Board Decision
Authorization to Amend FastTrack Development Contract

May 4, 2011

Summary

Authorize the executive director to add $130,000 to a contract with the Conservation Services Group (CSG) for FastTrack support. The amendment will bring the total contract amount to more than $500,000, which exceeds the executive director's signing authority.

Background

- In 2003, Energy Trust contracted with CSG to help develop the FastTrack program management software. The CSG contract covers database design, application, web and integration service and operational support. The term of the contract has been extended twice since 2003, and the work is ongoing.
- CSG's work has helped increase transaction volume, developed a more open, service-oriented architecture to support web forms, and integrated other functions.
- Energy Trust is in the process of replacing FastTrack with the Epicor system, which will consolidate the functionality provided by several integrated applications into a single application.
- Some of FastTrack's functions can be leveraged by Epicor. No decisions have been made about which of these functions the Epicor system will use.
- Until the conversion to Epicor is complete, we will continue to use FastTrack and require CSG support.
- Once the Epicor system is in place, Energy Trust will issue a RFP for Epicor support like the support CSG has supplied for FastTrack.

Discussion

- The proposed FastTrack work will:
    - support integration with Clean Energy Works Oregon, EnergyMeasure HOME tablets, trade ally lookup web forms and web forms to support residential promotions
    - revise the utility account and usage database to permit better reporting and allow the integration of new data as the result of anticipated new data-sharing rules; and
    - help migrate FastTrack data to Epicor.
- The proposed contract amendment would add $130,000 to the CSG contract, bringing the total contract amount to $630,000.
- The $130,000 is included in the 2011 budget.

Recommendation

- Authorize the executive director to add $130,000 to a contract with the Conservation Services Group (CSG) for FastTrack support, bringing the contract amount to more than $500,000.

RESOLUTION 585

AUTHORIZING AMENDMENT OF A CONTRACT WITH CONSERVATION SERVICES GROUP FOR SOFTWARE SUPPORT

WHEREAS:

1. **In 2003, Energy Trust contracted with the Conservation Services Group (CSG) to help develop the FastTrack program management software. The term of the contract has been extended twice since 2003, and the work is ongoing.**
2. **CSG's work has helped increase transaction volume, developed a more open, service-oriented architecture to support web forms, and integrated other functions.**
3. **Energy Trust is replacing FastTrack with an Epicor system, which will integrate program management functions now done by FastTrack with financial, accounting, and customer contact management functions now done by other software.**
4. **Until the conversion to Epicor is complete, Energy Trust will continue to use FastTrack. FastTrack requires continuing support in order to integrate with Clean Energy Works Oregon, HomeCheck, trade ally webforms and other functions.**
5. **The additional support will add $130,000 to the CSG contract, bringing the total contract amount to $630,000, which is beyond the executive director signature authority.**

It is therefore RESOLVED that the Board of Directors of Energy Trust of Oregon, Inc. authorize the executive director to negotiate and sign an amendment to Energy Trust's contract with the Conservation Services Group adding $130,000 for FastTrack support pending conversion to the new Epicor software system.

Moved by: Seconded by:

Vote: In favor: Abstained: