



## Request for Information: Enterprise Resource Planning (ERP) Software & Implementation and Integration Services

### RFI Contact

Inquiries regarding this RFI should be directed in writing to:

Brittney Bateman, Financial Analyst  
Weber Basin Water Conservancy District  
2837 E Hwy 193  
Layton, UT 84040  
801-771-1677  
bbateman@weberbasin.gov

### Timeline

The following timeline will be followed with respect to this RFI:

1. Beginning date: April 1, 2024
2. Response submission deadline: Wednesday, April 24, 2024 @ 1:00 PM
3. Interviews/Demos: May 2024

### Purpose of RFI

Weber Basin Water Conservancy District (the District) is issuing this Request for Information (RFI) to gather current market information for an Enterprise Resource Planning (ERP) software system to serve as a core business application for at a minimum Financial, Asset Management, Payroll, Human Resources, and Utility Billing, with optional incorporation of Procurement, Work Orders, Contract Management and other typical systems. This RFI also requests information on planning the implementation of an ERP system along with integration both within the ERP and with existing systems. This RFI and the responses provided may be used to assist the District in the preparation of a future scope of work and RFP document for designing and implementing an ERP.

### Background Information

**What is Weber Basin Water Conservancy District?** Weber Basin Water Conservancy District is a special district created in 1950 to be the local sponsor of the federal Weber Basin Project and continue with the regional water supply responsibilities for Davis, Weber, Morgan, Summit, and Box Elder counties.

The District wholesales water to and develops additional supplies for cities, districts, and companies within those counties. Those agencies in turn distribute and retail to their respective customers. The District also retails water directly to over 25,000 residences and is in the process of metering every connection. Within the District's boundaries, there are over 700,000 residents and 2,500 square miles of land. The District is unique in that it is a wholesaler and retailer that provides many categories of water including drinking water, agricultural water, urban secondary water, industrial water, and replacement water. Weber Basin delivers approximately 238,000 acre-feet of water annually. The District is governed by a nine-member Board of Trustees and is subject to state law.

**Financials.** The District is comprised of a single enterprise fund that is divided into 5 sub-funds for internal tracking. The District uses the modified accrual method for accounting and is on a June 30 fiscal year end. The District has a combined annual budget of \$116 million (operating budget of \$24.7 million) with primary revenue sources being water sales and property taxes. The District also seeks funding from various sources including grants, state and federal loans, and revenue bonds. In addition to GAAP financial statements, the District also uploads quarterly and/or biweekly reports to agencies such as the Utah Transparency website and Utah Retirement Systems.

**Human Resources.** The District employs 110 individuals year-round and up to 15 individuals on a seasonal basis between April and October. The District has eight departments, three office locations, and 2 remote locations. Employees are paid on a biweekly basis. The 9 board members are given monthly stipends and have various tracking requirements as well.

**Assets.** The District is responsible for assets that it owns as well as assets owned by the federal government. District-owned assets are capitalized and included in the financial statements. Assets where the government retains title are expensed in the financials statements. The District is required to report on both types of assets to the State of Utah, including information such as age, cost, replacement value, work orders, etc. There are 13,500 assets being tracked, including individual segments of pipeline, through GIS and internal programs.

**Contracts & Billing.** The District has approximately 35,000 contracts which it collects through either direct annual bills or by adding a charge onto individual parcels' property tax bills that are collected by the county. The District is looking to transition to billing by a meter on about half of its retail contracts. Most collections are paid by check, though the District also receives funds via ACH, credit card, cash, and interfund transfer through the PTIF (Public Treasurer's Investment Fund).

**Procurement.** Most purchases are made through purchase orders. The District has 5 purchasing cards used by select employees. The District currently uses in-house software for procurement that uses API to feed into the accounting software. The District also provides rebates to residents that participate in various conservation programs. The District primarily pays by check and utilizes Positive Pay. The District pays for certain transactions via ACH and wire. State law also requires two different individuals to authorize payments.

**Integration with Programs.** The District has created several in-house programs to assist in various functions (metering, procurement, work orders, HR, etc.). Some of these programs will need to communicate back and forth with the ERP. Some of these programs may be replaced by an ERP.

## Disclaimer

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the District to contract for any supply or service whatsoever. The information provided in the RFI is subject to change and is not binding on the District.

Further, the District is not at this time seeking proposals and will not accept unsolicited proposals. No formal price quote is requested as part of this RFI. Responders are advised that the District will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense.

Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be posted on the District's website [www.weberbasin.gov](http://www.weberbasin.gov). It is the responsibility of the potential offerors to monitor these sites for additional information pertaining to this requirement.

## Requested Information

The District is seeking information regarding the following:

1. The degree to which commercially available ERP systems are likely to meet the District's needs and/or integrate with current District software and the degree to which third party software will be required
2. The pros and cons of various technology options, including on premise installation, hosted/managed service platforms, or software-as-a-service (SaaS)
3. The ability to scale an ERP to meet current District needs and future utility billing needs
4. The ability of an ERP to assist with Human Resource Management including, recruitment, onboarding, offboarding, open enrollment, leaves of absence, performance evaluation, training, employee self-service, and administration
5. How an ERP is priced, including licensing/subscription fees, annual maintenance costs, hosting fees, third-party subscription requirements, integration costs, and other ongoing costs
6. The type of customer support available with ERP
7. The ability to customize an ERP by District IT staff or integrate District software into the ERP
8. Planning estimates of the timeframe to install, configure, and deploy the ERP solution, including any expected outages during integration

9. Training requirements for the ERP and the availability/cost of training from the company
10. Standards for cybersecurity in ERP systems
11. Frequency of updates to an ERP system and if updates require downtime
12. Composition of an effective RFP including standard industry language, information to include in a scope of work, background information to include in an RFP, etc.
13. Any other pertinent information

## RFI Response Instructions

The District requires all submissions to be submitted in a clearly marked file and/or sealed envelope with the title "Submission for ERP RFI". The font size shall not be smaller than size 11 on all documents and responses are limited to 10 pages.

Submissions shall be submitted following these guidelines:

### **A. Submission Time, Place and Manner**

A printed copy or electronic copy in PDF format (sent via email) of the Submission Documents must be received on or before Wednesday, April 24, 2024 @ 1:00 PM (MDT). Documents may be hand submitted or mailed/mailed to the following address:

Brittney Bateman  
Weber Basin Water Conservancy District  
2837 E Hwy 193  
Layton, UT 84040  
bbateman@weberbasin.gov

### **B. Responder Information**

The first page of the submission should include:

Title: "Submission to Provide Information on ERP Software Services"  
Responder information: Firm Name / Contact Person  
Address  
Telephone  
E-mail

### **C. Response Criteria**

The submission should address the items listed under the Requested Information section as well as an Executive Summary, and the contact info to schedule an interview or demo of ERP. The font size shall not be smaller than size 11 on all documents and responses are limited to 10 pages.