Legislative-Citizen Commission on Minnesota Resources

MEMO: Agenda Item #4

DATE: March 18, 2019

SUBJECT: LCCMR Online Project Records and Grants Management System

Update

At the March 4, 2019 LCCMR Commission Meeting members approved staff to continue due diligence on Vendor B, work with the LCCMR Executive Committee on how much additional funding will be needed, and bring back to the full commission for a vote.

Since the meeting, staff have met with individual LCCMR members and discussed options for developing an online system, the vendor review and evaluation process, and options for additional funding needed. Staff believe Vendor B (see attached table) is the best option for developing a system that meets our current and minimum needs and proposes options for building additional functions in the future.

This system would require an estimated $330,000. This includes the cost to develop the custom built system and two years of maintenance, server hosting, and support.

Background

Staff issued an RFP for the Project Records and Grants Management System in November 2018 with the aim to have a newly developed system ready for use in the 2021 ENRTF RFP cycle. While the earlier effort was budgeted for and only considered Systems as Service (SAS; off the shelf) products, the current RFP allowed proposals for custom-built solutions as well.

We received nine vendor responses. Proposals included SAS products and custom-built systems. There is a diverse mixture of costs and functionality. Implementation costs ranged from $20K to just under $500k. The yearly ongoing maintenance costs ranged from $10k to nearly $100k. Some proposals do not have required functionality and others do really well with certain aspects of our needs but fell short in key areas. In selecting a vendor, LCCMR will need to make decisions to accept some functionality over others, accept certain risks, and consider increasing the budget available for the project.

Four vendors were selected by LCCMR and LCC staff for further consideration, including through vendor demonstration and interviews and reference checks. From this list, two have emerged as the most suitable. Additional review and reference checks are being conducted now. Once a vendor is selected and a contract is drafted, the LCCMR Executive Committee will be asked to review and approve before it is signed.

Materials
- Request for Proposal for Project Records and Grants Management System
- Summary comparision of vendor proposal evaluations

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Action

If acceptable by the Executive Committee, the following motion/s could be offered:

Move to authorize staff to select Vendor B, identify approximately $330,000 in funds, and proceed to contract for review and approval by the executive committee.