



**ADMINISTRATIVE/ PERSONNEL COMMITTEE
AGENDA**

**MONDAY, JANUARY 29, 2024
5:45 p.m.**

**CVAG Conference Room
74-199 El Paseo, West Building, Suite 100
Palm Desert, CA 92260**

Public comment is encouraged to be emailed to the Administrative/Personnel Committee prior to the meeting at cvag@cvag.org by 5:00 p.m. on the day prior to the committee meeting. Comments intended to be read aloud should be no more than 300 characters.

**THIS MEETING IS HANDICAPPED ACCESSIBLE.
ACTION MAY RESULT ON ANY ITEMS ON THIS AGENDA**

**UNLESS OTHERWISE STATED, ALL ACTION ITEMS WILL BE PRESENTED TO THE
EXECUTIVE COMMITTEE FOR FINAL APPROVAL.**

1. **CALL TO ORDER** – Chair Scott Matas, Mayor, City of Desert Hot Springs

2. **ROLL CALL**

A. **Member Roster**

P4

3. **PUBLIC COMMENTS ON AGENDA ITEMS**

This is the time and place for members of the public to address the Administrative/Personnel Committee on agenda items. At the discretion of the Chair, comments may be taken at the time items are presented. Please limit comments to three (3) minutes.

4. **CHAIR / EXECUTIVE DIRECTOR ANNOUNCEMENTS**

5. **CONSENT CALENDAR**

A. **Approval of the April 24, 2023 Administrative/Personnel Committee Minutes**

P5

6. **DISCUSSION/ ACTION**

A. **Attendance at CVAG’s Standing Committee Meetings – Erica Felci**

P8

Recommendation: Authorize the Executive Director to withhold meeting stipends when committee meetings do not have a quorum of members, and direct staff to issue warnings to member jurisdictions that are out of compliance with the meeting attendance policy

B. **Update to Personnel Classification System – Erica Felci**

P10

Recommendation: Authorize the Executive Director to take the following steps so long as they do not increase the total budget for personnel costs this fiscal year:

1. Add allocated positions to expand the transportation department, including an additional Program Manager I/II and up to two additional Management Analysts I/II;
2. Authorize the addition of departmental Assistant Director positions across the agency; and
3. Procure a consultant to assist CVAG with recruitment of mid-level and director-level positions.

C. **Update on the Enterprise Resource Planning (ERP) System – Claude Kilgore**

P13

Recommendation: Information

7. **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

This is the time and place for members of the public to address the Administrative/Personnel Committee on items of general interest within the purview of this committee. Please limit comments to two (2) minutes.

8. **ANNOUNCEMENTS**

The next meeting of the **Executive Committee** will be held on Monday, February 26, 2024, at 4:30 p.m. at the CVAG conference room, 73-710 Fred Waring Drive, Suite 104, Palm Desert, CA 92260.

9. **CLOSED SESSION**

Pursuant to the provisions of Government Code Sections 54956.8 and 54957.6, the Committee will adjourn to Closed Session.

Conference with Real Property Negotiators

Government Code Section 54956.8

Property: APN # 685-010-010

CVAG Negotiator: Executive Director

Negotiating parties: Agua Caliente Band of Cahuilla Indians

Under Negotiation: Price and terms of Payment for Sale of Property

Conference with Labor Negotiator

Government Code Section 54957.6

Agency's designated representative: Chair Scott Matas

Unrepresented Employee: Executive Director

10. **ADJOURNMENT**

ADMINISTRATIVE/PERSONNEL COMMITTEE ROSTER



Jurisdiction	Seat on Committee	Members
City of Desert Hot Springs	CVAG Chair	Scott Matas Mayor
City of Rancho Mirage	CVAG Vice Chair	Ted Weill Councilmember
City of Coachella	CVAG Past Chair	Steven Hernandez Mayor
City of Desert Hot Springs	CVCC Chair	Gary Gardner Councilmember
Agua Caliente Band of Cahuilla Indians	Chair Appointee	Reid Milanovich Tribal Chair
City of La Quinta	Chair Appointee	Linda Evans Mayor

ITEM 5A

**ADMINISTRATIVE/ PERSONNEL COMMITTEE
MINUTES OF MEETING
April 26, 2023**



1. CALL TO ORDER

The April 26, 2023 Administrative/Personnel Committee meeting was called to order at 5:53 p.m. by Chair Steven Hernandez, City of Coachella, at the CVAG Conference Room, 74-199 El Paseo, West Building, Suite 100, Palm Desert, CA 92260.

