



## Agenda Report

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**File #:** 2023-3019, **Version:** 1

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**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](http://www.ocsan.gov)) with the complete agenda package:*

N/A