



ADMINISTRATION COMMITTEE

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Agenda Report

File #: 2020-1366

Agenda Date: 2/10/2021

Agenda Item No: 4.

FROM: James D. Herberg, General Manager
Originator: Lorenzo Tyner, Assistant General Manager

SUBJECT:

BUSINESS ANALYSIS SERVICES FOR RESOURCE PROTECTION DIVISION

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Award a Professional Consultant Services Agreement to EEC Environmental, Inc. for Pretreatment Program Consulting Services, for the procurement of Business Analysis services to document Resource Protection division business processes, Specification No. CS-2020-1167BD, for a total amount not to exceed \$385,625; and
- B. Approve a contingency in the amount of \$38,563 (10%).

BACKGROUND

Historically, the Pretreatment Program work process, documentation, and data management were automated using computer applications developed in-house by the Orange County Sanitation District's (Sanitation District) Information Technology (IT) division. In 2016, the Sanitation District implemented a vendor-customized commercial off-the-shelf (COTS) application based on the in-house application. During this COTS implementation, hundreds of the Pretreatment Program processes were automated, including management of over 200,000 data points each year. However, the COTS application is not currently configured to support all of the needed work processes and new regulatory requirements. Consequently, the automation has become outdated and difficult to restore.

RELEVANT STANDARDS

- Comply with environmental permit requirements
- Ensure the public's money is wisely spent
- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard
- Protect OC San assets

PROBLEM

The Sanitation District has the need to document and update business processes to meet State and Federal environmental regulations and electronic data submittal requirements, while maximizing effective automation of the Pretreatment Program. The existing COTS application is out of date and requires excessive staff time and effort.

PROPOSED SOLUTION

Procure the services of a consultant to gather information, research current regulations, and document Pretreatment Program business processes to restore effective work process automation.

TIMING CONCERNS

Electronic data submittal requirements from the USEPA will become effective on 12/21/2025. The proposed business analysis effort is the first step leading to the selection, development, and implementation of a new automated application.

RAMIFICATIONS OF NOT TAKING ACTION

A decision not to award the Business Analysis services would result in continued lack of documentation of business processes, potential compliance issues, and the inability to provide highly automated software.

PRIOR COMMITTEE/BOARD ACTIONS

September 2013 - Approved a Professional Services Agreement with enfoTech & Consulting, Inc., Specification CS-2012-525BD, for Implementation of a Commercial-off-the-shelf Pretreatment Information Management System, for an amount not to exceed \$749,993; first year technical support and maintenance for the amount of \$65,266; and approved a contingency of \$81,526 (10%).

ADDITIONAL INFORMATION

On July 13, 2020, the Sanitation District issued a Request for Proposal (RFP) for Business Analysis services; the RFP closed on September 15, 2020. The Sanitation District received a single response from EEC Environmental, Inc. A panel consisting of three Sanitation District staff reviewed and ranked the proposal. Individual scoring was the chosen method of evaluation for this procurement. Members of the team performed an independent review of the proposal and later met as a group with the buyer to discuss their preliminary scores and discuss any questions/concerns they had. The proposal was evaluated based on the following criteria:

CRITERION	WEIGHT
1. Qualifications & Experience of Firm	25%
2. Proposed Staffing & Project Organization	20%
3. Work Plan	25%
4. Presentation/Interview	10%

5. Cost	20%
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The vendor was invited for an interview. The interview was conducted on October 8, 2020. Following the interview, the evaluation team scored the firm based on both the proposal and interview using the evaluation criteria and weighting listed above. The proposal was accompanied by a sealed cost proposal. The cost proposal was opened and negotiated.

Based on these results, staff recommends selection of EEC Environmental, Inc. for the procurement of Business Analysis services to document Resource Protection division business processes for a total amount not to exceed \$385,625. The term of this Agreement will begin upon effective date of Notice to Proceed.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of the Sanitation District's Purchasing Ordinance. This item has been budgeted. (FY2020-21 and FY2021-22 Budget, Section 6, Page 36, Line item: Professional & Contractual Services).

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Professional Consultant Services Agreement