2. ROLL CALL

MEMBERS PRESENT

Mayor Steven Hernandez, Chair
Mayor Scott Matas, Vice Chair
Councilmember Lisa Middleton, Past Chair
Mayor Linda Evans, CVCC Chair
Tribal Chair Reid Milanovich
Councilmember Ted Weill

AGENCY

City of Coachella
City of Desert Hot Springs
City of Palm Springs
City of La Quinta
Agua Caliente Band of Cahuilla Indians
City of Rancho Mirage

MEMBERS ABSENT

Mayor Scott Matas, Vice Chair

AGENCY

City of Desert Hot Springs

3. PUBLIC COMMENTS

None.

4. CHAIR / EXECUTIVE DIRECTOR ANNOUNCEMENTS

None.

5. CONSENT CALENDAR

IT WAS MOVED BY MAYOR EVANS AND SECONDED BY COUNCILMEMBER MIDDLETON TO APPROVE THE CONSENT CALENDAR.

A. APPROVAL OF THE NOVEMBER 22, 2022 ADMINISTRATIVE/PERSONNEL COMMITTEE MEETING MINUTES

B. APPROVE THE UPDATES TO CVAG'S PERSONNEL RULES & BENEFITS MANUAL TO TAKE EFFECT AS OF JULY 1, 2023, WHICH REFLECT CONSISTENCY WITH THE APPROVED IMPLEMENTATION OF THE CLASSIFICATION AND TOTAL COMPENSATION STUDY

THE MOTION CARRIED WITH 4 AYES, 1 MEMBER ABSENT AND 1 MEMBER ABSTAINING.

MAYOR HERNANDEZ	AYE
MAYOR MATAS	ABSENT
COUNCILMEMBER MIDDLETON	AYE
MAYOR EVANS	AYE
CHAIR MILANOVICH	AYE
COUNCILMEMBER WEILL	ABSTAIN

6. DISCUSSION

A. CVAG Officer Rotation for FY 2023/2024 – Tom Kirk

Executive Director Tom Kirk presented the staff report and highlighted the Committee’s role in reviewing the officer rotation, particularly as it pertains to meeting attendance.

IT WAS MOVED BY MAYOR HERNANDEZ AND SECONDED BY MAYOR EVANS TO NOMINATE THE REPRESENTATIVE FROM THE CITY OF DESERT HOT SPRINGS TO SERVE AS FY 2023/2024 CHAIR AND THE REPRESENTATIVE FROM THE CITY OF RANCHO MIRAGE TO SERVE AS FY 2023/2024 VICE CHAIR

THE MOTION CARRIED WITH 5 AYES AND 1 MEMBER ABSENT.

MAYOR HERNANDEZ	AYE
MAYOR MATAS	ABSENT
COUNCILMEMBER MIDDLETON	AYE
MAYOR EVANS	AYE
CHAIR MILANOVICH	AYE
COUNCILMEMBER WEILL	AYE

B. Implementation of Classification and Total Compensation Study and Performance Management System – Erica Felci

Assistant Executive Director Erica Felci presented the staff report, including the roll out of new classifications and performance evaluation system. Member discussion ensued, with members noting how the review process provided a structured opportunity for goal setting.

No action was taken as this was an informational item.

C. Fiscal Year 2023/2024 Budgetary Items – Claude T. Kilgore

Director of Finance/ Administration Claude Kilgore provided the staff report, including a recap of Finance Committee’s direction for CalPERS payments and the proposed cost of living increases for membership dues and salaries. Member discussion ensued, with a focus on how the adjustments may impact the upcoming budget.

