



Board of Public Utilities

Cheyenne Water and Sewer Departments

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May 19, 2016

**RE: Request for Proposal- Enterprise Resource Planning (ERP) Project Advisory
Services-RFP #AD-16-01**

Dear Prospective Advisor:

The City of Cheyenne Board of Public Utilities (BOPU) is seeking proposals from qualified Consultant(s) to provide professional planning advisory services to assist the BOPU in preparing for an enterprise resource planning (ERP) system integration by working with the BOPU to 1) Analyze the BOPU's current ERP environment including General Ledger, Finance and Accounting, Budgeting, Human Resources and Payroll, 2) Perform stakeholder interviews to assess functions, processes and areas of needed improvement, 3) Facilitate development of RFP for procurement of a new ERP system, 4) Participate in proposal reviews, interviews, demonstrations and discovery, 5) Assist with contract negotiation once new system selection has occurred, and 6) Assist with statement of work components for roles and responsibilities.

In this cover letter you will find some additional background information about the City of Cheyenne along with the Board of Public Utilities. Specific details of the request are contained in the separate request for proposal.

ABOUT THE CITY OF CHEYENNE:

Cheyenne is the capital city for Wyoming with a population of approximately 63,000 residents. With a unique combination of the Old West and New West, Cheyenne is a vibrant city that celebrates both its pioneer roots with the world's largest outdoor rodeo and Western celebration to world-class mountain biking, climbing and camping. Cheyenne manages a transportation triple play with the intersection of Interstates 80 and 25, two major railroads and the air corridor of the ultra-modern Denver International Airport which is only one hundred miles away. Cheyenne serves as the northern anchor city of the vibrant Front Range region of the Rocky Mountains.

ABOUT THE BOARD OF PUBLIC UTILITIES (BOPU):

For the State of Wyoming, any city or town which owns and operates a municipal waterworks, and sewer system may establish a board of commissioners, to be known as a Board of Public Utilities (BOPU). On April 27, 1943, the City of Cheyenne established such a board. The BOPU manages, operates, maintains, and controls the municipal water and sewer systems, and makes all rules and regulations necessary for their safe, economical and efficient operation and management.

The BOPU has exclusive control of all water and sewer systems owned by the City of Cheyenne and is charged with developing and supplying Cheyenne with water and sewer services for domestic and industrial purposes.

The BOPU provides water and sewer services for the City of Cheyenne, Warren Air Force Base, and South Cheyenne Water and Sewer District, as well as numerous residential customers and ranchers located outside of the City. These services include operation and maintenance of water supplies (groundwater – four well fields, surface water – eight dams and reservoirs), water purification facility, water distribution mains and meters, wastewater collection mains and water reclamation facilities including a recycled water system.

The City of Cheyenne Governing Body, operating under the Mayor/Council form of government, review and approve changes to the water and sewer rates and the water and sewer enterprise fund budgets as recommended by the BOPU. The BOPU consists of five members appointed to six-year terms by the Mayor with the advice and consent of the City Council. The BOPU is considered a component unit of the City of Cheyenne, Wyoming, which publishes a separate financial report and is subject to separate accountability. Currently there are 134 employees under the BOPU.

BOARD OF PUBLIC UTILITIES MASTER PLAN:

The BOPU recently revised its Water and Wastewater Master Plan. The Master Plan is a comprehensive evaluation of Cheyenne's water and wastewater systems for the next 10, 20, and 50 years. The master plan identifies and prioritizes projects and goals and serves as a guide to the BOPU for funding and implementing water and wastewater infrastructure improvements.

Volume 10 of the 2013 Master Plan identifies the Enterprise Technology recommended improvements. Within this volume is a recommendation to replace the current Enterprise system software. BOPU staff has broken down its needs into three primary areas of focus:

1. ERP SYSTEMS;
2. ASSET AND WORK MANAGEMENT SYSTEMS (INCLUDES WORK ORDERS, LAND MANAGEMENT, PERMITTING, LICENSING AND FLEET); AND
3. UTILITY BILLING

To better accomplish and focus on upcoming future Master Plan projects, the BOPU maintains a current and 3-year Financial Project Projection which is revised each year. The ERP System upgrade is scheduled for fiscal year 2018.

We hope this overview has been helpful and look forward to reviewing your written proposals.

Sincerely,



Dena Egenhoff

BOPU-Water Conservation Manager