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**Sponsor:** Information and Public Records Administration

**Meeting Date:** 12/22/2020

**Title:** Master Agreements for County Professional and Project Management Office Consulting Services

**File Number:** 2020-529

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**Background and Rationale:**

Master Agreements issued under the Request for Proposals (RFP) for Professional and Project Management Office Consulting Services will replace the Master Agreements issued under the Executive Level Management Consulting Services RFP; that expired in September and October of 2020. Master Agreements under the Executive Level Management Consulting program have been used to staff many important county initiatives, such as the Enterprise Resource Planning development, the Center of Excellence implementation, Information and Public Records Modernization Program, Information Services Modernization Program, and the County's Residents First Program.

Master Agreements issued under the RFP for Professional and Project Management Office Consulting Services will also fill a need for the large volume of County projects staffed by the County's Enterprise Project Management Office (EPMO). The EPMO consistently has 20 - 40 consultants working on projects at any one time.

Having vendors available through Master Agreements provides the County with the ability to procure consulting services in a timely manner from a pool of highly qualified consultants.

This RFP was issued on July 8, 2020 with proposal responses being due on July 30, 2020. The competitive solicitation summary is attached. The evaluation team evaluated the proposals based on the criteria identified in the solicitation and is recommending the following vendors:

1. Alliant Consulting
2. Bellwether Consulting
3. Capitol Hill Associates
4. Growe Technologies
5. Hollstat & Associates
6. HueLife
7. Human System Dynamics Institute
8. Iceberg Technologies
9. Johansson Consulting
10. Louellen Essex and Associates
11. Macro Group
12. North American Research & Analysis
13. Plante Moran
14. Perme & Peterson Consulting
15. Project Consulting Group
16. The ROIG Group
17. Trissential
18. Yes And Consulting

**Recommendation:**

The Ramsey County Board of Commissioners resolved to:

1. Approve the initial selection of and Master Agreements for County Professional and Project Management Office Consulting Services for a period of five years beginning on December 22, 2020 through December 21, 2020 at the rates established in the agreements with the following 18 vendors:
  - Alliant Consulting, 555 7th Street W, St. Paul, MN 55102
  - Bellwether Consulting, 44 Clarence Avenue SE, Minneapolis, MN 55414
  - Capitol Hill Associates, 525 Park Street, St. Paul, MN 55103
  - Grove Technologies, 1222 Carlton Drive, Arden Hills, MN 55112
  - Hollstat & Associates, 1333 Northland Drive, Suite 220, Mendota Heights, MN 55120
  - HueLife, 5775 Wayzata Boulevard, Suite 700, St. Louis Park, MN 55416
  - Human System Dynamics Institute, 50 East Golden Lake Road, Circle Pines, MN 55014
  - Iceberg Technologies, 1275 Ramsey Street, Suite 100, Shakopee, MN 55379
  - Johansson Consulting, 3329 Garfield Avenue, Minneapolis, MN 55408
  - Louellen Essex and Associates, 408 Parkers Lake Road, #211, Wayzata, MN 55391
  - Macro Group, 1200 Washington Avenue S, Suite 350, Minneapolis, MN 55415
  - North American Research & Analysis, 1222 First Street NE, Faribault, MN 55021
  - Plante Moran, 27400 Northwestern Highway, Southfield, MI 48034
  - Perme & Peterson Consulting, 3801 West 98th Street, Suite 207, Bloomington, MN 55431
  - Project Consulting Group, 510 1st Avenue N, Suite 400, Minneapolis, MN 55403
  - The ROIG Group, 6400 Flying Cloud Drive, Suite 110, Eden Prairie, MN 55344
  - Trissential, 1905 East Wayzata Boulevard, Suite 333, Wayzata, MN 55391
  - Yes And Consulting, 44 Clarence Avenue SE, Minneapolis, MN 55414
2. Authorize the Chair and the Chief Clerk to execute the Master Agreements.
3. Authorize the County Manager to approve and execute the additional Master Agreements with the vendors selected under the continuous Request for Proposals for County Professional Consulting Services, for a period not to exceed one (1) year term of the continuous RFP, subject to approval by the County Attorney's Office and the Finance.
4. Authorize the County Manager to execute change orders and amendments to the Master Agreements in accordance with the County's procurement policies and procedures provided the amounts are within the limits of available funding.

A motion to approve was made by Commissioner McDonough, seconded by Commissioner Reinhardt.

Motion passed.

Aye: - 7: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

By:   
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Janet Guthrie, Chief Clerk - County Board