IT WAS MOVED BY COUNCILMEMBER MIDDLETON AND SECONDED BY COUNCILMEMBER WEILL TO INCLUDE IN THE FY 2023/2024 BUDGET A 7.3% COLA FOR MEMBERSHIP DUES AND A 4% COLA FOR STAFF SALARIES AND SALARY RANGES.

THE MOTION CARRIED WITH 5 AYES AND 1 MEMBER ABSENT.

MAYOR HERNANDEZ	AYE
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MAYOR MATAS
COUNCILMEMBER MIDDLETON
MAYOR EVANS
CHAIR MILANOVICH
COUNCILMEMBER WEILL

ABSENT
AYE
AYE
AYE
AYE

7. **INFORMATIONAL ITEMS**

A. **CalPERS Unfunded Accrued Liability**

8. **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

9. **CLOSED SESSION**

The Committee adjourned to closed session at 6:40 p.m.

Public Employee Performance Evaluation

Government Code Section 54957(b)(1)

Title: Executive Director

The closed session ended at 7:13 p.m. There was no reportable action.

10. **ANNOUNCEMENTS**

The next meeting of the **Executive Committee** will be held on Monday, June 5, 2023, at 4:30 p.m. at the CVAG conference room, 73-710 Fred Waring Drive, Suite 119, Palm Desert, CA 92260.

The meeting was adjourned at 7:14 p.m.

Respectfully submitted,

Erica Felci
Assistant Executive Director

ITEM 6A

**Coachella Valley Association of Governments
Administrative/ Personnel Committee**

January 29, 2024



STAFF REPORT

Subject: Attendance at CVAG's Standing Committee Meetings

Contact: Erica Felci, Chief Operating Officer (efelci@cvaq.org)

Recommendation: Authorize the Executive Director to withhold meeting stipends when committee meetings do not have a quorum of members, and direct staff to issue warnings to member jurisdictions that are out of compliance with the meeting attendance policy

Background: All meetings of CVAG's standing committees are subject to the Ralph M. Brown Act (Gov. Code §§ 54950 *et seq.*), and must be open and public so that any member of the public may attend and participate in the meetings. When the COVID-19 pandemic started in 2020, CVAG joined agencies across the state in shifting to virtual meetings using Zoom videoconferencing. When California's emergency order related to the COVID-19 pandemic ended in February 2023, so did the Governor's Executive Orders that waived teleconferencing requirements of the Brown Act and made virtual meetings easy to conduct. CVAG's committees now meet in person with an option to use Zoom videoconference from a publicly noticed location.

CVAG's virtual meetings were well attended, to the point that CVAG staff stopped the historic practice of checking with members to ensure there would be a quorum. By June 2023, just a few months after returning to in-person meeting formats, CVAG staff was not only emailing reminders to ensure a quorum of members would be in attendance, but also calling members directly. In June 2023, staff reported to the Executive Committee that the most recent meetings of the Homelessness, Public Safety and Energy & Environmental Resources (now Energy & Sustainability) Committees did not have quorum confirmation until just before the meeting started.

The challenges of securing a quorum are becoming increasingly problematic and cause for concern. In November 2023, CVAG staff had confirmed a quorum in advance of the Homelessness Committee meeting. That morning, more than one member who had confirmed attendance did not show and the Committee did not have a quorum. Staff scrambled to call members to see if they could show up, but the Committee ultimately could not vote on the CV Housing First quarterly report or on CVAG's 2023-24 Federal and State Legislative Platform, which was including new language on advocating for vouchers.

CVAG's meeting policy states *"a vacancy may also be declared by majority vote of the committee after more than three consecutive absences of one of its committee members or less than a minimum attendance of 50% of committee meetings."* Because CVAG works best when all its members are at the table, staff has been reluctant to recommend its committees take action to declare a vacancy. The policy does not apply to the Executive Committee, whose membership is referenced in CVAG's governing documents.

