

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1003

Office: (563) 326-8702
Fax: (563) 328-3285
www.scottcountyiowa.com



April 5, 2011

TO: Board of Supervisors
FROM: Dee F. Bruemmer, County Administrator
SUBJECT: BDMP Consulting Services for Enterprise Resource Planning System

The next step in implementing the County's IT strategic plan is the development of the request for proposal for the purchase of an enterprise resource planning system. The purchase has been budgeted in the capital plan in FY12 and FY13. The RFP process will include the documentation of our current systems, the review of systems on the market and the actual bidding including verification, negotiations and contract approval. It is important to have an IT consultant assist in the development of the RFP by coordinating with all the departments and administration the necessary criteria and information in order to produce the best proposal. This highly technical work will take nearly a year to perform. I am recommending that we enter into an agreement with Berry, Dunn, McNeil & Parker Inc. (BDMP) for this consultant work.

In November of 2009, county staff recommended the hiring of BDMP to conduct a Technology Assessment and Strategic Plan. This firm was one of four interviewed by a staff stakeholder committee from a pool of eight firms that submitted proposals. BDMP ranked first by the committee for their skills and approach to the project and was the second lowest in costs of the four interviewed. At that time there were two local firms that submitted proposals but were not interviewed. One firm was not interviewed because of the high cost and no local people were to perform the work. The second firm did not have the skill set to perform the services. Considerable work went into the previous RFP process to find the best firm and I believe in 18 months that the market has not changed regarding the firms to reissue an RFP for a consultant. I am confident that the local firms would not be able to provide the technical and staff assistance that is required in this phase of the project.

Additionally, I feel confident in recommending that we proceed with BDMP as the master plan that was presented by them was considered of high quality by all of the departments that participated and the process to develop the plan was excellent. BDMP's work has been reviewed for completeness, timeliness and costs. Reference checks were made to Sioux Falls, South Dakota and Sussex County, Delaware; two local governments who have just completed a like RFP process with BDMP for quality and fairness of price. Those references verified that the quality was excellent and that the price submitted to the county was comparable to the price that their governments paid. Additionally, BDMP having completed the master plan is best suited to provide the comparative analysis and technical guidance in purchasing an ERP best able to meet our needs and budget. Because of all of these factors, I am recommending that we enter into a contract with BDMP for consulting services. The total cost of the contract including travel expenses is not to exceed \$180,337. Their proposal is attached. The work will begin in August 2011 and concluded next summer in 2012.

AGREEMENT BETWEEN SCOTT COUNTY, IOWA AND
BERRY, DUNN, MCNEIL & PARKER

This AGREEMENT, made and entered into this, the 14th day of April 2011, by and between Scott County, an Iowa county government, whose location is 600 West Fourth Street, Davenport, Iowa 52801-1187, hereinafter referred to as the “COUNTY”, party of the first part, and Berry, Dunn, McNeil & Parker, LLC, with an office located at 100 Middle Street, Portland, ME 04104-1100, hereinafter referred to as the “CONSULTANT”, party of the second part.

WITNESSETH: That the CONSULTANT does hereby agree with the COUNTY for the consideration named herein, to perform the services stipulated in this AGREEMENT.

1. SCOPE OF CONSULTANT’S SERVICES

- A. The CONSULTANT, on behalf of the COUNTY, shall perform and carry out in a professional manner components essential for “Enterprise Resource Planning (ERP) System Planning, RFP Development, Vendor Selection, and Contract Negotiation Services.” The cost for professional services to conduct this project is \$154,540 and up to \$14,000 for contract negotiations billed at \$175 per hour. Expenses for travel will not exceed \$11,797.
- B. The Scope of Work shall be defined by the CONSULTANT’S proposal entitled, “Scott County ERP Work Plan” dated March 9, 2011 (“CONSULTANT’S Proposal”). The CONSULTANT’S Proposal is incorporated herein by reference.
- C. Should the COUNTY desire additional services beyond those contained in the initial scope, the COUNTY shall first approve the scope, number of hours, and fee schedule for such services with the CONSULTANT before any additional work commences.

2. THE COUNTY SHALL PROVIDE

- A. Access to pertinent information and available data requested by the CONSULTANT.
- B. Certain assumptions that may be necessary to the CONSULTANT.
- C. Attendance and participation at all scheduled meetings and work sessions.
- D. Timely review of draft and preliminary materials submitted by the CONSULTANT.

