



each subcommittee, community input provided through a community meeting and survey, a set of recommendations by each subcommittee, and proposed next steps.

Sharon Virts, Chair of the Economic Development Advisory Committee, introduced Todd Pearson and Tony Howard, co-chairs of the Nighttime Economy Ad-Hoc Committee (NEAC).

Todd Pearson and Tony Howard presented the recommendations of NEAC to address the trend toward urban, walkable, amenity-rich places that would attract talent workforce and commercial investment. They focused on the following components for a thriving nighttime economy: Entertainment; Public Space and Amenities; Housing Diversity and Affordability; Transportation; Public Safety; Compliance; and Economic Development Initiatives/Incentives.

Chair Randall and Vice Chairman Buona expressed concern for providing adequate affordable housing in the County.

More information is available online:

[http://loudoun.granicus.com/MediaPlayer.php?view\\_id=68&clip\\_id=4530&meta\\_id=101237](http://loudoun.granicus.com/MediaPlayer.php?view_id=68&clip_id=4530&meta_id=101237)  
<https://lfportal.loudoun.gov/LFPortalinternet/0/doc/201796/Electronic.aspx>

**On June 14, 2016, Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors adopt the Nighttime Economy Ad-Hoc Committee Report. Vice Chairman Buona further moved that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the report be referred to the Transportation and Land Use Committee for staff to evaluate the resources needed to implement the Nighttime Economy Ad-Hoc Committee recommendations and develop a work plan for review by the Committee. Seconded by Supervisor Saines. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Countywide

Staff Contact: Buddy Rizer, Economic Development  
Gwen Kennedy, County Administration

### **3. Loudoun County-Washington Redskins Marketing Agreement Update**

Loudoun County has an eight-year marketing agreement with the Washington Redskins that began in 2012. Each year, the team makes certain season assets available to the County for the Department of Economic Development to use for business attraction and retention.

Buddy Rizer, stated Loudoun County was half way through an eight year marketing agreement with the Washington Redskins. He added that part of the marketing agreement was to provide the FGOEDC with an update once a year. He introduced LaRhonda Burley, Partnership Marketing Senior Director for the Washington, Jane Rodgers, Executive Director of the Washington Redskins Charitable Foundation, and Robby Forbes, Assistant General Counsel.

LaRhonda Burley, Partnership Marketing Senior Director for the Washington Redskins, gave a presentation on the highlights of the marketing exposure that Loudoun County received in the past year as part of the marketing agreement.

Jane Rodgers, Executive Director of the Washington Redskins Charitable Foundation, gave a brief background of the charitable foundation and the work that was accomplished in the past year.

Chair Randall stated that she fully supports the marketing agreement partnership with the Washington Redskins.

Supervisor Saines expressed his appreciation for the outreach activities of the Washington Redskins and the Charitable Foundation. He added that he would like to see more opportunities for outreach events that could reach a larger amount of Loudoun County citizens. He asked for more detailed information from County staff on the Washington Redskins Sponsorship Agreement, page 2, item 1 - Redskins Park Event and item 2 – Practice Facility as to how Loudoun County has used those agreement items.

Supervisor Buffington pointed out that the Marine Corps birthday was November 10<sup>th</sup>.

Election District: Countywide

Staff Contacts: Buddy Rizer, Economic Development

#### **4. Overview of Loudoun's Sister City Program and Recommendations for Future Administration**

The item provides the Finance/Government Operations and Economic Development Committee with information on Loudoun County's Sister City Program and includes a staff recommendation pertaining to the status and administration of the Sister City Program moving forward.

Caleb Weitz, Chief of Staff County Administration, presented the proposed framework to manage the sister city program. He replied to Chair Randall that if a Board District office were approached to host an international exchange, that office would be responsible for coordinating logistics and funding. He stressed that the Board of Supervisors could consider designating a fund to handle the expenses.

Chair Randall disclosed that her trip overseas was paid for by the Economic Development Authority.

Buddy Rizer responded to Chair Randall's question that a Sister City Agreement was more robust than a Friendship Agreement.

Tim Hemstreet, County Administrator, clarified that the proposed primary point of contact who will serve as the liaison with Loudoun's active Sister Cities would be Caleb Weitz. He

pointed out that cultural/ceremonial visits would not be appropriate for the Board's budget, but would be better for sponsorship.

**On June 14, 2016, Chair Randall moved that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Sister Cities program be administered as outlined in the June 14, 2016 Action Item. Chair Randall further moved that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that staff return to the Finance/Government Operations and Economic Development Committee with a recommendation to designate qualifying Sister Cities as active. Seconded by Vice Chairman Buona. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Countywide

Staff Contacts: Buddy Rizer, Economic Development  
Rick Morris, Economic Development  
Bob McCollar, Economic Development  
Caleb Weitz, County Administration

**5. CONTRACT AWARD/Utilities Relocation for Claiborne Parkway – Columbia Gas Transmission, LLC**

The Claiborne Parkway project will construct a new four lane median divided roadway between Ryan Road and Croson Lane. Two gas transmission lines owned by Columbia Gas Transmission, LLC need to be relocated in order for the project to begin construction. This item presents additional information and proposes Contract Award for utility relocation by Columbia Gas Transmission, LLC for the Claiborne Parkway project. Sufficient funding is available in the Claiborne Parkway project to award the contract to Columbia Gas Transmission, LLC for the gas line relocation.