Staff is now seeking feedback from the Administrative/ Personnel Committee on next steps to address attendance. First, staff is recommending that stipends are not issued for meetings where less than a quorum of members are present. Staff would continue to take every step to confirm a quorum. But should a quorum not be reached because members fail to show or send an alternate, then those who did attend would not receive their payments. Staff is also seeking the Committee's direction to having the Executive Director issue a letter to member jurisdictions who have demonstrated repeated absences.

CVAG staff would note that it continues to advocate for virtual meetings, and this position is reflected in CVAG's legislative platform.

Fiscal Analysis: There is no cost to CVAG for this update. Should CVAG not issue a meeting stipend, there would be nominal savings. The stipend for Executive Committee members is \$125, and all other committee members receive \$100.

ITEM 6B

**Coachella Valley Association of Governments
Administrative/Personnel Committee**

January 29, 2024



STAFF REPORT

Subject: Updates to Personnel Classification System

Contact: Erica Felci, Chief Operating Officer (efelci@cvaq.org)

Recommendation: Authorize the Executive Director to take the following steps so long as they do not increase the total budget for personnel costs this fiscal year:

1. Add allocated positions to expand the transportation department, including an additional Program Manager I/II and up to two additional Management Analysts I/II;
2. Authorize the addition of departmental Assistant Director positions across the agency; and
3. Procure a consultant to assist CVAG with recruitment of mid-level and director-level positions.

Background: Over the last two-and-a-half years, under the direction of the Administrative/Personnel Committee, CVAG has undergone an overhaul of its classifications, total compensation, salary structure and performance management system. This process was anchored in the completion of a Classification and Total Compensation Study that was presented to the Administrative/Personnel Committee in November 2022. Based on the study, the Administrative/Personnel Committee authorized the Executive Director to phase-in several personnel-related changes throughout 2023, including new classifications and the implementation of a new performance management system that establishes pay-for-performance merit increases and open range pay increases. A recap of this rollout was presented at the Committee’s meeting in April 2023.

One of the overarching goals of this overhaul was to provide CVAG with the ability to recruit and retain talented and dedicated staff in the face of challenging market conditions. The 2022 Koff study indicated that 90 percent of CVAG’s classifications were below the market median for base salary and 70 percent were below the market for total compensation. That equated to roughly 16 percent below market value on base salary dollars and 9 percent below market on total compensation dollars. The shift to an open-range based structure was made to ensure CVAG staff are not just rewarded for their longevity – which often results from the step system – but are rather compensated based on their quality of work. Staff have generally provided positive feedback on the changes, and CVAG saw a 100 percent completion of the new employment agreements that are required of program manager and director-level positions.

CVAG staff’s recent experiences with recruiting, however, have caused management to reassess whether the classifications fully position the agency for success. This is particularly evident in the Transportation Department. In recent years, CVAG’s role has shifted from one of a funding agency to one where CVAG serves as the “lead agency” to deliver projects. This started with the CV Link multi-modal transportation pathway, and has continued with the CV Sync regional signal

synchronization and then the Arts and Music Line active transportation corridor. For all of these regional projects, CVAG secured tens of millions in outside, state or federal, funding to take a project from a concept, through design and engineering, to construction phases. CVAG is now taking the lead on another regional priority: In December 2023, the California Transportation Commission awarded CVAG \$50 million for the Addressing Climate Change, Emergencies and Sand Storms (ACCESS) project on Indian Canyon Drive in the City of Palm Springs based on its high-ranking application to the 2023 Local Transportation Climate Adaptation Program (LTCAP).

All these projects will have monumental impacts across the Coachella Valley for generations to come, which has been part of the motivation for CVAG taking the lead on them. But they also are having impacts on CVAG's internal resources. Staff time in Transportation, Finance and Administration is being stretched to not only to submit detailed applications, but also to manage all the state and federal requirements that come along with accepting funds. CVAG's Transportation Department currently has three program managers: Two are dedicated to the construction of CV Sync's various phases, including the design of Phase III and the Interstate 10 bypass that the Executive Committee authorized in December 2023, and the third Program Manager leads the Arts and Music Line, active transportation efforts and regional broadband planning. CVAG has been relying on its Management Analyst and Program Specialist to keep other, Measure A-funded regional projects moving forward, and on its contractors to keep CV Link and the ACCESS project full steam ahead.

