



November 27, 2018

ADMINISTRATIVE RULE WAIVER REQUEST

Petitioner Name: Charlee Cross, C.O.O. General Services Enterprise

Administrative Rule to be Waived: 117.4(2) Term of master agreements.

Statement of Rule: 117.4(2) Term of master agreements. The initial term of master agreement shall be no more than three years. Following the initial term, a master agreement may be renewed by the department for periods of one to three years; provided, however, that a master agreement, including all optional renewals, shall not exceed a term of six years unless a waiver of this provision is granted pursuant to rule 11-117.21(8A) or rule 11-118.16(8A) (services).

Briefly describe the change requested, including the portion of the rule to be waived: We are requesting to extend the Master Agreement with Bentley (MA# 005-16131E) at current contract rates. The MA will expire 11/30/2018. We are requesting a term waiver to extend the expiration date to 6/30/2020 resulting in a total contract period of 7 years 7 months.

Justification for waiving the rule: This system, EADoc, provides an electronic managed workflow for each construction project housing all documents [drawings, specifications, contracts, invoicing, etc.]. This system is a shared system so the project team [agency, contractor, CM, designer, DAS staff, etc.] has electronic access to the same project documents. It also provides an audit trail for all documents. Having an electronic system is critical to our contracting process, because without it DAS would have to revert back to paper contract documents and manual routing, via scanning and emailing attachments. This would not only substantially slow down the approval process, but would also eliminate our ability to track the status of contracts, pay applications, all other contract documents and overall accountability for the project. We would also have to expend considerable resources to make all the contract documents available to all parties involved with our construction projects. In Spring of 2017, we issued a RFP in an effort to contract for a software solution for project management in anticipation of the Bentley contract expiring this year. That RFP was canceled due to setup costs being over our budget. A second RFP was issued shortly after which defined our budget constraints. One vendor was selected through that RFP and a Notice of Intent to Award (NOI) was issued. We were unable to negotiate agreeable terms regarding setup costs, so that NOI was rescinded. It is our intent to use this contract extension time to work with Central Procurement to procure a software solution that provides us with the functions needed for our processes at a price that fits within our budget.

Thank you for your consideration.

Charlee Cross, C.O.O.
General Services Enterprise

Approved X Not Approved

/s/ Janet E. Phipps
Janet E. Phipps, Director

11/28/2018
Date: