



Santa Clara Valley Water District

File No.: 17-0749

Agenda Date: 11/28/2017

Item No.: 3.5.

BOARD AGENDA MEMORANDUM

SUBJECT:

Amendment No. 1 to Consultant Services Agreement No. A4020A with Vena Solutions USA, Inc., for the Implementation of the New Budgeting, Financial Forecasting and Capital Planning Software Solution, Increasing the Total Not-To-Exceed Agreement Amount from \$348,960 to \$558,304.

RECOMMENDATION:

- A. Approve Amendment No. 1 to Agreement No. A4020A for Project No. 73274002, Budgeting, Financial Forecasting and Capital Planning Project;
- B. Authorize the Chief Executive Officer to execute Amendment No. 1; and
- C. Approve a budget adjustment in the amount of \$157,000 for budget module enhancements.

SUMMARY:

On September 13th, 2016, the Board approved the Agreement with Vena Solutions for a Not-To-Exceed amount of \$348,960 for implementing the new Budgeting, Financial Forecasting and Capital Planning Project tool. The Board also approved a contingency of \$52,344 that may be used towards that effort.

The Budgeting, Financial Forecasting and Capital Planning Project was designed to replace the outdated Budget tool and the Capital Dashboard tool, and to replace the long-term forecasting spreadsheets to improve the District's budget process and Capital planning process, and to automate the Financial forecasting process. To date, the Budgeting and the Capital Planning modules have been successfully implemented. The Forecasting module is anticipated to be implemented between May 2018 to December 2018.

Approval for Amendment No. 1 is required for the following reasons:

1. Several enhancements are requested by the Budget Office totaling \$107,000. The enhancements include system configuration improvements, template modifications, FY19 budget rollover support, and additional training and workshops requested by the District. An additional \$50,000 is requested for Supplemental Services to cover any additional unforeseen needs. The total amount of the above two items is \$157,000.
2. A new task, Task 6 - Budgeting and Capital Planning has been added to the Agreement. Task

6 is a list of out-of-scope subtasks, which have already been completed using the \$52,344 of contingency funds the Board authorized on September 13th, 2016. The deliverables derived from Task 6 were critical to the success of the FY18 budget process.

3. The current Agreement expires on June 30, 2018, and staff is requesting an extension through December 31, 2018. The extension is required to ensure there is sufficient time for successful implementation of the Forecasting module.
4. The Agreement is also being revised to reflect the updated Consultant key staff assigned to the Project.

FINANCIAL IMPACT:

The budget module enhancements were budgeted in project #60221001, Budget and Financial Analysis, under the General Fund 12 for FY 2017-18. The requested budget adjustment would move \$157,000 from project #60221001 to project #73274007, Vena Software Implementation, under the IT Fund 73 where the additional work will be charged.

CEQA:

The recommended action does not constitute a project under CEQA because it does not have a potential for resulting in direct or reasonably foreseeable indicate physical damage to the environment.

ATTACHMENTS:

Attachment 1: Agreement No. A4020A
Attachment 2: Amendment No. 1

UNCLASSIFIED MANAGER:

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