

ACTION ITEM

CONTRACT ID:	VENDOR AND CONTRACT MANAGEMENT SYSTEM CONTRACT NUMBER: 19-19-0012-01 RECOMMENDED VENDOR: CobbleStone Systems Corp.
BUDGETED ITEM	Yes. Funding for the Vendor and Contract Management System (VCMS) has been included in the 2020 Annual Operating Budget. Funding for the remaining years of the contract term will be budgeted in the appropriate subsequent years.
CONTRACT AMOUNT	The cost of the VCMS shall not exceed \$1,087,687 for a five-year contract term, which encompasses the associated costs for implementation, data migration, software, support, professional services, and training. The requested contract amount includes a services contingency amount of \$20,241 and a license contingency amount of \$25,228 which would cover any ancillary services needed and any needs for additional users over the 5-year term. The contingency amount will not be paid unless and until the additional services or licenses are needed.
PURPOSE / SCOPE	<p>This Action Item is seeking approval to enter into a contract for VCMS products and services. Citizens currently uses processes and tools provided by Citizens' Vendor Management Office to perform vendor and contract management tasks. Many of these processes and tools are based on Microsoft Office products that have limited capabilities and are not integrated into a comprehensive system. The cloud-based VCMS offered by CobbleStone Systems Corp. will allow Citizens to:</p> <ul style="list-style-type: none">a. replace the current manual and disparate processes and tools with an automated and centralized repository of enterprise-wide vendor and contract information;b. allow for enhanced vendor and contract management capabilities by layering in additional features and functions with capabilities into the Oracle Fusion Supplier Portal (part of Citizens' Centerpoint Enterprise Resource Planning System); and,c. further optimize vendor performance, track vendor-contract compliance, automate the contract lifecycle management and reporting, and automate various tools and resources used to fulfill Citizens' vendor and contract management policies, procedures, and processes.
CONTRACT TERM	This contract will have a five-year contract term with no renewals.
PROCUREMENT METHOD	<p>On May 14, 2019, Citizens issued ITN No.: 19-0012 for a Vendor and Contract Management System. Twenty-two vendor responses were received and twelve vendors were advanced to negotiations.</p> <p>On October 29, 2019, the negotiation team recommended an award to CobbleStone Systems Corp. to provide a VCMS.</p>
RECOMMENDATION	Staff recommends that Citizens' Board of Governors:

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	<p>a) approve the VCMS contract with CobbleStone Systems Corp. for a 5-year term, for a total amount not to exceed \$1,087,687, as set forth in this Action Item; and,</p> <p>b) authorize staff to take any appropriate or necessary actions consistent with this Action Item.</p>
CONTACTS	Kelly Booten, Chief, Systems and Operations Stephen Guth, Vice President, Vendor Management Office