

Internal M/WBE Waiver Request Form

Date: 6/29/2022 Department: Information Technology

Contact Name & Phone: Ja'Tia Thompson 336-373-2129

Contract Name and Number (if applicable): ERP Accessories (Dashboard Gear)

A waiver of the M/WBE participation requirement may be requested by the **Originating Department** at least 5 business days **prior** to advertisement or solicitation. In detail below, please explain your reason for requesting a waiver (attach RFP & supporting documentation as necessary).

Final approval of the request will be made by the City Manager's Office.

Please route this waiver to Larry Davis.

The Executive Sponsor Team of the INFORmed Migration Project which includes, but not limited to, department heads from Finance, Human Resources, and Information Technology are requesting a MWBE waiver to contract with ERP Accessories (Dashboard Gear) for professional services. Dashboard Gear has developed and owns certain proprietary software for use in data warehousing reporting systems. We wish to utilize Dashboard Gear's subscription license to rewrite many of the organization's business critical reports before we migrate from Infor CloudSuite v10 (single-tenant) to Infor CloudSuite v11 (multi-tenant). Currently we are scheduled to migrate on October 1, 2022.

Once we migrate to Infor CloudSuite v11 (multi-tenant), the database architecture will completely change which will result in a complete re-write of all of our reports. By migrating to a multi-tenant environment, we also lose direct access to our database which prevents us from using the Crystal Report writing software---unless we have some sort of connector that allows us to replicate our data from Infor and store it locally on a SQL server, which will provide that direct database access.

We currently have 200+ crystal reports that are used throughout the City. At least 35 of those reports are considered business critical reports and will need to be rewritten before we migrate to Infor CloudSuite v11--as these reports provide data used in auditing, regulatory reporting, performing payroll checks and balances, and adhoc executive level reporting. This is the major reason why we need to move forward with Dashboard Gear. They afford us the opportunity to still leverage Crystal Report Writing software which minimizes the learning curve in developing new reports. Additionally, Dashboard Gear has pre-delivered reports that are available for us to leverage, and allows us access to better analytics and a way to write reports in a much more simplified fashion.

Lastly, Dashboard Gear is a long-term Infor partner and if their subscription license is purchased, the City will be able to receive ongoing support when critical updates are released.

Total subscription fee for year one: \$75,000

Total subscription fee for year two: \$36,000

Total subscription fee for year three: \$36,000

Report Development Consulting is at a rate of \$125/hr

****We are estimated a report writer near Full Time for 12 weeks (480 hours) and then part time support for 8 weeks (10 Hours /week) for a total of 560 hours @ \$125/hr = \$70,000.***

Total estimated cost for year one (\$75,000 for subscription fee plus \$70,000 for ERP Dashboard report writing services) is \$145,000

Total cost for year two is \$36,000

Total cost for year three is \$36,000

Total for all three years is estimated at \$217,000

Ja'Tia Thompson Digitally signed by Ja'Tia Thompson
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This section is for M/WBE Office use only

Contact Name & Phone Number: Allison Staton, 336-373-2674

☒ The M/WBE Office supports the waiver request. Please submit any comments below.

1. The extraordinary and necessary requirements of the contract render application of the Program Elements infeasible or impractical. **Please explain in detail. (Attach supporting documentation as necessary)**

2. The nature of the goods or services being procured are excluded from the scope of this Program Plan.

Please check one of the exclusions below: (Attach supporting documentation as necessary)

- ☐ Contracts that are subject to the U.S. Department of Transportation Disadvantaged Business Enterprise Program;
- ☐ Sole Source: the required supplies or services are available from one responsible source
- ☐ Contracts for electricity or water and sewage services from a municipal utility district or governmental agency;
- ☐ Emergency contracts for goods or supplies;
- ☐ Contracts for the City's lease or purchase of real property where City is lessee or purchaser; and

3. Sufficient qualified M/WBEs providing the goods or services required by the contract are unavailable in the Relevant Market area of the project despite every reasonable attempt to locate them. **Please explain in detail the reason for the request: (Attach RFP & supporting documentation as necessary)**

An outreach was performed and no M/WBE firms responded because of the specialized needs in providing the services per Infor requirements.

☐ The M/WBE Office does not support the waiver request. Please explain in detail the reason for not supporting the request: (Attach supporting documentation as necessary)

Allison Staton

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Date: 2022.07.07 17:25:03 -04'00'

This section is for CMO Office use only

Contact Name: Larry Davis, Assistant City Manager

Date: 7.8.22

☒ The CMO Office approves the waiver request

☐ The CMO Office does not approve the waiver request.