

AGENDA



Thursday, May 24, 2007

Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION

Item No. 30

Subject: Authorize award, negotiation, and execution of a contract with EMA, INC., St. Paul, MN, for the purchase of business process analysis services in an amount not to exceed \$104,736.

Amount and Source of Funding: Funding is available in Fiscal Year 2006-2007 Capital Budget of the Watershed Protection and Development Review Department.

Fiscal Note: A fiscal note is attached.

For More Information: Mario Guerrero, Sr. Buyer/974-2596

Purchasing Language: Best evaluated proposal of three proposals received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is to purchase services for conducting a Business Process Analysis for the Watershed Protection and Development Review Department (WPDRD) that will assist the City in developing a Work Order Management System that is equipped to provide more sophisticated capabilities such as an integrated GIS capability, field access, and single source data entry, rather than a separate database for each function.

In order to implement a system which meets the needs of the users, a detailed Business Process Analysis needs to be performed. This will document the processes used to perform field work currently such as what data needs to be stored to document work tasks, reports that need to be created from the database and performance measures that need to be derived from the system.

Once these parameters have been documented, the information can be used to design and implement an appropriate Work Order Management System for the Department's Field Operations Division and other related sections that perform field work within the Department.

The resulting work order management system will allow for the following goals to be achieved:

- Understand and document existing business processes so that they may be effectively and efficiently automated within a Work Order Management System.
- Document existing work processes and recommend business process improvements which can be attained through more advanced automation and system implementation.
- Develop a GIS-integrated Utility-wide Work Order Management System to allow intra-departmental divisions, users, and systems to share needed information, reduce redundancy, and improve the integrity of the data.
- Enhance divisional coordination and communications by providing the ability to exchange timely, relevant data in compatible formats.
- Define coordinated methods, procedures and standards of field work planning.
- Improve staff productivity through better access to shared data and reporting capabilities.

A consultant is being used for this project to supplement staff because there are not adequate resources internally to do the project in this time frame. CTM also intends to participate in the process to do a knowledge transfer of the approach the consultant uses.

MBE/WBE solicited: 0/0

MBE/WBE bid 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Sixty-four notices were sent. There are no MBE/WBEs available for this commodity code. Three proposals were received. One "No Proposal" form was submitted.

APPROVAL JUSTIFICATION

- a. Best evaluated proposal.
- b. The Purchasing Office concurs with Watershed Protection Development and Review Department's recommended award.
- c. Advertised in the Austin American-Statesman and the Internet.