



**Agenda Action Form Overview**

The Board is requested to approve an amendment of \$30,000 to an existing contract with Wicresoft vendor to include reporting, analysis and user training. Continuing to work with this vendor, versus in-house or another vendor, will enable strategic and long-term consistency of the Microsoft Project and Portfolio Management solution.

**Background/Justification**

The Board is requested to approve an amendment of \$30,000 to an existing contract with Wicresoft vendor to include reporting, analysis and user training. Continuing to work with this vendor, versus in-house or another vendor, will enable strategic and long-term consistency of the Microsoft Project and Portfolio Management solution.

**Justification:**

The IS&T department is responsible for managing technology projects for the department, the County, and individual departments. Now, the department works within a solution and process that the department has outgrown—there is no resource management per project or across projects. Moreover, departments within the organization proceed with their own project management methods that align with their own departmental needs. So, there is no unified project management or high-level portfolio management program to enable consistent data collection, strategic and tactical reporting or community learning.

Durham County Government's IS&T department is working through a methodical pilot of the Microsoft Project and Portfolio Management solution. This solution enables DCo to manage projects, delivers overall management of the portfolio and optimizes DCo's return on investment into Microsoft office productivity tools--particularly those associated with Office 365 cloud.

The initial contract with Wicresoft focused on configuring, installing and implementing the Microsoft Project and Portfolio Management solution. Continuing to work with this vendor for strategic reporting and experienced user training, versus in-house or another vendor, will enable strategic and long-term consistency of the Microsoft PPM solution

**Alignment with Strategic Plan:**

.Accountable and Efficient Government Goal 5 (Accountable, Efficient and Visionary Government of the Strategic Plan

**Policy Impact**

*This increase will not impact policy but will allow Durham County Government to work with this vendor for strategic reporting and experienced user training, versus in-house or another vendor, will enable strategic and long-term consistency of the Microsoft PPM solution.*

**Procurement Background**

*The initial contract with Wicresoft was processed in May 2019 with configuration and implementation within the pilot phase now being conducted.*

**Type of purchase**

☐ Goods



- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

**Did this request for purchase go through a bid process? Yes ☐ No ☒**

*Goods: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$90,000$*

*Services: Bids required if  $\geq \$30,000$ , BOCC approval if  $> \$40,000$*

*Construction/Repair work: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$500,000$*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☒ Contract is an amendment to an existing contract
- ☐ Other - Request for funding capital project; no expenditures requested at this time.

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☒**

If no, why?

Request for funding capital project; no expenditures requested at this time.

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### **Fiscal Impact**

There would be an impact of \$30,000 to an existing contract with Wicresoft vendor to include reporting, analysis and user training. Continuing to work with this vendor, versus in-house or another vendor, will enable strategic and long-term consistency of the Microsoft Project and Portfolio Management solution. The funds are included in the FY19-20 budget.

### **Recommendation**

The County Manager recommends that the Board approve an amendment of \$30,000 to the existing contract with Wicresoft vendor to include reporting, analysis and user training. Continuing to work with this vendor, versus in-house or another vendor, will enable strategic and long-term consistency of the Microsoft Project and Portfolio Management solution.