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May 1, 2018

### DECISION MEMORANDUM

**TO:** Council members

**FROM:** Ben Kujala  
Director of Power Planning

**SUBJECT:** Authorization to enter into Council website support contract for FY2018.

**PROPOSED ACTION:** Council staff recommends authorization to contract with OMBU for technical support for the new Council website on an as-needed basis. The authorization would provide for a support agreement through the end of this fiscal year.

**SIGNIFICANCE:** The need for website support will be necessary after the website goes “live” in the next few weeks. The support contract will cover additional work beyond the scope of the original website development agreement with OMBU.

### BUDGETARY/ECONOMIC IMPACTS

Not to Exceed \$50,000.

### BACKGROUND AND ANALYSIS

The OMBU-designed new Council website is being used, tested and refined currently pursuant to a development contract with OMBU. The website is anticipated to “go live” in May. The existing contract with OMBU covers development and also includes a warranty period which will run through mid-June. During the testing period and once the website goes live, however, it is likely additional functionality and/or tasks that were not part of the original contract may be identified as necessary. For that reason an additional contract that provides funding for essential add-ons as well as continuing

technical expertise on an as-needed basis makes sense. The contract would provide support capability through the end of the fiscal year.

If authorized by the Council, staff will pursue a contract with OMBU for work to be performed, as needed, on a task-order basis.

### **ALTERNATIVES**

The alternative is to hire a contractor other than the website developer to perform the enhancement and troubleshooting for the new website, but bringing another contractor on board to familiarize itself and then implement changes to the new website would require additional resources in terms of the Council's budget and staff; resources which are better utilized now for the development of the next Fish and Wildlife Program and Power Plan mid-term assessment.