3. DOCUMENTS

All documents and services provided by the CONSULTANT pursuant to this AGREEMENT are instruments of service with respect to this project. Upon receipt of payment for services due the CONSULTANT, documents and material developed by the CONSULTANT under this AGREEMENT are the property of the COUNTY. The COUNTY shall have the right to re-use documents and computer software on extensions of the project or for other projects; such re-use shall be at the COUNTY'S sole risk and without liability or legal exposure to the CONSULTANT.

4. NONDISCLOSURE OF PROPRIETARY INFORMATION

The CONSULTANT shall consider all information provided by the COUNTY and all reports, studies, and other documents resulting from the CONSULTANT'S performance of this service to be proprietary unless such information is available from public sources. The CONSULTANT shall not publish or disclose proprietary information for any purpose other than the performance of the services without the prior written authorization of the COUNTY or in response to legal process. The CONSULTANT shall maintain all originals in the CONSULTANT'S files for a period of not less than five years from the final report and shall provide the COUNTY access to and the right to examine and copy information contained in the files pertaining to the services. The rights of access, examination, and copying there under shall continue until any litigation, appeals, claims, or arbitration shall have been finally disposed of.

5. CHANGES AND ADDITIONS

- A. It shall be the responsibility of the CONSULTANT to notify the COUNTY, in writing, of any necessary modifications or additions in the Scope of this AGREEMENT. Compensation for changes or additions in the Scope of this AGREEMENT will be negotiated and approved by the COUNTY, in writing.
- B. It is understood and agreed to by both the COUNTY and the CONSULTANT that such modifications or additions to this AGREEMENT shall be made only by the full execution of the COUNTY's standard contract change order form. Furthermore, it is understood and agreed by both parties that any work done by the CONSULTANT on such modification or addition to this AGREEMENT prior to the COUNTY's execution of its standard contract change order form shall be at the total risk of the CONSULTANT and said work may not be compensated by the COUNTY.

6. ADDITIONAL SERVICES

The COUNTY, at its discretion, may request additional services related to the Procurement Assistance for Enterprise Resource Planning System project work conducted by CONSULTANT. When directed by the COUNTY, in writing, the CONSULTANT shall perform additional services associated with this project, which are outside the original Scope of Services. Compensation for these additional services will be based on a composite billing rate of \$175/hour plus reasonable travel expenses. This rate shall be held for 12 months. The COUNTY shall approve the scope, number of hours, and fee schedule for such services with the CONSULTANT before any additional work commences.

7. TERM

The term of this contract is for 12 months from the initiation of the service engagement (scheduled to begin August 15, 2011). This contract may be extended for additional 12-month periods for additional services if agreed upon by the COUNTY and CONSULTANT.

8. NOTICE

Any notice, demand, or request required by or made pursuant to this AGREEMENT shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the representative specified below or as otherwise designated in writing and mutually agreed. However, any notice of suspension or termination pursuant to Paragraph 9 hereof, if mailed, shall be sent by United States certified mail, postage prepaid, return receipt requested and shall not become effective until the date of receipt. Nothing contained in this Article shall be construed to restrict the transmission or routine communications between representatives of the CONSULTANT and the COUNTY.

- A. The COUNTY'S Primary Representative will be the Budget Manager, or as otherwise designated in writing:

Sarah Kautz, Budget Manager
County of Scott, Iowa
600 West Fourth Street
Davenport, Iowa 52801
563-326-8651 – Office
563-449-2221 – Cell
skautz@scottcountyiowa.com

- B. The CONSULTANT'S Representatives shall be Timothy Masse, Project Principal, and Chad Snow, Project Manager, or as otherwise designated in writing and accepted by the COUNTY in writing.

Nothing contained in this Article shall be construed to restrict the transmission or routine communications between representatives of the CONSULTANT and the COUNTY.

9. MANNER OF PAYMENT

- A. The CONSULTANT shall furnish the COUNTY with timely progress invoices not later than the 20th day of each month for services to date. The terms of payment will be net thirty (30) days. Progress invoices will be billed and paid as project deliverables are completed, as outlined in CONSULTANT'S proposal.
- B. The contract fees shall be paid monthly, following approval of the work by the COUNTY on the basis of invoices supported by documented records.
- C. Interest can be charged at the rate of one percent (1%) per month for any past due payments.
- D. Should any statement be the subject of a legitimate dispute between the parties, no interest shall apply to any amounts not paid by the COUNTY because of said dispute; COUNTY shall pay all amounts not included in the dispute.

