



## Agenda Report Form

### Open Session Item

**SUBJECT:** Contract Award (PUR-1424) Oracle Fusion Consultant Services requirements Contract - Information Systems (IS) Department

**PRESENTATION DATE:** July 30, 2019

**PRESENTATION BY:** Rick Curry, CPPO, Director, Purchasing Department, Sara Greaves, CFO, Budget & Finance Department and Ron Whitt, Director, Division of Information System

**RECOMMENDED MOTION:** Move to award a “*primary*” requirement(s) contract for Oracle Fusion Consultant Services for use by the Budget & Finance, Human Resources and Information Technology Departments to Metaformers, Inc. of Reston, VA for the responsive, responsible proposal with the lowest price proposal amount of \$39,600.00 at the specified unit cost and estimated hours (no minimum or maximum guaranteed); and, as permitted in the Request for Proposal (RFP), to award a “*stand-by list*” of consultants contract to Cherry Road Technologies, Inc of Morris Plains, NJ at their specified unit costs and estimated hours (No minimum or maximum guaranteed).

**REPORT-IN-BRIEF:** The services under this contract consist of providing experienced public sector consultant services to assist Washington County functional and technical staff with planning, prioritization, and implementation of new or existing functionality, budgeting, financials, purchasing, transactional business intelligence, project financials, self-service procurement, human capital management base, payroll and time/labor on an as-needed basis. The duration of the contract shall be for a period of two (2) years, with an option by the County to renew for up to three (3) additional one (1) year periods. This is a requirements contract; therefore, services will be utilized on an as-needed basis at the respective hourly unit prices for each discipline with no guarantee of a maximum or minimum number of hours.

Project assignments will be issued in two (2) distinct manners through this contract. Assignments with a fee less than or equal to \$50,000 will be awarded to the designated responsive-responsible Consultant with the lowest price proposal: Metaformers, Inc. Assignments with fees anticipated to exceed \$50,000 will have a defined scope of work specified and distributed to those consultants deemed most qualified and offered to all consultants on the stand-by list. All consultants then will submit a proposal to complete the work defined. The consultants with the lowest cost proposal will then be given the assignment. The County has limited the stand-by list to a maximum of three (3) firms, one (1) of which is the designated responsive-responsible Consultant with the lowest overall price proposal. Assignment value will be determined when the Consultant applies the necessary man-hours and his standard rates to the individual assignment. The assignment will be given to the Consultant which requires the lowest fee.

In order to determine which proposal offered the overall lowest cost to the County for this recommended contract award; each proposer submitted hourly rates for various employee classifications or positions. The lowest cost proposal was determined by applying the quoted rates to a position matrix that identified an approximate number of hours by position the County may possibly utilize over the next five (five) years.

Notice of the RFP was advertised on the County's web site with access to downloading the RFP and on the State's "eMaryland Marketplace" web site, and in the local newspaper. The document was accessed on-line eighty-seven (87) times and fifteen (15) firms were represented at the pre-proposal conference. Five (5) firms responded with proposals. After evaluation of the remaining Qualifications & Experience submittals, three (3) firms were considered responsive and their Price Proposals were opened and evaluated (see attached Price Proposal Tabulation Sheet).

The Coordinating Committee was comprised of the following members: Chief Financial Officer (Committee Chairman Designee), Director of Purchasing, the Information Systems Director, Director of Budget and Finance, the Information Systems Deputy Director – Software Support & Training, Human & Health Deputy Director, Accounting Supervisor, Software Support Analyst and Deputy Director of Budget & Finance.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funding for all selected projects or tasks would be funded by the Capital Improvement Project (CIP) account COM019. The FY'20 COM019 budget amount is \$103,000.00.

**CONCURRENCES:** As recommended by the Coordinating Committee

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Price Proposal Tabulation Sheet

**AUDIO/VISUAL NEEDS:** N/A