

MEETING DATE: April 11, 2019

TITLE: Selection and Authorization to Negotiate Contract with IT Consultant

RESOLUTION NUMBER: 19-047

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): Final Action on April 11, 2019	

PURPOSE or ACTION REQUESTED:

Staff has reviewed the responses to the RFQ for an IT consultant and has interviewed select vendors. Staff is requesting Board approval of the selection for the IT consultant and authorization to enter into negotiations with the vendor for consultant services.

PAST BOARD ACTIONS:

The IT Team provided updates to the OPC on September 13, 2018 and January 10, 2019 on the overarching process the IT Team was conducting. On February 28, 2019 the Board approved the release of the RFQ for the IT Consultant (Resolution 19-021).

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.

Responses to the IT consultant RFQ were due on March 26, 2019. Eight responses were received for the RFQ. The IT team reviewed the responses and made recommendations to the Board Liaisons for interviews. Responses were reviewed and scored in accordance with the RFQ on:

- Company Experience – What similar projects has the consultant performed that are directly related to the proposed work?
- Staff Experience – What qualifications and work experience does the proposed staff members or subcontractors bring to the project (individual qualifications and availability of staff scored)

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Resolutions are not final until approved by the Board and signed by the Board Secretary.**

- Area of Knowledge – Does the company or any of the project team have specific knowledge about systems that can be utilized to support the needs identified in the RFQ? (Company knowledge and proposed staff knowledge scored)
- General Approach – What is the company’s general approach to completing the comprehensive IT update?
- Understanding of Needs – Does the response indicate an understanding of the District’s needs?
- Timeline – Does the response indicate a timeline that can meet the July 15, 2019 Phase I deadline?
- Fee Structure – Scored on both the hourly fee structure and the cost estimate for Phase I work.

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 is recommending to the Board that WSB be selected as the IT consultant and that the District Administrator be authorized to enter into contract negotiations with them with a final contract being brought back to the Board for approval no later than May 9, 2019.

The scoring for the vendors will be provided under separate cover.

RESOLUTION

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- 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, the IT Team, in conjunction with the Board of Manager's Liaison, have reviewed responses to the RFQ and interviewed selected vendors; and
- WHEREAS, based on the responses received and the interviews conducted Staff recommends that the Board select WSB as the IT Consultant.

NOW, THEREFORE, BE IT RESOLVED, the Minnehaha Creek Watershed District, Board of Managers hereby selects and authorizes the District Administrator to enter into contract negotiations with WSB for the IT Consultant.

Resolution Number 19-047 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date: _____