10. TERMINATION OR SUSPENSION OF CONTRACT

- A. The obligation to continue services under this AGREEMENT may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
- B. The COUNTY shall have the right to terminate or suspend performance of services under this AGREEMENT as of the date the CONSULTANT receives written notice thereof or on a later scheduled date acceptable to the COUNTY. In the event the COUNTY, in its sole discretion and at its option, terminates or suspends the CONSULTANT'S services under this AGREEMENT, the COUNTY shall pay the CONSULTANT for all services performed to the date of the CONSULTANT'S receipt of the written termination or suspension notice, or the later scheduled date acceptable to the COUNTY, whichever applies. The CONSULTANT shall be entitled to receive only the fair value of services rendered hereunder prior to the effective date of such termination or suspension without penalty, termination, profit or overhead expenses of any kind. Upon restart of a suspended project, equitable adjustment may be made to compensation for remobilization of the project.

The CONSULTANT shall be entitled to receive only the fair value of services rendered hereunder prior to the effective date of such termination or suspension without penalty, termination, profit or overhead expenses of any kind. Upon restart of a suspended project, equitable adjustment may be made to compensation for remobilization of the project.

11. ASSIGNMENT

Neither the COUNTY nor the CONSULTANT shall assign or transfer their right or obligations in the AGREEMENT without consent of the other; such consent shall not be unreasonably withheld. Consent to assign or otherwise transfer the rights or obligations of this AGREEMENT shall not be construed to relieve the CONSULTANT of any responsibility for the fulfillment of this AGREEMENT.

12. INSURANCE AND INDEMNITY

At a minimum, the CONSULTANT shall purchase and maintain insurance coverage in form and amount as specified below until final acceptance of any work authorized under this agreement. As a minimum insurance coverage shall include: comprehensive General Liability insurance, including contractual liability, in the amount not less than \$1,000,000 combined single limits (CSL); professional Liability insurance in an amount not less than \$1,000,000, CSL; comprehensive Automobile Liability amount not less than \$1,000,000, CSL; and Workers Compensation insurance.

13. RESPONSIBILITY OF CONSULTANT

The CONSULTANT shall be responsible for the professional quality, technical accuracy and other services furnished by the CONSULTANT under this AGREEMENT.

The CONSULTANT shall, without additional costs or fee to the COUNTY, correct or revise any errors or deficiencies in his performance. Neither the COUNTY'S review, approval or acceptance of, nor payment for any of the services required under this AGREEMENT shall be deemed a waiver of rights by the COUNTY, and the CONSULTANT shall remain liable to the COUNTY for all costs which are incurred by the COUNTY as a result of the CONSULTANT'S negligent performance of any of the services furnished under this AGREEMENT.

14. ETHICS IN PUBLIC CONTRACTING

The CONSULTANT certifies that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Contractor, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred with any public employee having official responsibility for this procurement transaction nor have they received any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

15. SEVERABILITY

If any part, term, or provision of this AGREEMENT, shall be found by the Court to be legally invalid or unenforceable, then such provision or portion thereof, shall be performed in accordance with applicable laws. The invalidity or unenforceability of any provision or portion of any contract document shall not affect the validity of any other provision or portion of the contract document.

16. AGREEMENT CONSTRUED UNDER IOWA LAWS

The AGREEMENT is to be executed and performed in the State of Iowa and shall be construed in accordance with the laws of the State of Iowa.

17. ENTIRE UNDERSTANDING

This AGREEMENT comprises the entire understanding between the parties and cannot be modified, altered or amended, except in writing and signed by all parties.

IN WITNESS WHEREOF, the parties hereto have executed and sealed this AGREEMENT as of the day and year first above written.

COUNTY NAME

BERRY, DUNN, MCNEIL & PARKER

BY: _____

BY: _____
Timothy F. Masse, Principal

ATTEST:

ATTEST:

BY: _____

BY: _____

Dated: _____

Dated: _____

Project Approach

On the following pages, we have provided a high-level Project Work Plan based on the County's needs and on our experience providing ERP consulting services for numerous clients in the public sector.

