementing the strategic plan
- Rating the likelihood that the risk event will occur and the impact of the risk event
- Developing strategies to mitigate the risk

Deliverable: Risk Management Plan

### **Timeline and Initial System Phasing**

Develop an initial timeline for Phase II implementation and system phasing. This document will define the order and process of systems implementation. This document will form the basis for understanding the impact on staff involvement and budget development. This document should also be capable of communicating to the MCWD Board of Managers and other interested parties the scope and impact of the comprehensive technology update.

Deliverable: Technology update timeline and initial system phasing recommendations

### **2020 Budget Recommendation**

Develop a detailed budget for 2020 including costs for software purchases, license/maintenance costs, hardware costs, and consulting services. The estimate for consulting services will include project management, system selection, implementation & integration needs, platform and system analysis, user acceptance testing, training and go-live support for each system to be implemented. CONSULTANT will furnish a draft budget recommendation to MCWD staff by **July 15, 2019**.

Deliverable: 2020 Budget Estimate

### **MCWD Board Presentation**

Consultant will prepare a final report summarizing the findings during Phase I and the recommended direction, timeline and budget for implementing Phase II and present, in conjunction with MCWD staff, the findings to the Board of Managers on **August 8, 2019**. This report will focus on how this plan will achieve the goals of the MCWD and the return on investment that the board will see through this initiative. It will also highlight the value of the effort MCWD staff have already put into their business analysis to prepare for this comprehensive technology update, high-level priorities, timelines and phasing, systems and recommendations and initial budget analysis with recommendations for moving forward into 2020 and beyond.

Consultant will create a draft presentation, present the draft to MCWD staff on or before **July 29, 2019**, and then revise the presentation based on staff feedback for presentation to the board.

Deliverable: Board Presentation

### **Coordination of Systems with GIS and Website**

To achieve the goal of parallel implementation of website and GIS systems, Consultant will work closely with MCWDs GIS technician and website developer throughout project scoping, requirements gathering, vendor selection and implementation processes. Parallel

implementation of the updated District website and GIS systems will require close coordination between the cross-functional teams.

Deliverable: Coordinated implementation of GIS and website with comprehensive IT update

**Phase I Budget**

|                                 | Rate Per Hour | Anticipated Phase I Hours | Phase I Cost     |
|---------------------------------|---------------|---------------------------|------------------|
| Technology Strategy Development | \$185         | 36                        | \$ 6,660         |
| Project Manager                 | \$185         | 16                        | \$ 2,960         |
| Application Specialist          | \$133         | 172                       | \$ 22,876        |
| Application Support Specialist  | \$72          | 36                        | \$ 2,592         |
| Solutions Architect             | \$159         | 24                        | \$ 3,816         |
| <b>Total</b>                    |               | <b>284</b>                | <b>\$ 38,904</b> |

## **Exhibit B**

### **Scope of Services Phase II**

The Phase II scope of services and budget will be refined through the Phase I process. A contract amendment will be executed to refine the Phase II scope of services. Phase II is anticipated to start in August 2019 and extend into 2020 and possibly beyond. The work included in Phase II is anticipated to be:

#### **System Identification and Selection**

Utilizing the functional requirements and prioritized timeline identified in Phase I work with MCWD staff in the identification and selection of vendors for system implementation. Ensure that systems and service agreements meet the goals and objectives of the comprehensive technology update. A priority focus will be on commercial off the shelf systems (COTS).

Deliverable: Vendor selection

#### **System Implementation**

Manage the implementation process of selected vendors ensuring goals, timelines and deliverables are being kept. Ensure that data integration and system compatibility is being fully integrated into the implementation. Provide bi-weekly updates to MCWD to ensure transparency and to head off risk or project delays.

Deliverables:

- Implemented systems
- User Acceptance Testing
- System Documentation
- User Training
- Go-live Support

#### **Coordination of Systems with GIS and Website**

To achieve the goal of parallel implementation of website and GIS systems, Consultant will work closely with MCWDs GIS technician and website developer throughout project scoping, requirements gathering, vendor selection and implementation processes. Parallel implementation of the updated District website and GIS systems will require close coordination between the cross-functional teams.

Deliverable: Coordinated implementation of GIS and website with comprehensive IT update

#### **Develop Long Range Budget Plan**

Utilizing the products from Phase I and the 2020 budget estimate, continue with budget planning to develop a long range plan for the full implementation of the comprehensive IT

update and sustainment of the update looking at ongoing license and maintenance needs of the systems implemented.

Deliverable: Long range budget plan

DRAFT