Recent recruitments have not landed the results CVAG management would have anticipated. In fall 2023, to fill a vacancy and in anticipation of additional budget positions, CVAG began the recruitment for a Program Manager, a Management Analyst and a Program Specialist who would focus on the Transportation Uniform Mitigation Fee program. Only the Program Specialist position ended in a successful hire, and CVAG staff has doubled down on efforts to advertise the other positions.

After consulting with Koff and Associates about possible alternatives, staff is now recommending the Executive Director be authorized to take a series of steps.

- *Expand the transportation department:* CVAG's Transportation Department needs additional staff capacity. Staff is seeking the mid-year addition of up to two Management Analysts I/II, and an additional Program Manager I/II. For classifications with levels, distinctions between levels are to be defined based on scope of responsibility, complexity of work, supervision received and exercised, authority for making decisions and taking action, type and level of required knowledge, skills, abilities, education, training, and experience.
- *Add and recruit for departmental Assistant Director classification and positions:* CVAG's current organizational structure includes department-level directors followed in the hierarchy by Program Managers. The addition of Assistant Director positions will allow for additional support in terms of project and staff management. Staff is recommending the Executive Director be given the flexibility to recruit and hire these positions not only in Transportation but also across the organization.
- *Procure a recruitment consultant:* While recruitment consultants are traditionally used for executive positions, the ongoing challenge with recruitment is leading CVAG staff to recommend use of a recruiter for mid-level and director-level positions. With the Committee's authorization, staff will launch a request for proposals and bring a consulting contract back to the Executive Committee for approval.

Fiscal Analysis: In June 2023, the CVAG General Assembly, at the recommendation of the Executive Committee, adopted Resolution 2023-002, which adopted the current fiscal year budget and continued to empower the Administrative/Personnel Committee amend the personnel classification system and the salary schedule so long as these changes remain within the limits of the agency's overall budget for personnel expenses in Fiscal Year 2023/24. That resolution also granted authority to make changes to employment agreements including those with program managers, directors and the Executive Director.

The recommended positions would be compensated with the ranges identified in CVAG's salary schedule.

- Program Manager would continue to be set at Salary Schedule 24, which are paid between \$125,061 and \$179,774, and the additional Program Manager II would be set at Salary Schedule 25, which has a maximum of \$188,763.
- Management Analyst I/II would continue to be set at Salary Schedules 14 and 16, which are paid between \$76,776 and \$121,678.
- The Assistant Director classification would Salary Schedule 27, which is paid between \$144,773 and \$208,111.

Based on year-to-date personnel spending, the additional positions being recommended are within the existing personnel budget. Once these positions are added and filled, the personnel budget will certainly increase in the next year. Staff will highlight the additional staff and related overhead costs when the Fiscal Year 2024/25 Budget is previewed to the Administration/Personnel Committee in April or May. The budget will also be reviewed by the Finance Committee prior to it going before the Executive Committee for review and approval.

The costs associated with a recruiter would be determined based on a request for proposals. CVAG staff anticipates the costs would be shared across the departments that benefit from the hiring efforts.

ITEM 6C

**Coachella Valley Association of Governments
Administrative/Personnel Committee**

January 29, 2024



STAFF REPORT

Subject: Update on the Enterprise Resource Planning (ERP) System

Contact: Claude Kilgore, Director of Finance (ckilgore@cvag.org)

Recommendation: Information

Background: CVAG is in the process of making a significant investment in upgrading its financial systems to a new Enterprise Resource Planning (ERP) system. Investments were also budgeted by the Coachella Valley Conservation Commission (CVCC) and Desert Community Energy (DCE), which are staffed by CVAG under separate agreements. Staff has been providing detailed updates to the Finance Committee and to its sister agencies as the procurement process continues. A broader overview will be provided to the Administrative/ Personnel Committee at its January meeting as the ERP rollout is anticipated to have some staffing impacts.

