

MEETING DATE: October 24, 2019

TITLE: Approval of Purchase of GIS Software Licenses and Maintenance Agreements

RESOLUTION NUMBER: 19-090

PREPARED BY: Alex Steele

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TELEPHONE: 952-641-4581

REVIEWED BY: Administrator Counsel Program Mgr. (Name): Becky Christopher
 Board Committee Engineer Other:

WORKSHOP ACTION:

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date):_____	<input type="checkbox"/> Refer to taskforce or committee (date):_____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): Final Action on October 24, 2019	

PURPOSE or ACTION REQUESTED:

Staff is seeking Board’s approval of the purchase of geographic information system (GIS) software licenses.

PROJECT/PROGRAM COST:

Fund name and number: 100-1003 (Information Technology)
2019 Current Budget: \$100,000 for IT Consultant and Systems
2019 Expenditures: \$37,411.50
Requested amount of funding in 2019: \$34,709.00

Is a budget amendment requested? No

PAST BOARD ACTIONS:

- February 28, 2019 Authorization to release the RFQ for the information technology (IT) Consultant (Resolution 19-021)
- April 11, 2019 Approved WSB as the IT Consultant and authorized the District Administrator to enter into contract negotiations (Resolution 19-047)
- May 9, 2019 Approval of IT Consultant Contract (Resolution 19-052)
- September 12, 2019 Approval of Phase II Amendment to IT Consultant Contract (Resolution 19-080)

SUMMARY:

The District's 2017 Strategic Alignment Plan identified the need for investment in information technology (IT) to enhance internal workflow and public interaction. Major work has occurred in the pursuit of that initiative, to date:

- July 2018 – establishment of cross-functional IT team
- September 2018 – business analysis presented to OPC, Board Liaison (Manager Olson) appointed
- February 28, 2019 – Board of Managers approved release of RFQ for IT consulting services
- April 3, 2019 – IT Team, District Administrator, and Board Liaison interviewed three IT consulting vendors and recommended WSB for selection as IT consultant
- April 11, 2019 – Board of Managers approved selection of WSB as IT consultant and authorized District Administrator to enter into contract negotiations
- May 9, 2019 – Board of Managers approved contract with WSB for IT consulting services for Phase I work
- August 8, 2019 – Phase I recommendations and findings presented to OPC
- September 12, 2019 – Board of Managers approved amendment to IT consulting contract for Phase II work

Through Phase I, the IT consultant sought to understand District functions, technology use, and workflows by leveraging the IT team's business analysis. The IT consultant conducted an in-depth discovery process to refine system requirements and identify potential systems, culminating in a short-list of potential vendors, costs for budget planning, and a recommended timeline and system phasing:

- Remainder of 2019: Implement an enterprise level geographic information system (GIS) platform to form the foundational backbone of the IT update
- Remainder of 2019: Review and select a permitting system. Final selection and implementation will occur between now and early 2020
- 2020: Review, select and implement water quality monitoring technology
- 2020 into 2021: Evaluate, review, and select an Enterprise Resource Planning (ERP) system

As recommended in Phase I, GIS will serve as the backbone for the IT update, and will be implemented first as the foundational piece. GIS will be the central hub through which data will be accessed across the organization, provide tools for advanced analysis to increase understanding of natural and built environments, and will serve as a medium to enhance communication with the public.

Environmental Systems Research Institute's (ESRI) GIS software is the industry standard that is utilized by federal, state, and local governments, as well as private industries. As the industry standard, and holder of the state cooperative purchasing contract for GIS software, they were the sole vendor evaluated.

Recommend GIS software licenses fall into 3 categories:

- Enterprise
 - *ArcGIS Enterprise* - the core foundational platform, including the centralized spatial database and the components needed for users to access GIS data, maps and applications through a web browser.
 - *ArcGIS Enterprise Field Worker* – 10 user licenses providing tools, applications and functionality needed to collect and edit data in the field.
- Desktop
 - *ArcGIS Desktop Advanced & Basic* – software utilized for spatial data creation, advanced analysis, and map output. Basic license provides standard functionality suitable for most GIS tasks, while the Advanced license provides tools and functionality for higher level tasks such as database administration.
- Desktop advanced analysis tools

- *3D Analyst* – tools for ArcGIS Desktop providing advanced functionality to leverage and analyze 3D spatial data, such as drawing elevation profiles and calculating the volume of a water body.
- *Spatial Analyst* – advanced tools for ArcGIS Desktop providing functionality to leverage and analyze continuous data, including digital elevation models, to accomplish tasks such as creating topographic contours and delineating watersheds.

The quote for software costs and annual maintenance are outlined in the table below:

Software License	Quantity	Unit Price	Total	Annual Maintenance*
ArcGIS Desktop Advanced	1	\$7,443	\$7,443	\$3,030
ArcGIS Desktop Basic	1	\$2,914	\$2,914	\$707
ArcGIS 3D Analyst	1	\$2,081	\$2,081	\$505
ArcGIS Spatial Analyst	1	\$2,081	\$2,081	\$505
ArcGIS Enterprise Standard	1	\$16,650	\$16,650	\$5,050
ArcGIS Enterprise Field Worker	10	\$354	\$3,540	\$3,540
Total			\$34,709	\$13,337

*This represents the maintenance costs starting in 2020 for these licenses. These are estimated maintenance costs based on 2019 amounts.

The Phase I report estimated costs for GIS software licenses at \$30,547. However, through final GIS software license evaluation and selection, it became clear that the District’s existing single-use 3D Analyst and Spatial Analyst licenses would not function with the concurrent ArcGIS Desktop licenses. Therefore, new 3D Analyst and Spatial Analyst licenses were included in the quote increasing the total to \$34,709.

