



Reinventing Government Committee of the Board

Wednesday, April 16, 2014
6:30 p.m.

Conference Room 130

Agenda

- I. Roll Call
- II. Approval of Minutes of March 10, 2014
- III. Public Comment
- IV. New Business
 - A. Presentation with BerryDunn
- V. Old Business
- VI. Adjourn

For more information regarding Village Board meetings and agendas, please contact the Village Manager's Office at 708.358.5770. If you require assistance to participate in any Village program or activity, contact the ADA Coordinator at 708.358.5430 or e-mail adacoordinator@oak-park.us at least 48 hours before the scheduled activity.

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Date: April 11, 2014

To: Reinventing Government Committee Members (Trustees Brewer and Tucker)

Fr: Cara Pavlicek, Village Manager

Re: April 16, 2014 Reinventing Government Committee Meeting – 6:30 p.m.

Cc: Board of Trustees
Village Attorney Stephanides
Deputy Village Manager Shelley
Development Customer Services Director Grossman

A meeting of the Reinventing Government Committee has been scheduled for Wednesday, April 16, 2014 at 6:30 p.m. in room 130 at Village Hall to discuss/report on the following:

1. Approval of Minutes from March 10, 2014

Attached are draft minutes from the March 10, 2014 meeting.

2. Discussion with BerryDunn regarding Permitting/Licensing and Inspection Software

Attached is a copy of a PowerPoint from BerryDunn introducing their project team, audit goals and objectives for the permitting/licensing and inspection software system replacement project.

The discussion will be an opportunity for the Board to provide input regarding their goals and expectations for customer services in this area.

If you have any questions in advance of the meeting, please feel free to contact me.

Attachments



Permitting, Licensing and Inspection System Replacement Project



April xx, 2014
1:00 pm

AGENDA



- Introductions and Firm Overview
- Project Goals and Objectives
- Project Approach
- Stakeholder Participation
- Questions and Discussion

