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Title:	2018-091 Request for Proposal, FileMaker Database Services (B)			
	This item was presented to the UAB on September 13, 2018.			
Sponsors:				
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Attachments:	1. 180313 FileMaker Bid Record 20180913, 2. 180313 FileMaker Evaluation Meeting Notice 20180913, 3. 180313 FileMaker Vendor List 20180913, 4. 180313 FileMaker Intent to Award 20180913			

Date	Ver.	Action By	Action	Result
9/20/2018	2	City Commission	Approved as Recommended	

2018-091 Request for Proposal, FileMaker Database Services (B)

This item was presented to the UAB on September 13, 2018.

In the mid-1980's, GRU staff began using a product called FileMaker, a highly scalable Relational Database Management System software, to support several of GRU's operational functions. At that time, a small number of trained departmental staff provided development and support for GRU's FileMaker applications. Over the last 20 years, FileMaker has become a valuable tool for tracking and reporting data and is now used daily in most operational areas of the utility. Use of FileMaker has expanded today to over 100 active users in Water/Wastewater Treatment Operations, Water/Wastewater Engineering, Energy Supply, New Services, Real Estate, and soon GRUCom.

FileMaker databases at GRU include:

- W/WW Systems databases to document important information
  - Lift station attributes
  - Fire flow testing data
  - Tracking new development projects (used by W/WW Engineering, New Services and Real Estate)
  - Calculation of Additional Developer Fees and Estimates (used by W/WW Engineering and New Services)
  - Environmental incident tracking/reporting
  - Capital budget tracking
  - Purchase Order tracking, receipting, internal approvals and reporting
  - W/WW Construction Daily Reports

- Environmental Programs for FDEP Environmental Compliance

- o Database to implement GRU's Commercial Fats, Oil and Grease program
  - o Online Grease Hauling database for external grease haulers to input pumping data for compliance
  - o Database to implement GRU's Residential and Commercial Cross Connection Control database
  - o Online Cross Connection Control database for external testers to input compliance data
  - o Industrial Pretreatment database - tracking and reporting
    Industrial Pretreatment Calculations for annual reporting
  - o Industrial Pretreatment Calculations for Local Limit development
  - o Operation and Maintenance Performance Reports for MWTP and WRFs

- · Water/Wastewater Treatment Operations
  - o Timesheet input, tracking, reporting
  - o Leave requests approvals and calendar
  - o Project planning and tracking
  - o Work order tracking and management

- · Energy Supply / Energy Delivery
  - o Document control / Drawings database for Energy Supply and Energy Delivery (Substation/Relay)

- · New Services Department
  - o Estimates for New Development Projects
  - o Invoicing for Developer Fees
  - o Tracking Demolitions
  - o Tracking Service Orders
  - o Reporting for New Development Projects
  - o Tracking Deferred Meters
  - o Tracking Electric Inspections
  - o Tracking Real Estate permits

For many years, FileMaker was supported in-house by employees with expert knowledge. However, as most of those employees have retired, staff has increasingly relied on consultants for support with custom script development and debugging. It has become clear to staff that a professional services agreement is needed to provide development and support services for GRU's existing and future FileMaker needs.

On June 28, 2018, GRU Purchasing issued an RFP for FileMaker support services and notified 160 vendors that the solicitation was available. Of that number, eleven (11) vendors requested the solicitation documents. Two responses were submitted and one of them was deemed non-responsive because they didn't meet the requirement that the vendor be FileMaker certified. An "Intent to Award" was issued on August 2, 2018, recommending Soliant Consulting, Inc. as the most responsive, responsible vendor upon approval of the City Commission.

This item was approved on the UAB's consent agenda on September 13, 2018.

Approximately $200,000 per year, depending on amount of services used. Funds for these as-needed services are included in individual departments' approved budgets and will also be requested in future year budgets.

Staff recommends that the City Commission authorize the General Manager, or his designee, to execute a multi-year contract with the top ranked firm, Soliant Consulting Inc., for FileMaker

Database services, subject to approval of the City Attorney as to form and legality, and final appropriation of funds.

The UAB approved this on their consent agenda and recommends that the Commission approve the staff recommendation.