An ERP system is an agency-wide system that helps automate and manage business processes across finance, human resources and general operations. The new ERP system will be implemented to provide financial systems operational benefits to CVAG, the CVCC and DCE. The goal of the new ERP system is integration of the contracting, grants management and endowment tracking, accounts payable/receivable, chart of accounts, geo-spatial and financial reporting systems. Investment in an ERP also allows CVAG to be more efficient, provide better real-time data and be more responsive in financial reporting to its committees.

At its April 2023 meeting, the CVAG Executive Committee authorized the Executive Director to execute a services contract with BerryDunn to launch the first phase of the ERP transition. BerryDunn was one of six firms that responded to CVAG's request for proposals for a consultant to assist CVAG in the selection of an ERP system. BerryDunn is an independent management and IT consulting firm, headquartered in Portland, Maine with nine office locations nationally and staffing for the engagement is proposed from their regional office in Phoenix.

BerryDunn is assisting CVAG with the ERP procurement and implementation. In June 2023, CVAG and BerryDunn commenced the ERP selection project with a formal agencywide kick-off and fact-finding meetings resulting in the development of a Needs Assessment and Gap-Analysis report paving the way for the completion of documenting functional and technical requirements and the development of a Request for Proposals (RFP) for the Software Selection and Implementation of an ERP System Solution.

The RFP was issued on October 30, 2023, and three responsive vendor proposals were received by the submission deadline on December 15, 2023. They are currently being reviewed by the evaluation committee, which includes CVAG Finance Committee Chair Raymond Gregory, CVAG

staff, a staff member from the City of Indio and the BerryDunn team. The shortlist of vendors will be invited to conduct remote software demonstrations during the first two weeks of February. Following an additional review, including consideration of costs, staff will be presenting a recommendation for the ERP solution vendor to CVAG's committees for approval in the spring of 2024.

A number of CVAG's member jurisdictions, including the Cities of Cathedral City, La Quinta and Indio, have recently implemented ERP systems. When an update was presented to the CVCC Finance Committee in January 2024, Committee members noted the importance of hiring temporary staff to help keep routine operations moving efficiently while full time staff focused on data input and implementation of the ERP. CVAG staff is heeding that advice and anticipates temporary hires will be made to support accounting, payment processing and contracting as soon as this spring.

Fiscal Analysis: There is no additional cost for this update.

CVAG's Fiscal Year 2023/24 Budget anticipates a relatively large investment in the ERP system. The upfront costs and investment in an ERP system includes approximately \$300,000 for one-time costs such as ERP selection and implementation consultants as well as backfill for certain staff managing the project. Additional and increasing costs will be included in the Fiscal Year 2024/25 Budget, which will be presented to CVAG's committees in May and June.

