



## BOARD OF BIDS AND CONTRACTS MAY 21, 2009

On the recommendation of Iris Baker, on behalf of Enterprise Resource Planning Department, David Spears moved to **accept the proposal from Visionary Integration Professionals and execute a contract for a not to exceed cost for work of \$84,000.00\* and travel costs estimated at \$10,080.00 (billed at actual cost)**. Ron Estes seconded the motion. The motion passed unanimously.

A committee comprised of Iris Baker, Purchasing Department; Wes Ellington, DIO; Renfeng Ma, Daryl Gardner and Lunda Asmani, Enterprise Resource Planning Department evaluated proposals based on approach to work, qualifications of individuals responsible for doing the work, hours estimated for the work and cost. Sage Group, LSI Consulting, Visionary Integration Professionals, and Lazar Consultants were short-listed for interviews and reference checks based on evaluation criteria. After completion of the process, short-listed vendors were rated by committee members and the proposal from Visionary Integration Professionals ranked highest.

\* Several responders did not follow instruction by estimating hours and/or travel for the project. Vignon identified the work as a multiple phased project and indicated phase 1 for the scope of work and did not elaborate on phase 2. The vendors estimating travel and expenses also noted to be billed at actual.

Discussion was had related to the scope of work and deliverables. Statement was made regarding issues with the current security system and the need to make changes in processes in an effort to strengthen security controls and create a more auditable process within the SAP system. The Accounting Director stated the Division of Finance has internal functional controls in place that relate to segregation of duties, internal auditing that occurs regularly and external auditing which validates processes.

Services performed will consist of reorganizing and redistributing responsibilities in order to solve recently discovered weaknesses in the SAP security system. Other work will involve implementation of changes made and the creation of on-going measures to monitor the system security on a regular basis and training of staff.

It will take approximately 12 weeks to complete the project.