



Department Source: City Utilities - Water and Light

To: City Council

From: City Manager & Staff

Council Meeting Date: February 1, 2016

Re: Authorizing a Software Licence Agreement with AssurX, Inc.; Authorizing a Support and Consulting Services Agreement with AssurX, Inc.; and appropriating funds for AssurX Energy & Utility Enterprise Management (EUEM) software.

Executive Summary

Staff is requesting Council authorization for the City Manager to enter into a Software Licence Agreement, a Support and Consulting Services Agreement with AssurX, Inc. and appropriating funds for the AssurX Energy & Utility Enterprise Management (EUEM) software. The City of Columbia is required by the North American Electric Reliability Corporation (NERC) to document all of its policies and procedures that relate to its ongoing compliance with the reliability standards. The City is also required to document its training programs and participation by staff in those trainings to ensure continuing compliance with the NERC reliability standards. Currently staff utilizes a combination of hand written records and a Microsoft Access database as its document management system to ensure compliance with NERC standards. AssurX Energy & Utility Enterprise Management (EUEM) software was designed with the sole purpose of meeting document and training management needs. Water & Light is seeking licence and support agreements to implement the AssurX EUEM software to maintain compliance with NERC Standards. The initial cost for this software and 1 year of support is \$138,975. Ongoing annual support is currently \$17,000.

Discussion

The City of Columbia is required by the North American Electric Reliability Corporation (NERC) to document all of its policies and procedures that relate to its ongoing compliance with the reliability standards. The City is also required to document its training programs and participation by staff in those trainings to ensure continuing compliance with the NERC reliability standards.

In June 2015 an RFP for NERC Reliability Standards Compliance Management Software was issued seeking software solutions to help with the increasing demands of managing the documents and training required to prove compliance. Four responses were received and evaluated. An evaluation team comprised of staff from Water & Light, IT and Finance participated in software demonstrations from the three best candidates. The team determined that the solution offered by AssurX, Inc. was the best fit for the City's needs.

Currently staff utilizes a combination of hand written records and a Microsoft Access database as its document management system to ensure compliance with NERC standards. AssurX Energy & Utility Enterprise Management (EUEM) software was designed with the sole purpose of meeting document and training management needs.



The Software Licence Agreement is for the following:

1. AssurX Energy & Utility Enterprise Management (EUEM)
 - A. 5- AssurX Concurrent User Licenses
 - B. 1-Form Manager
 - C. 1-FDA Option
 - D. 1-Records Management
 - E. 1-Reports Options
 - F. 1-DocuServ
 - G. 1-EUEM NERC Standards Utility
 - H. 1-Forms Plus
 - I. 1-Microsoft SQL Server
 - J. 1-Full Text Search
 - K. 1-AssurX Download Site
2. 1- Corrective Action Management Solution V7
3. 1- Supplier Quality Solution V7
4. 1- Manufacturing Quality Solution V7
5. 1- Customer Quality Solution V7
6. 1- Document Management Solution V7
7. 1- Audit Management Solution V7
8. 1- CA Request Solution V7
9. 1- Management Review Solution V7
10. 1- Training Management Solution V7
11. 1- EUEM Corrective Action
12. 1- EUEM PRC-005-2 Process

Professional Services, training, onsite & remote consulting assistance include the following:

1. Onsite Training - up to 10 students
2. CATSWeb College Courses
3. Onsite Installation of CATSWeb Platform.

Water & Light is seeking licence and support agreements to implement the AssurX Energy & Utility Enterprise Management (EUEM) software which will greatly improve the management of documentation that is provided as evidence of compliance with NERC standards. Failure to comply with NERC standards can result in fines of up to \$1 million per day per violation. The initial cost for this software and 1 year of support is \$138,975. Ongoing annual support is currently \$17,000.

Fiscal Impact

Short-Term Impact: The initial cost for this software and 1 year of support is \$138,975.
Long-Term Impact: Ongoing annual support is currently \$17,000

Vision & Strategic Plan Impact



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Vision Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Strategic Plan:

Primary Impact: Infrastructure, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
NA	NA

Suggested Council Action

Authorize the City Manager to enter into a Software Licence Agreement, a Support and Consulting Services Agreement with AssurX, Inc. and appropriating funds for the AssurX Energy & Utility Enterprise Management (EUEM) software software.