Attachment: ERP Project Schedule

CVAG ERP Selection Services

ID	Task Name	Notes	Duration	Start	Finish	%	Predecessors
1	PHASE 1.0: PROJECT PLANNING AND ONGOING PROJECT MANAGEMENT		187 days	Wed 05/24/23	Thu 02/08/24	76%	
2	1.0.1 Conduct initial project planning and facilitate a project planning teleconference with the CVAG's project team.		1 day	Wed 05/24/23	Wed 05/24/23	100%	
3	1.0.2 Develop a draft Project Work Plan and Schedule and review with CVAG's project team via teleconference to		8 days	Thu 05/25/23	Mon 06/05/23	100%	2
4	Deliverable 1 - Project Work Plan and Schedule		0 days	Mon 06/05/23	Mon 06/05/23	100%	3
5	1.0.3 Develop Biweekly Status Updates.		186 days	Thu 05/25/23	Thu 02/08/24	100%	2
6	Deliverable 2 - Biweekly Status Updates		186 days	Thu 05/25/23	Thu 02/08/24	50%	
7	PHASE 1.1: NEEDS ASSESSMENT/GAP ANALYSIS AND REQUIREMENTS DEFINITION		72 days	Thu 06/01/23	Fri 09/08/23	100%	
8	1.1.1 Develop and issue a web survey and an information request, and review the results.		7 days	Thu 06/01/23	Fri 06/09/23	100%	
9	1.1.2 Facilitate a kickoff presentation.		1 day	Tue 06/13/23	Tue 06/13/23	100%	8
10	1.1.3 Facilitate fact-finding meetings.		4 days	Tue 06/13/23	Fri 06/16/23	100%	8FS+1 day
11	1.1.4 Develop a Needs Assessment/Gap Analysis Report.		30 days	Mon 06/19/23	Fri 07/28/23	100%	10
12	Deliverable 3 - Needs Assessment/Gap Analysis Report		0 days	Fri 07/28/23	Fri 07/28/23	100%	11
13	1.1.5 Develop Preliminary Functional and Technical Requirements.		7 days	Tue 08/15/23	Wed 08/23/23	100%	11
14	Deliverable 4 - Preliminary Functional and Technical Requirements		0 days	Wed 08/23/23	Wed 08/23/23	100%	13
15	1.1.6 Facilitate joint requirements planning (JRP) work sessions.		4 days	Thu 08/31/23	Tue 09/05/23	100%	14FS+5 days
16	Deliverable 5 - Final Functional and Technical Requirements		1 day	Fri 09/08/23	Fri 09/08/23	100%	15FS+2 days
17	PHASE 1.2: RFP DEVELOPMENT		186 days?	Mon 07/10/23	Mon 03/25/24	84%	
18	1.2.1 Develop an RFP Package.		71 days	Mon 07/10/23	Mon 10/16/23	100%	8FS+20 days
19	1.2.1.2 CVAG Staff to Review RFP Package (all staff reviewing all formatted attachments/sections - feedback between procurement and BerryDunn before Final Review) Kate & Allen/Claude		33 days	Wed 08/23/23	Fri 10/06/23	100%	
20	1.2.1.3 Compilation of RFP Documents for Final Review (all attachments will be compiled together for Final review of RFP Package prior to posting)		5 days	Mon 10/09/23	Fri 10/13/23	100%	19
21	1.2.1.4 CVAG Project Team to Review Final RFP Package prior to posting		3 days	Mon 10/16/23	Wed 10/18/23	100%	20
22	1.2.1.5 CVAG Executive Team to Review Final RFP Package prior to posting		5 days	Thu 10/19/23	Wed 10/25/23	100%	21
23	1.2.1.6 CVAG Project Team make final updates prior to posting Final RFP Package		2 days	Thu 10/26/23	Fri 10/27/23	100%	22
24	1.2.1.7 CVAG to Post Final (See 1.2.4 and 1.2.10)		1 day	Mon 10/30/23	Mon 10/30/23	100%	23
25	Deliverable 6 - RFP Packages		0 days	Fri 10/27/23	Fri 10/27/23	100%	23
26	1.2.2 BD Assist with responding to vendor questions and developing addenda.		35 days	Mon 10/30/23	Fri 12/15/23	100%	25
27	1.2.3 BD Assist with facilitating a vendor pre- and post proposal conference and activity		10 days	Mon 11/13/23	Fri 11/24/23	100%	25FS+10 days
28	1.2.4 Conduct pre-proposal conference meeting (in collaboration with CVAG) - Confirm date		1 day	Wed 11/15/23	Wed 11/15/23	100%	24FS+11 days
29	1.2.5 Deadline for vendor proposal submissions to CVAG		1 day?	Fri 12/15/23	Fri 12/15/23	100%	26FS-1 day