**On June 14, 2016, Supervisor Buffington moved that the Finance/Government Operations and Economic Development Committee recommend the Board of Supervisors authorize the Purchasing Agent to award a contract to Columbia Gas Transmission, LLC in the estimated amount of \$1,700,970.95 for the Claiborne Parkway project. Seconded by Chair Randall. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Joe Kroboth, Transportation and Capital Infrastructure Director, replied to Vice Chairman Buona that Columbia Gas LLC will be expecting an actual cost invoice to be paid when the work was complete. He agreed that there was a \$2.3 million shortfall on the project.

Election District: Dulles

Staff Contacts: Melissa Tello, Transportation and Capital Infrastructure  
Joe Kroboth, Transportation and Capital Infrastructure  
Cheryl Middleton, Finance and Procurement  
Belkys Escobar, Assistant County Attorney

**6. CONTRACT AWARD/Youth Shelter Renovation**

The purpose of this item is to award a contract for the Loudoun County Youth Shelter Renovation. Invitation for Bid Number 332 was issued on April 11, 2016 for the Loudoun County Youth Shelter Renovation. Six (6) Bids were received on May 12, 2015 with the Sorensen Gross Company being the lowest responsive and responsible bidder in the amount of \$1,444,000. The Scope of Work includes exterior and interior renovation with a minimal expansion for a new entry vestibule and new toilet as well as a replacement mechanical screen wall. The building is an existing one (1) story, 8,000 square foot, seven (7) bedroom residence with a multipurpose living space, laundry room, infirmary, staff offices and conference room. Site work is minimal and includes no paving. The Project involves the complete interior renovation in a single story existing building with a double height central multipurpose room. New exterior siding and trim, windows, doors, plumbing and light fixtures, HVAC, drywall, finishes, millwork, and low voltage are included in the Scope of Work. Sufficient funding is appropriated in the Youth Shelter Renovation capital project account to award the construction contract.

**On June 14, 2016, Chair Randall moved that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to award a contract for the Youth Shelter Renovation to Sorensen Gross Company in the estimated amount of \$1,444,000. Seconded by Supervisor Buffington. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Catoctin

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure  
Mark Hoffman, Transportation and Capital Infrastructure  
Christopher Bresley, Finance and Procurement

**7. CONTRACT RENEWAL/Job Order Contract (JOC) for the Maintenance and Repair and Replacement of Mechanical Infrastructure**

The purpose of this item is to renew the Job Order Contracts (JOC) for the Maintenance, Repair and Replacement of Mechanical Infrastructure. A JOC is a competitively bid, firm fixed priced, indefinite quantity contract. The work includes a collection of tasks and related technical specifications that have pre-established unit prices. The contracts are to be used for mechanical infrastructure maintenance, repair and replacement work by means of individual job orders issued under the contracts and related to discrete projects, such as the replacement of aging heating, ventilation and air conditioning (HVAC) components in major County facilities. Staff is requesting the award of the first renewal option. Renewal contract awards are only provided to those contractors with satisfactory performance. Funding for this contract is contained in the operating budgets of the Department of General Services, the Department of Parks, Recreation and Community Services, and the Department of Transportation and Capital Infrastructure, the Capital Asset Preservation Program, and the Capital Improvement Program.

**On June 14, 2016, Chair Randall moved that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the Job Order Contracts (JOC) for the**

**Maintenance, Repair and Replacement of Mechanical Infrastructure to Adrian L. Merton, Inc, Riddleberger brothers, Inc., and the Paschen Johnson Joint Venture in the estimated amount of \$4,000,000. Seconded by Supervisor Buffington. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Countywide

Staff Contacts: Ernest Brown, General Services

Tom Trask, General Services

Christopher Bresley, Finance and Procurement

**8. CONTRACT RENEWAL/Property, Liability, and Automobile Coverage**

On May 20, 2015, the Board of Supervisors authorized the Purchasing Agent to exercise the fourth one year renewal for the contract for Property, Liability, and Automobile Coverage with the Virginia Association of Counties (VACo) Risk Management Programs, Inc. in the amount of \$658,551. The Virginia Association of Counties Group Self-Insurance Risk Pool was established in 1993 at the request of Virginia counties seeking an alternative to the insurance marketplace to provide coverage and risk services to local government entities and school divisions across the Commonwealth. VACo Risk Management Programs, Inc. specializes in providing a variety of coverage to counties, county school systems and county related agencies. This contract provides administration of property, liability and automobile coverage, and risk management services. These include, but are not limited to: claims processing and administration, contract reviews, training, property inspections, OSHA compliance reviews, claims review and consultative services. The current contract period ends June 30, 2016. VACo has been successfully providing this coverage to the County since 1999.

