

## Lessard-Sams Outdoor Heritage Council

**MEMO:** Agenda Item #8

**DATE:** May 26, 2021

**SUBJECT:** Approval to Issue an RFP in the State Register for a Program Management System Maintenance Contract

**TO:** Mark Johnson, Executive Director  
LSOHC Members

**FROM:** Sandy Smith, Project Analyst Manager

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### **Suggested Motion:**

Motion by Member XX to approve the publishing of a Request for Proposal (RFP) in the MN State Register for the program management system maintenance and IT programming contract and engage in a new contract per the Legislative Coordinating Commission RFP selection process.

It is anticipated that the new IT contract would cover 2-years with the option to extend it an additional 3 years at the approval of the Director. In the past, maintenance/enhancement services have been charged at a rate of approximately \$150/hour with special enhancement features being estimated in advance. As we approach the halfway mark of the Legacy Amendment, it is anticipated more cumulative data reporting will be requested via special report generation, and mapping features may be necessary.

### **Background:**

In August 2011, the Council engaged in an initial contract with Houston Engineering for the development of an on-line management system to track OHF appropriations “cradle-to-grave.”

June 2014 the Council updated the initial contract for the extension of maintenance and building of the [Public Map viewer](#). The first contract totaled \$283,000 over approximately 6 years (August 2011 – June 30, 2017).

April 2017 the Council engaged in a second project management system programming and maintenance contract. In addition to annual maintenance, this contract also included substantial upgrades, re-design and accessibility improvements as the system was over 7 yrs old and unable to be updated beyond the original engineering framework. The second contract totaled \$240,000 over 5 years. (July 1, 2017 – June 30, 2022).

### **Highlights of the Program Management System:**

Tracks and houses all requirements as outlined in MS 97A.056, including the annual reporting on fee and easements parcels for the compliance of the Notice of Funding Restrictions as per [subd 16](#).

Mapping abilities include: ability to pull up maps by county, legislative district, and interactive Public Map viewer which gets updated in real time.

The system warehouses easement documents that are uploaded for all OHF purchases.

Currently the system houses approximately:

- 430 appropriation/program records
- 1870 individual easement and fee parcels with transaction costs and conveyance ownership
- 4881 individual restoration and enhancement locations
- 175 accomplishment plan amendments annually
- 330 status update reports annually
- 45 final reports annually

The system has shared access with DNR Contract Management staff to assist with information needed for the reimbursement process.

In addition, there is a csv import tool to assist in uploading required data to the [Legacy site](#).