Phase 1: Current Environment

1. **Facilitate Project Kickoff Meeting.** We will conduct a project kick-off meeting with County leadership, Director of Information Technology, and other County stakeholders to introduce project team members, discuss the County's goals for this project, present our project approach and Work Plan, review the schedule of key project dates, answer questions, and discuss any issues that may impact the nature or timing of this project. Following the meeting, we will update the Project Work Plan and Schedule and submit these to the County in final.

Deliverable: D1. Project Work Plan and Schedule

2. **Conduct on-site fact-finding meetings.** We will conduct on-site fact-finding meetings with representatives from the core ERP modules (General Ledger, Cash Receipts, Accounts Payable, Payroll and Human Resources, Purchasing and Inventory, Budget Administration, Fixed Assets, Contract Management, Work Orders, Grant Administration and Facilities Management). The purpose of these meetings is to review, evaluate, and further examine and understand the County's existing system functionality and understand processes that are critical or unique to the County so that these may be considered in our review of potential systems.

In addition, we will meet with representatives from the IT Department who support the existing enterprise applications to review available system documentation, inventory the County's current environment, review existing data elements and data needs, understand the County's current IT staffing and support structure, and discuss existing system functionality and potential areas of focus for a new financial management system. In our review, we will document current County-wide IT standards that may affect the range of software available. In addition, if available, BDMP will review software change requests related to the existing systems. This will provide our team with an understanding of the types of functionality desired (but not available) in the current environment. We will also review the progress made against the County's existing Strategic Technology Plan to understand the status of projects and initiatives that could impact the planning for the ERP system.

We have planned for up to five days of fact-finding meetings. Where feasible, we will consolidate meetings to minimize impact on County personnel.

- 3. Develop Current Environment Report.** Drawing on the information gathered through our review of documentation and the on-site fact-finding meetings and work sessions, we will prepare a Current Environment Report that describes deficiencies in the current system and identifies areas for improvement related to implementing a new system. It will also include a description of the County's major business processes. These descriptions will also be included in the future Request for Proposal (RFP) to assist vendors in understanding the challenges in the County's current environment.

We will provide a draft of the Current Environment Report to the County for review and conduct a walkthrough via teleconference to explain our findings and gain feedback.

We believe it is important to obtain the County's validation and approval of these findings, as this information will serve as the basis for the preliminary functional and technical requirements that we develop. The information in Current Environment Report will provide the basis for the future Scope of Work for the ERP Request for Proposal.

We will also conduct a Request for Information (RFI) process with ERP vendors (4-6) in the market today. Based on the information collected as part of the current environment report we will ask vendors to provide cost estimate ranges for software licensing, maintenance and implementation services based on the modules being considered by the County. The information collected as part of the RFI process will be incorporated into the Current Environment Report.

Deliverable: D2. Current Environment Report

- 4. Conduct ERP Vendor Pre-RFP Demonstrations.** We will work with the County to identify three to four ERP vendors to conduct two to three hour demonstrations of their products for County staff. BDMP will coordinate the demonstrations, develop agendas, and participate onsite at County offices to assist in facilitating the demonstrations. We have planned to be onsite for 2 days.

Phase 2: Requirements Definition

- 5. Develop preliminary functional and technical requirements.** BDMP has developed a database of general financial/ERP system technical and functional requirements based on our experience with other municipalities. Drawing from this database, we will make refinements based on our understanding of the County's current business and technical environment, with consideration given to those processes that are critical or unique to the County. In addition, we will consider those requirements not provided by the County's current system that would offer some opportunity for improved process functionality over the course of the next three to five years.

We have found that, in following this process, we are able to define approximately 75 percent of requirements up front for most municipalities. We will provide this preliminary list to the County for use as a starting point for facilitated joint requirement planning (JRP) work sessions.

Deliverable: D3. Vendor Demonstrations and Preliminary Functional and Technical Requirements

6. **Conduct Joint Requirements Planning (JRP) work sessions.** Using the preliminary list of requirements as a starting point, we will schedule JRP work sessions with groups of staff for each of the core business areas that require a list of functional requirements. The purpose of these meetings will be to review the preliminary list of requirements and facilitate additions, changes, and deletions.

During these facilitated work sessions, BDMP will work collaboratively with participants and challenge staff to consider “desired” or “required” needs in the future environment. We will also ask stakeholders to identify whether or not the requirements exist in today’s environment. Based on our experience with other municipalities and our understanding of the County’s needs, we have planned for up to five days of JRP work sessions.

