



ADMINISTRATION COMMITTEE

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Agenda Report

File #: 2023-3019

Agenda Date: 6/14/2023

Agenda Item No: 5.

FROM: Robert Thompson, General Manager
Originator: Wally Ritchie, Director of Finance

SUBJECT:

PMWEB MAINTENANCE AND SUPPORT RENEWAL

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a three (3) year Purchase Order contract with PMWeb Inc. for maintenance and support of PMWeb application, paying \$121,500 annually for a total amount not to exceed \$364,500; and
- B. Approve a contingency of \$36,450 (10%).

BACKGROUND

In 2018, Orange County Sanitation District (OC San) implemented PMWeb (Project Management on Web) construction management software to support Engineering processes for construction management including submittals, meeting minutes, requests for information, daily reports, construction agreements, and business process and workflows. Each Engineering project is managed within PMWeb. Increased usage by OC San has resulted in added annual maintenance costs.

RELEVANT STANDARDS

- 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
- Sound engineering and accounting practices, complying with local, state, and federal laws

PROBLEM

The current contract for OC San's PMWeb maintenance and support expires on August 1, 2023. PMWeb supports critical Engineering processes for construction management such as submittals, commitments, change requests, meeting minutes, daily reports, business processes workflows, and forms.

PROPOSED SOLUTION

Commit to a three-year term total of \$364,500. With a three-year commitment, the cost is \$121,500 per year for 2023-24, 2024-23, and 2025-26.

TIMING CONCERNS

The current Purchase Order term will expire on August 1, 2023. To prevent a lapse in coverage, renewal must be completed prior to August 1, 2023.

RAMIFICATIONS OF NOT TAKING ACTION

OC San's Engineering projects generate 1,000's of documents and correspondence. Proper management of these documents is vital. Effective communication across the entire team reduces costs and mitigates liability.

OC San would not be able to complete critical business processes associated with the PMWeb application after the existing term ends. Many OC San business processes rely on submittals and commitments supported by this agreement.

PRIOR COMMITTEE/BOARD ACTIONS

August 2018 - PMWeb added to the OEM (Original Equipment Manufacturer) Board sole source list

ADDITIONAL INFORMATION

N/A

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of OC San's Purchasing Ordinance. This item has been budgeted and is included in the FY 2023-24 budget.

ATTACHMENT

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

N/A