The costs for the GIS software can be covered by the IT budget and will not require a budget amendment. The Phase I IT consultant work came in under budget providing approximately \$1,500 in additional funds that can be used for the GIS software. Additional GIS software costs can be covered by other funds in the 2019 IT budget.

The GIS software will require ongoing annual maintenance. These annual maintenance plans provide benefits such as software updates, training, and technical support. Maintenance costs for the first 12 months are included in the purchase price of software. Annual maintenance cost will start in 2020 and are estimated to be approximately \$13,337.

Attachment:

1. Quote from ESRI for GIS software licenses and annual software maintenance

RESOLUTION

RESOLUTION NUMBER: 19-090

TITLE: **Approval of Purchase of GIS Software Licenses and Maintenance Agreements**

- WHEREAS, in February of 2017 the Minnehaha Creek Watershed District adopted a strategic plan to achieve its mission of protecting and improving land and water by building green infrastructure, and changing local, regional and state policy to further integrate land and water planning; and
- WHEREAS, a critical component in operationalizing this strategy is the effective deployment of technology; and
- WHEREAS, in July 2018 staff assembled a cross-functional information technology (IT) team to analyze the District's IT needs, facilitate the development of a request for qualifications (RFQ) for IT consulting, and inform implementation priorities; and
- WHEREAS, on February 28, 2019 the MCWD Board of Managers approved the release of a RFQ for an IT Consultant; and
- WHEREAS, on April 3, 2019 the IT Team, District Administrator and Board Liaison interviewed selected vendors; and
- WHEREAS, on April 11, 2019 the Board selected WSB as the IT Consultant and authorized the District Administrator to enter into contract negotiations; and
- WHEREAS, on May 9, 2019 the Board approved the IT Consultant contract with WSB for Phase I of the IT update; and
- WHEREAS, on August 8, 2019 the IT Team and WSB presented Phase I findings, recommendations, and budget estimates for Phase II of the IT update to the Operations and Programs Committee; and
- WHEREAS, Phase I recommended implementing geographic information system (GIS) in 2019 as the foundation of the IT update; and
- WHEREAS, on September 12, 2019 the Board approved the IT Consultant contract amendment with WSB for Phase II of the IT update; and
- WHEREAS, as part of Phase II work, a detailed review and final selection of GIS software licenses was conducted; and
- WHEREAS, a quote for GIS software licenses was obtained from Environmental Systems Research Institute (ESRI), the industry standard for GIS software across federal, state and local governments; and
- WHEREAS, staff recommends ESRI GIS software licenses be purchased to meet the District's GIS needs; and
- WHEREAS, the cost of recommended GIS software licenses is \$34,709;

NOW, THEREFORE, BE IT RESOLVED, the Minnehaha Creek Watershed District, Board of Managers hereby approves the purchase of GIS software licenses for an amount not to exceed of \$34,709.00.

Resolution Number 19-090 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date: _____



Quotation # Q-399027

Date: October 10, 2019

Customer # 137144 Contract # 31574.0

Minnehaha Creek Watershed District
15320 Minnetonka Blvd
Minnetonka, MN 55345

ATTENTION: Cathy Reynolds
PHONE: (952) 641-4503
EMAIL: creynolds@minnehacreek.org

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: OAMS3

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 10/7/2019 To: 1/5/2020

Material	Qty	Unit Price	Total
52382 ArcGIS Desktop Advanced Concurrent Use License	1	\$7,443.00	\$7,443.00
87143 ArcGIS Desktop Basic Concurrent Use License	1	\$2,914.00	\$2,914.00
88283 ArcGIS 3D Analyst for Desktop Concurrent Use License	1	\$2,081.00	\$2,081.00
88282 ArcGIS Spatial Analyst for Desktop Concurrent Use License	1	\$2,081.00	\$2,081.00
160463 ArcGIS Enterprise Standard (Windows) Up to Four Cores License	1	\$16,650.00	\$16,650.00
166894 ArcGIS Enterprise Field Worker Term License	10	\$354.00	\$3,540.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Emerald Frederick	Email: efrederick@esri.com	Phone: (909) 793-2853 x4182
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

FREDERICKE

This offer is limited to the terms and conditions incorporated and attached herein.



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Subtotal:	\$34,709.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$34,709.00

This quote is subject to the terms and conditions of the State of Minnesota contract # 31574.0, Esri contract # 2014MPA1154. Please reference the contract on your Purchase Order; no other terms shall apply.

The purchase of a new ArcGIS Desktop license and/or Extension includes 12 months of software maintenance. Maintenance includes technical support and software updates (visit <http://www.esri.com/software/maintenance> to learn more). There is an annual maintenance fee to continue support and upgrades. The estimated cost of annual maintenance for subsequent years has been included in the optional items section of this quote for your convenience.

The following items are optional items listed for your convenience.
These items are not included in the totals of this quotation.

Material	Qty	Unit Price	Total
52384	1	\$3,030.00	\$3,030.00
ArcGIS Desktop Advanced Concurrent Use Primary Maintenance			
87194	1	\$707.00	\$707.00

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<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

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Material	Qty	Unit Price	Total
ArcGIS Desktop Basic Concurrent Use Primary Maintenance			
87198	1	\$505.00	\$505.00
ArcGIS 3D Analyst for Desktop Concurrent Use Primary Maintenance			
87232	1	\$505.00	\$505.00
ArcGIS Spatial Analyst for Desktop Concurrent Use Primary Maintenance			
161328	1	\$5,050.00	\$5,050.00
ArcGIS Enterprise Standard Up to Four Cores Maintenance			

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