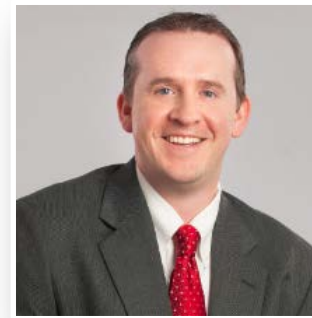
INTRODUCTIONS



BerryDunn project team



Seth Hedstrom, CAPM
Project Manager



Jon Grace
Business Analyst

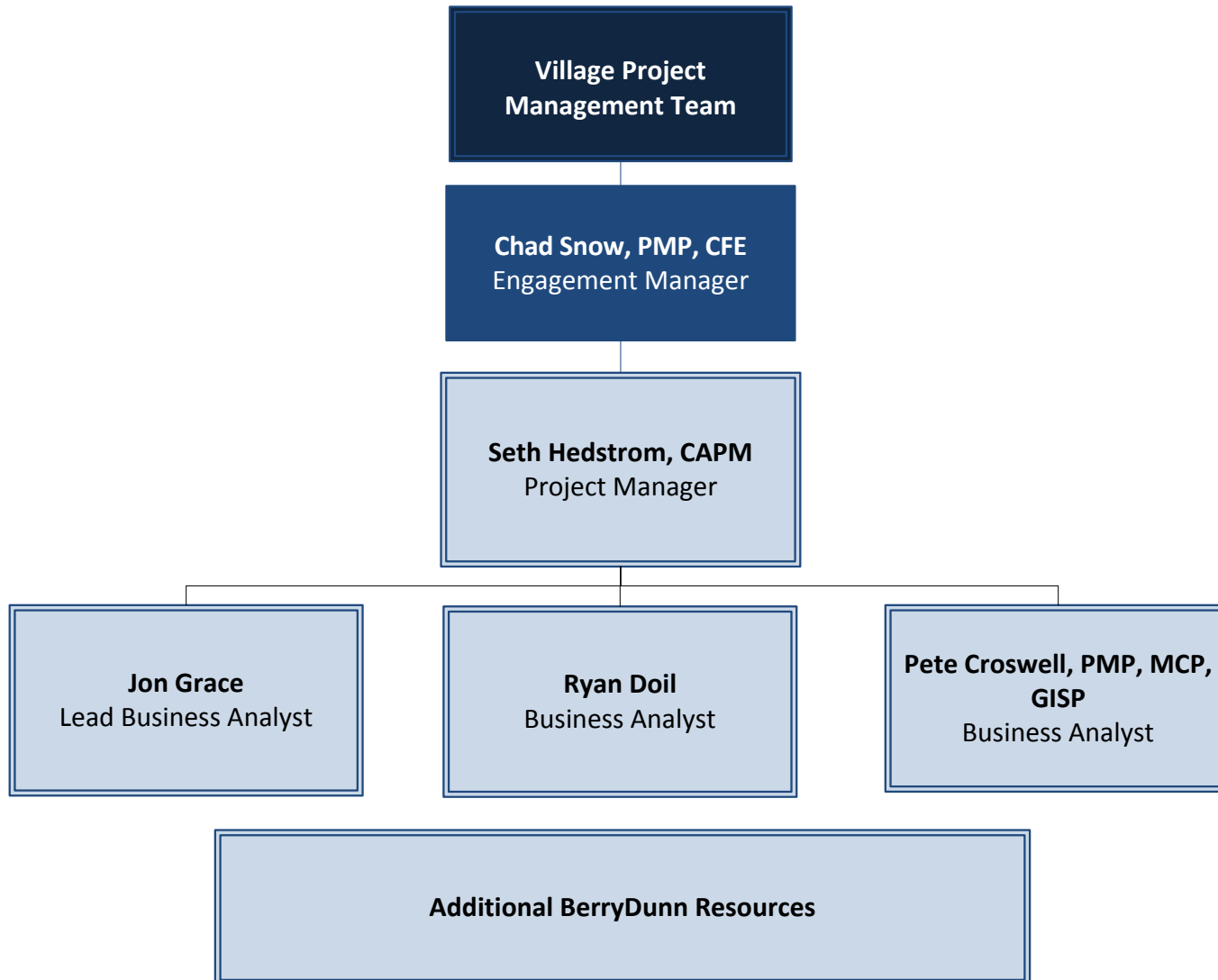


Pete Crowell, PMP, MCP, GISP
Business Analyst



Ryan Doil
Business Analyst

BERRYDUNN PROJECT TEAM



FIRM OVERVIEW



- Seven office locations : Portland and Bangor, Maine; Manchester, New Hampshire; Boston, Massachusetts; Charleston, West Virginia; St. Paul, Minnesota; Boise, Idaho.
- One of the largest information technology consulting and accounting firms headquartered in New England, founded in 1974 with approximately 225 personnel and 35 principals.
- Established national consulting practice, including work with over 175 state, local, and quasi-governmental agencies.
- Commitment to serving public sector organizations through:
 - ✓ Industry involvement;
 - ✓ Regular speaking engagements; and
 - ✓ Best practice and client research data.
- Independent and objective consulting focus.

PROJECT GOALS AND OBJECTIVES



- Utilize a collaborative process to ensure a variety of stakeholders are involved.
- Utilize a structured approach to manage resource availability and ensure project success.
- Assess the current system applications and identify business needs not currently being met.
- Identify functional requirements of the Village pertaining to a new system.
- Identify existing interfaces that connect to third-party or stand-alone applications.
- Select a system that will address challenges in the current environment and position the Village for long-term improvements.

TASK 1: PROJECT KICKOFF AND PLANNING



- Conduct initial project planning
- Facilitate Project Planning Teleconference
- Develop Kickoff Presentation, and, Project Work Plan and Schedule
 - ❖ D1. Kickoff Presentation
 - ❖ D2. Project Work Plan and Schedule

TASK 2: BUSINESS NEEDS ASSESSMENT



- Request and review existing documentation
- Develop and administer End-User and other Village stakeholders web survey
- Facilitate project kickoff meeting
- Conduct on-site fact finding meetings
 - ❖ D3. On-Site Meetings and Fact-Finding Activities

TASK 3: REQUIREMENTS DEVELOPMENT



- Develop preliminary functional and technical requirements
- Conduct Joint Requirements Planning (JRP) work sessions
 - ❖ D4. Final Set of Business and Technical Requirements

TASK 4: RFP Development Support

- Develop Request for Proposal
 - ❖ D5. RFP Document and Supplemental Attachments

TASK 5: VENDOR SELECTION ACTIVITIES



- Review vendor proposals
 - ❖ D6. Proposal Assessment Report
- Facilitate scoring meeting and demonstration planning meeting
- Design demonstration scripts and scenarios
- Facilitate vendor demonstrations
 - ❖ D7. Vendor Demonstration Scripts and Scenarios
 - ❖ D8. Demonstration Notes Summary
- Facilitate teleconference to discuss vendor demonstration results
- Arrange reference checks and develop reference check memo

TASK 6: NEGOTIATION SUPPORT



- Develop Contract Negotiations Checklist
 - ❖ D9. Contract Negotiations Checklist

STAKEHOLDER PARTICIPATION



Village Executive Sponsor

- Provide executive-level support and sponsorship
- Provide overall direction and vision
- Commit/assign resources to the project
- Provide decision-making and oversight

Village Project Management Team

- Maintain overall management of the project
- Coordinate Village staff for meetings and work sessions
- Participate in onsite meetings
- Review and circulate deliverables for review and collect feedback
- Provide sign-off on deliverables

STAKEHOLDER PARTICIPATION



Subject Matter Experts/Department Users

- Provide subject matter expertise in fact-finding meetings
- Provide subject matter expertise in requirements gathering sessions
- Participate in vendor demonstrations and provide feedback
- Review project deliverables

Village Technical Team

- Participate in Technical Meeting(s) to provide information related to current hardware and software standards, Village infrastructure, and security standards
- Assist in identifying integration needs with other Village systems
- Participate in vendor demonstrations and provide feedback

QUESTIONS AND DISCUSSION



Thank you!



BerryDunn
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