Following the JRP sessions, we will update the Technical and Functional Requirements document to incorporate information gained from County personnel. Prior to finalizing the document, we will provide a draft of the requirements list to the County for review. We will collect a single summary of changes from the County and modify the draft report to include all desired document modifications.

Deliverable: D4. Final Functional and Technical Requirements

Phase 3: Develop Request for Proposals Document

7. **Develop Request for Proposals.** We will meet with the County’s leadership team and a representative from the County’s Purchasing Department to identify required standards for inclusion in an RFP (e.g., standard terms and conditions, required format, other language) and establish a timeline for the RFP development and procurement processes.

We will then develop the RFP using a proven format that incorporates information on the history of the project, a high-level description of the County’s current environment, the County’s desired approach to implementing a new financial management system, the County’s functional and technical requirements, and a structured list of points for vendors to address in their response.

In addition, we will work with the County to develop objective evaluation criteria to include in the RFP. We will then prepare a scoring matrix to track significant strengths and limitations of each proposal reviewed in terms of the established evaluation criteria.

We will meet with the County to review the draft RFP and Scoring Matrix prior to finalizing the document. We will then incorporate the County's feedback and prepare the RFP for distribution.

Deliverable: D5. RFP Document

8. **Issue RFP and facilitate vendor conference.** BDMP will issue the RFP to prospective vendors utilizing the County's preferred RFP distribution methods. We will work in collaboration with the County throughout the procurement process, including responding to vendor questions by compiling the questions, distributing questions to the appropriate individual(s) for response, and drafting responses as requested in collaboration with the County. In addition, we will arrange and facilitate an offeror's conference for prospective bidders at County offices, including moderating the conference, recording questions/comments, and facilitating the response to questions. We will be onsite for the vendor conference and have planned for one day of onsite activities related to this task.

Phase 4: Evaluation and Selection of a Vendor

9. **Review vendor proposals.** BDMP will facilitate the proposal review process by developing a scoring methodology for proposals, reviewing each proposal, facilitating the evaluation team's review of proposals, compiling evaluations, and conducting a meeting with the evaluation team to identify a short-list of up to three vendors to provide demonstrations of their products. Our project work plan assumes that we will be reviewing up to eight vendor proposals.
10. **Develop demonstration scripts and scoring methodology.** BDMP offers the County a unique set of qualifications in that our proposed Project Manager has not only assisted clients in facilitating vendor demonstrations, but has also demonstrated and implemented ERP software for numerous city, county, and state government clients. As such, we are well qualified to assist the County in developing a demonstration script that incorporates proven techniques and tactics to elicit useful information during the demonstration process. We will develop a draft demonstration script, provide it to the County for review, incorporate the County's feedback, and provide the script to vendors in advance of their on-site demonstrations. We will also develop a scoring methodology and evaluation criteria for the demonstrations that will assist the County in scoring each demonstration.
11. **Facilitate vendor demonstrations.** We will coordinate and facilitate two-day vendor demonstrations for up to three vendors at the County's offices. Our project team's

extensive background in the demonstration process provides the County with a unique perspective on how to score, prepare, evaluate, and participate in vendor demonstrations. Following each demonstration, we will meet with the County's evaluation team to assess the vendor's product utilizing the established evaluation criteria. At the conclusion of the three demonstrations, we will then summarize the evaluation sheets and work with the County to rank the three vendors. We have planned to be onsite for 6 days to facilitate the vendor demonstration process.

- 12. Arrange site visits and develop site visit memo.** We recommend the County visit similar organization(s) in which the finalist vendors have implemented the proposed system. This will provide an opportunity to ask questions, understand how the software is being used, and assess operational issues related to use of the software or implementation.

BDMP will develop a recommendations memo to the County on how to prepare for site visits. As part of the memo we will identify County tasks that should be accomplished prior to visiting each site. The memo will include a list of materials that should be reviewed and step-by-step instructions for preparing for each meeting. We will then arrange the site visits, develop an agenda for the visits, and meet with the County's project team to discuss the agenda and answer questions regarding the site visits.

- 13. Summarize proposal evaluations and develop recommendations.** Following the site visits, we will develop a scoring summary and provide written recommendations identifying a preferred vendor and an alternate vendor that best meet the County's requirements as set forth in the RFP. We believe it is beneficial to identify two candidates at this stage, as it provides more leverage in the negotiation process and may lead to a more favorable contract for the County. In addition, should it be necessary to end negotiations with the preferred vendor, it is beneficial to maintain an open relationship with a back-up vendor.

Deliverable: D6. System Selection (Including Demonstration Scripts, RFP Analysis Memo, Vendor Demonstrations, and Site Visit Assistance)

Phase 5: Contract Negotiations

- 14. Conduct contract negotiations.** We have been involved in contract negotiations from the client's, vendor's, and independent consultant's perspective and are knowledgeable about how the contract impacts the implementation process. In conducting contract negotiations between the County and the preferred vendor, we will draw on these experiences to ensure the County's best interests are being met. As part of that process, we believe it is critical to develop a positive relationship between the County and the vendor, as this sets the foundation for a collaborative implementation process. We understand the roles of all parties involved in negotiations and will utilize our experience as facilitator to establish clear communication, trust, and good will amongst all involved.

Prior to beginning negotiations, we will discuss the negotiation strategy with the County and will identify key roles for decision-making. We will then draw on the information gathered during our review of the vendors' proposal, identify any concerns, and provide the vendors with an opportunity to respond with requested modifications. Following initial conversations with the two vendors, we will confirm the preferred vendor with the County. While we recommend keeping negotiations and alternatives open with both parties, we expect to proceed with in-depth negotiations with only the preferred vendor at this stage.

We will work with the County's project team, the County's legal counsel, and the preferred vendor to develop a draft contract, utilizing the County's contracting procedures and the vendor's proposal as a starting point. We will review the contract documents in consultation with the County to establish that requirements are clearly defined and to establish that the County agrees on the schedule, implementation process, fee arrangement, vendor resources, deliverables, costs, acceptance criteria, and terms and conditions. In addition, we will be "at the table" in negotiations with the preferred vendor. Should it become clear at any point during negotiations that the preferred vendor's solution or contract terms will not meet the needs of the County, we may recommend halting negotiations with the preferred vendor and commencing negotiations with the alternate vendor.

Integral to the process of finalizing contract negotiations is to ensure a positive working relationship between the County and the vendor. While contract negotiations can be stressful, we will work with all parties to establish a sense of good will and collaboration moving into the implementation phase.

Based on our experience conducting contract negotiations for similar projects, we recognize that the level of effort can vary significantly depending on several factors. We have planned for 80 hours of contract negotiation services, which we have found is generally appropriate for a project of this scope and size. We will only bill the County for the hours used towards this deliverable.

Cost Estimates

This section provides a breakdown of BDMP’s proposed fees based on the phases of our Work Plan. Table 1 presents a total, not-to-exceed cost for BDMP’s services for Phase 1 through 5. Our project fees do not include project expenses. Expenses will be billed as incurred and will not exceed 7% of the total project cost of \$168,540. Expenses are calculated based on the current work plan described above. Should the work plan be modified to increase the number of onsite trips, we will work with the County to adjust the expense budget accordingly.

Table 1: BDMP Project Fees for Phases 1-5

Task	Cost
Phase 1 – Current Environment ❖ D1. Project Work Plan and Schedule ❖ D2. Current Environment Report	\$55,060
Phase 2 – Requirements Definition ❖ D3. Pre-RFP Vendor Demonstrations and Preliminary Functional and Technical Requirements ❖ D4. Final Functional and Technical Requirements	\$37,100
Phase 3 - Develop Request for Proposal Document ❖ D5. RFP Document	\$21,280
Phase 4 - Evaluation and Selection of a Vendor ❖ D6. System Selection (Including Demonstration Scripts, RFP Analysis Memo, Vendor Demonstrations, and Site Visit Assistance)	\$41,100
Phase 5 - Contract Negotiations (billed as used- \$175 per hour)	\$14,000
Total Cost Phases 1 - 5	\$168,540
Project Expenses Not to Exceed	\$11,797

Scott County - Enterprise Resource Planning (ERP) Activities

Planning Activities Schedule

ID	Task Name	Duration	Start	Finish	Jul '11	Aug '11	Sep '11	Oct '11	Nov '11	Dec '11	Jan '12	Feb '12	Mar '12	Apr '12	May '12	Jun '12	Jul '12	Aug '12
1	Phase 1: Needs Assessment	36 days	Mon 8/15/11	Mon 10/3/11														
2	1. Facilitate Project Kickoff Meeting.	1 day?	Mon 8/15/11	Mon 8/15/11														
3	D1. Project Work Plan and Schedule	1 day?	Tue 8/16/11	Tue 8/16/11														
4	2. Conduct on-site fact-finding meetings.	5 days	Mon 8/15/11	Fri 8/19/11														
5	3. Develop Current Environment Report.	30 days	Mon 8/22/11	Fri 9/30/11														
6	D2. Current Environment Report	1 day?	Mon 10/3/11	Mon 10/3/11														
7	4. Organize Pre-RFP Demonstrations	2 days	Tue 10/4/11	Wed 10/5/11														
8	5. Facilitate Pre-RFP Demonstrations	2 days	Wed 10/19/11	Thu 10/20/11														
9	Phase 2: Requirements Definition	54 days?	Fri 10/21/11	Wed 1/4/12														
10	6. Develop preliminary functional and technical requirements.	14 days	Fri 10/21/11	Wed 11/9/11														
11	D3. Vendor Demonstrations and Preliminary Functional and Technical Requirements	1 day?	Thu 11/10/11	Thu 11/10/11														
12	7. Conduct Joint Requirements Planning work sessions.	5 days	Mon 12/5/11	Fri 12/9/11														
13	Update Functional and Technical Requirements based on JRP Sessions	10 days	Mon 12/12/11	Fri 12/23/11														
14	D4. Final Functional and Technical Requirements	1 day?	Wed 1/4/12	Wed 1/4/12														
15	Phase 3: Develop Request for Proposals Document	48 days?	Thu 1/5/12	Mon 3/12/12														
16	8. Develop Request for Proposals.	23 days	Thu 1/5/12	Mon 2/6/12														
17	D5. RFP Document	1 day?	Tue 2/7/12	Tue 2/7/12														
18	9. Issue RFP and facilitate vendor conference.	24 days	Wed 2/8/12	Mon 3/12/12														
19	Phase 4: Evaluation and Selection of a Vendor	55 days?	Tue 3/13/12	Mon 5/28/12														
20	10. Review vendor proposals.	30 days	Tue 3/13/12	Mon 4/23/12														
21	11. Develop demonstration scripts and scoring methodology.	10 days	Thu 4/19/12	Wed 5/2/12														
22	12. Facilitate vendor demonstrations.	10 days	Thu 5/3/12	Wed 5/16/12														
23	13. Arrange site visits and develop site visit memo.	5 days	Mon 5/14/12	Fri 5/18/12														
24	14. Summarize proposal evaluations and develop recommendations.	5 days	Mon 5/21/12	Fri 5/25/12														
25	D6. System Selection	1 day?	Mon 5/28/12	Mon 5/28/12														
26	Phase 5: Contract Negotiations	30 days	Tue 5/29/12	Mon 7/9/12														
27	15. Conduct contract negotiations.	30 days	Tue 5/29/12	Mon 7/9/12														

Project: Scott County ERP Planning Ac Date: Fri 3/4/11	Task		Split		Inactive Summary		Finish-only	
	Milestone		External Tasks		Manual Task		Progress	
	Summary		Project Summary		Duration-only		Deadline	
	Rolled Up Task		Group By Summary		Manual Summary Rollup			
	Rolled Up Milestone		Inactive Task		Manual Summary			
Rolled Up Progress		Inactive Milestone		Start-only				

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

APRIL 14, 2011

APPROVAL OF CONTRACT WITH BERRY, DUNN, MCNEIL AND PARKER, INC (BDMP) FOR CONSULTING SERVICES TO PURCHASE AN ENTERPRISE RESOURCE PLANNING SYSTEM

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. Approve a contract with Berry, Dunn, McNeil & Parker Inc. for consulting services for the purchase and negotiations of an Enterprise Resource Planning System.
- Section 2. Scott County performed an extensive RFP process in 2009 to obtain the services of BDMP for an IT strategic technology plan.
- Section 3. The services of BDMP were deemed exceptional and competitively priced. Therefore the county wishes to continue services for the selection of the ERP system with work to include the documentation of requirements, vendor review, RFP development and solicitation, vender selection and negotiations.
- Section 4. The contract amount is \$168,540 of which \$14,000 will be billed hourly at the rate of \$175.00 for negotiations. Expenses will not exceed \$11,797.
- Section 5. The work will begin in August of 2011 and conclude in July of 2013 as outlined in the proposal.
- Section 6. This resolution shall take effect immediately.