CVAG ERP Selection Services

ID	Task Name	Notes	Duration	Start	Finish	%	Predecessors
30	1.2.6 BD Perform an initial completion review of vendor proposals received, identify initial items for clarification, and develop a Proposal Summary Memo (PSM). (Analysis)		10 days	Mon 12/18/23	Fri 12/29/23	100%	26
31	1.2.7 CVAG Evaluation Committee to review of Proposal Summary Memo (PSM) Analysis, Vendor Proposal submissions, and scoring worksheets prior to Round 1 scoring meeting.		11 days	Tue 01/02/24	Tue 01/16/24	100%	30FS+1 day
32	1.2.8 BD Facilitate Round 1 scoring and ranking meeting to identify short-listed vendors and items needing clarification		0 days	Fri 01/19/24	Fri 01/19/24	0%	31FS+3 days
33	Deliverable 7 - Proposal Summary Memo (PSM) and Short-List Identification		0 days	Fri 01/19/24	Fri 01/19/24	0%	32
34	1.2.9.1 BD to deliver v1 sample demonstration scripts for CVAG review		0 days	Mon 12/04/23	Mon 12/04/23	100%	
35	1.2.9.2 CVAG staff to review v1 sample demonstration scripts and provide feedback to BD		5 days	Tue 12/05/23	Mon 12/11/23	100%	34FS+1 day
36	1.2.9.3 BD to deliver v2 sample demonstration scripts for CVAG review	BD delivered early	4 days	Tue 12/12/23	Fri 12/15/23	100%	35
37	1.2.9.4 CVAG staff to review v2 sample demonstration scripts and provide feedback to BD	discussed on 01/04/2024	13 days	Mon 12/18/23	Wed 01/03/24	100%	36
38	1.2.9.5 BD to deliver Final demonstration scripts for CVAG review		5 days	Thu 01/04/24	Wed 01/10/24	100%	37
39	1.2.9.6 CVAG staff to review Final demonstration scripts and provide feedback to BD		5 days	Thu 01/11/24	Wed 01/17/24	100%	38
40	1.2.9.7 BD Assist CVAG project team in planning for demonstrations and finalizing demonstration scripts. (Must be delivered to vendors 2 weeks prior to demonstrations.)		2 days	Thu 01/18/24	Fri 01/19/24	100%	39
41	1.2.10 CVAG staff vendor demonstration orientation		1 day	Thu 02/01/24	Thu 02/01/24	0%	
42	1.2.10.1 BD Facilitate Week 1 vendor demonstrations. (Needs to be firm dates in RFP)		5 days	Mon 02/05/24	Fri 02/09/24	0%	33FS+10 days
43	1.2.10.2 BD Facilitate Week 2 vendor demonstrations. (Needs to be firm dates in RFP)		3 days	Mon 02/12/24	Wed 02/14/24	0%	42
44	1.2.10.3 Issue questionnaire to reference checks (surveys)		14 days	Tue 01/16/24	Fri 02/02/24	0%	39FS-2 days
45	1.2.11 BD Facilitate Round 2 scoring meetings to identify preferred vendors.		1 day	Thu 02/22/24	Thu 02/22/24	0%	42FS+8 days
46	1.2.12 Conduct any follow up with reference checks and schedule site visits.	3 weeks	15 days	Mon 02/26/24	Fri 03/15/24	0%	45FS+1 day
47	1.2.13 BD Facilitate a Final Scoring meeting.		1 day	Mon 03/18/24	Mon 03/18/24	0%	46
48	Deliverable 8 - Preferred Vendor Identification		1 day	Mon 03/25/24	Mon 03/25/24	0%	47FS+4 days
49	PHASE 1.3: CONTRACT NEGOTIATIONS AND APPROVAL		55 days?	Tue 03/19/24	Mon 06/03/24	0%	
50	1.3.1.1 BD Support CVAG in the contract negotiation process with its preferred vendor.		33 days	Tue 03/19/24	Thu 05/02/24	0%	48FS-5 days
51	1.3.1.2 BD create presentation for process arriving at preferred vendor to CVAG for review		10 days	Fri 05/03/24	Thu 05/16/24	0%	50
52	1.3.1.3 BD updates to presentation for process arriving at preferred vendor to CVAG final version due		1 day?	Fri 05/17/24	Fri 05/17/24	0%	51
53	1.3.1.4 BD Support CVAG with presentation to Finance Committee for contract approval		1 day	Mon 05/20/24	Mon 05/20/24	0%	52
54	1.3.1.5 BD Support CVAG with presentation to Executive Committee for contract approval		2 days	Fri 05/31/24	Mon 06/03/24	0%	53FS+8 days
55	Deliverable 9 - Contract Negotiations and Approval Assistance		0 days	Mon 06/03/24	Mon 06/03/24	0%	54