MEMORANDUM

To: MCWD Board of Managers

From: IT Team

Date: September 10, 2018

Re: **IT Planning Update**

Purpose:

To provide an update on the District's information technology update process.

Background:

The IT planning effort started with an identification of the overarching information technology goals for the organization and the initial focus areas that each of the goals impacted. That information was presented to the Board at the May 10, 2018 OPC meeting. A that time we discussed the path forward was to look at bringing onboard a Virtual Chief Information Officer (vCIO) to assist with the identification of systems to support the focus areas and the overarching goals of the District IT update.

Since that update the IT Team has worked to evaluate the goals and focus areas to ensure they are in alignment with the organizational needs. This review process has further defined the organizational goals and objectives and we are incorporating those into a draft RFP for the vCIO.

In addition to the internal steps the IT Team has been in communication with others that are looking at various IT processes to discuss steps and learn from what they are doing, or see if opportunities exist to work together. These include;

       1) The League of Minnesota Cities, Chief Information Officer: She has been a reference reviewing and commenting on the draft RFP, providing guidance on the process and assisting with the identification of some businesses that work in the vCIO area.

       2) Riley Purgatory Bluff Creek Watershed District: They have started a business analysis of their permitting process with an eye towards creating a database to assist with permitting. They held a meeting providing an overview of their process to date to gauge interest in a collaborative effort. They also had a presentation on a permitting system created and in use by another Watershed District. We are remaining in contact with both watersheds to continue the

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analysis of the processes and systems to determine if they might be beneficial to us as we move forward.

       3) Hennepin County, Public Works, IT: They are in a current review of their IT structure and shared the process they have used to date as they conduct their review. The process started with a business analysis and an identification of the functions, processes and needs of the department. From there they have begun to look at the IT infrastructure, software, policies and procedures to see if they support the business functions.

Each of these contacts have provided beneficial insight that we have been able to utilize in our planning efforts. We remain in contact with each of these organizations and will continue to share information and experiences to further inform our process.

Next Steps:

The next steps for the IT team are twofold. The first part is to conduct a business analysis looking at the business functions, processes and needs of each department and the organization. The business analysis is completed without focusing on the supporting IT infrastructure but is a purely business function review looking at the processes in place and the needs internally, externally and with our partners. We hope to utilize some of the analysis conducted to date with the various planning efforts and review and repurpose for this process. We will start at a higher level using that to build the content for the informational meeting with interested vendors during the RFP process. As the RFP process and selection moves forward the IT team will continue to flush out the business analysis to a more detailed level to assist with the onboarding of the vCIO and the identification and selection of possible IT solutions.

The second part of the process is the release of the RFP to start the process of selecting the vCIO. The IT team's goal is to request authorization to release the RFP at the September 27 Board meeting. The release date will be based on the completion of the higher level business analysis and preparation of the information meeting materials. We anticipate a 30 day solicitation period for the RFP. Upon close of the solicitation period the IT team will review the proposals and will conduct interviews with potential vendors if that process is determined to be needed. Once the IT team has completed the reviews and has a staff recommendation we will bring that recommendation back to the Board for approval.

As the IT team moves forward with this process we would welcome the appointment of a Board Liaison to be part of our analysis and review process.

If there are questions in advance of the meeting, please contact: Cathy Reynolds at 952-641-4503.

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