

RESOLUTION FOR THE MINUTES

A RESOLUTION for the Minutes authorizing the Executive Director to enter into an agreement for professional services to modernize the Commission's central database and user interface systems.

WHEREAS, the Commission's central database, which contains records and information on proposed and approved withdrawals, water usage, discharges, inter-basin transfers, surface water charges and payments, and contacts, is outdated and inefficient; and

WHEREAS, on June 13, 2023, following a public procurement process and in accordance with a duly adopted Resolution for the Minutes dated June 7, 2023, the Commission engaged BGSF, Inc. (acting through BGSF Professional LLC) ("BGSF") to provide guidance and project management services to the Commission in connection with the Commission's database and user interface systems modernization project; and

WHEREAS, with BGSF's assistance, Commission staff developed and in January 2024 issued a request for proposal ("RFP") for a firm or individual with expertise in relational databases, web interfaces, geographic information systems, and document management software, to work closely with the staff to upgrade the existing system and transition internal and external users to the upgraded system; and

WHEREAS, in response to its January 2024 RFP, the Commission received six proposals, conducted interviews with three of these, and is prepared to enter into negotiations with the lowest responsible bidder among those interviewed; and

WHEREAS, the Commission has reserved a General Fund amount sufficient to cover the anticipated expense of the database and user interface system upgrade described above ; now therefore,

BE IT RESOLVED by the Delaware River Basin Commission:

The Executive Director is hereby authorized to enter into an agreement with the lowest responsible bidder for the database and user interface system upgrade services described above, and any other ancillary agreements necessary for the completion of the upgrade, at a combined total cost not to exceed \$725,000.

Adopted: June 5, 2024