

TO: Board Members

THROUGH: Kevin Patteson, Executive Administrator
Edna Jackson, Deputy Executive Administrator, Operations & Administration

FROM: Wendy Barron, Director, Information Resources

DATE: January 6, 2015

SUBJECT: Workflow Solution

ACTION REQUESTED

Authorize the Executive Administrator to negotiate and execute a contract in the amount not to exceed \$474,270.00 for the development and implementation of a Microsoft SharePoint based workflow solution.

BACKGROUND

The project consists of developing an automated workflow solution via Microsoft SharePoint. The proposed system will accept standard forms and custom documents, automating the review and signature processes. The project will include developing the infrastructure, delivering the initial processes and then transitioning the administrative and maintenance responsibilities to the Texas Water Development Board. All documentation and developed products will be owned by the Texas Water Development Board.

KEY ISSUES

Implementation of an automated workflow solution will increase the efficiency of work by internal staff at the Texas Water Development Board. Review times will be reduced through automated processing and routing. Additionally, there will be greater accountability due to the ability to identify exactly when and where a document is in the routing process. This solution is supported and readily anticipated by all offices at the agency.

The workflow solution project will be funded with excess Data Center Services funds that would otherwise be lapsed at the end of this fiscal year.

<p style="color: #0070C0;">Our Mission</p> <p>To provide leadership, information, education, and support for planning, financial assistance, and outreach for the conservation and responsible development of water for Texas</p>	<p>⋮</p> <p>⋮</p> <p>⋮</p> <p>⋮</p> <p>⋮</p> <p>⋮</p> <p>⋮</p>	<p style="color: #0070C0;">Board Members</p> <p>Carlos Rubinstein, Chairman Bech Bruun, Member Kathleen Jackson, Member</p> <p>Kevin Patteson, Executive Administrator</p>
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PROCUREMENT PROCESS

The procurement process was executed through the Deliverables-Based Information Technology Services (DBITS) program through the Texas Department of Information Resources. The solicitation maintained the following schedule:

Issue SOW	October 1, 2014
Q&A due from Vendors	October 10, 2014
Answer due from TWDB	October 17, 2014
Deadline for Submission of SOW	October 22, 2014
Expected Date of Award	January 16, 2015
Expected Contract Start Date	January 19, 2015

The TWDB issued a Statement of Work to nine qualified DBITS vendors. The TWDB received three responses from three qualified Information Technology vendors, two of which are certified Historically Underutilized Businesses (HUBs). The bids were carefully screened and scored resulting in staff's recommendation to negotiate a final contract.

RECOMMENDATIONS

Staff recommends authorizing the executive administrator to take necessary actions to negotiate and execute a final contract with the top-ranked applicant for the development and implementation of a Microsoft SharePoint Workflow Management Solution. If a contract cannot be negotiated with the top-ranked candidate, the executive administrator will proceed with contract negotiations with the second-ranked candidate.

The Executive Administrator recommends approval of this item.

The recommendation has been reviewed by legal counsel and is in compliance with applicable statutes and Board rules.

Les Trobman, General Counsel

Attachment(s): A: Statement of work No. 580-15-0930