**On June 14, 2016, Chair Randall moved that the Finance/Government Operations and Economic Development Committee recommend to the full Board of Supervisors that the Purchasing Agent be authorized to renew the contract for Property, Liability and Automobile Coverage with the Virginia Association of Counties (VACo) Risk Management Programs, Inc. in the amount of \$713,644 for the period of one (1) year. Seconded by Supervisor Buffington. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Countywide

Staff Contacts: Nelia Larson-Mann, Human Resources

Jeanette Green, Human Resources

Cheryl Middleton, Finance and Procurement

**9. CONTRACT RENEWAL/Verizon Telecommunications Services**

The Department of Information Technology provides data network connectivity to 125 facilities owned or leased by the County located throughout Loudoun. The data network enables staff access to County information systems, the email system, the Internet, personal computer security patches, software upgrades, video conferencing, and telephone/voice mail services. County government facilities that are not connected to the County-owned fiber are provided network access through Verizon services. Since FY 2011, the County has been contracting through the state-wide Network Virginia contract for these services. The intent of this item is to obtain the contracting award authority for the Verizon telecommunication

services in the amount of \$1,080,000. Sufficient funding for these services is available in the Department of Information Technology's FY 2017 Adopted budget.

**On June 14, 2016, Chair Randall moved that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to use the Network Virginia contract with Verizon/Bell Atlantic for the continued lease, maintenance, and upgrades of existing telecommunication circuits in the estimated amount of \$1,080,000. Seconded by Supervisor Buffington. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Countywide

Staff Contacts: Wendy Wickens, Information Technology  
Marilee Ciehoski, Information Technology  
Sandra Lineberry, Finance and Procurement

#### **10. CONTRACT RENEWAL/Telephone Platform Solution and Backbone Network Equipment & Services**

At the November 15, 1995 Board of Supervisors business meeting, the Board authorized the Purchasing Agent to negotiate and award a ten (10) year contract for Data and Telecommunications Equipment and Services to Avaya, Inc. (formerly Nortel) as a result of Request for Proposal No. QQ-00343. Since then, the County's Avaya telephone system has been kept usable and current through the purchase of additional components to service new facilities and the periodic upgrade of selective components. The County utilizes Fairfax County's competitively bid contract with Avaya, Inc. to procure equipment and services. The Fairfax County contract is negotiated and awarded and has been renewed through June 30, 2017. As part of the annual renewal, the Fairfax County contract has been extended to include Avaya backbone network equipment and services. The County uses backbone network equipment (routers, switches, hubs, etc.) manufactured by Avaya on the County Wide Area Backbone Network. The network connects 100+ County buildings and facilities to the County network, the Internet, and State and Federal computer systems and networks. The intent of this item is to obtain contract renewal authority for annual equipment maintenance for both telephone platform and backbone network equipment as well as the anticipated equipment purchases for all telephone and backbone network needs within and between the County facilities through June 30, 2017. Sufficient funding in the amount of \$2,100,000 for the equipment and services is included in the FY 2017 Adopted Budget appropriation.

**On June 14, 2016, Chair Randall moved that the Finance/Government Operations and Economic Development Committee recommend to the full Board of Supervisors that the Purchasing Agent be authorized to award a one (1) year contract renewal for the Telephone Platform Solution and Backbone Network Equipment & Services to Avaya, Inc., in the amount of \$2,100,000. Seconded by Supervisor Buffington. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Countywide

Staff Contacts: Wendy Wickens, Information Technology  
Marilee Ciehoski, Information Technology  
Sandra Lineberry, Finance and Procurement

#### **11. AWARD AUTHORITY INCREASE/Financial and Compliance Audit Services**

On September 21, 2011, staff issued Request for Proposal (RFP) No. QQ-01677 for financial and compliance audit services. The intent of the RFP was to seek proposals from qualified independent certified public accountants or accounting firms to provide financial and compliance auditing and business consulting services. On February 12, 2014 the Board of Supervisors (Board) authorized the Purchasing Agent to award a five (5) year contract to Cherry Bekaert, LLP. The original contract award included fixed fees for each of the annual audits included in the initial five year term that totaled \$1,086,450. However, during the current contract term, staff has engaged Cherry Bekaert, LLP to perform the additional audits and reviews in addition to the annual financial audits for engagements such as limited internal control of selected Volunteer Fire and Rescue companies and post implementation audits for the new Computer Assisted Mass Appraisal System and Phase 1 and 3 of the new ERP system. Because of these addition audits, staff has allocated the entire amount of the original award authority granted by the Board plus an additional 25% increase under staff authority as permitted per the Procurement Resolution. To date, staff has obligated \$1,343,518 under this contract. The cost for the FY 2016 audit is \$230,550 and was negotiated as part of the original contract award. Staff needs additional award authority to cover the FY 2016 annual financial audit as well as to allow for any additional required audits that may be needed between now and the end of the contract term, which expires on March 31, 2017. No additional funding is needed for this award authority increase.

**On June 14, 2016, Chair Randall moved that the Finance/Government Operations and Economic Development Committee authorize the Purchasing Agent to increase the award authority of the Financial and Compliance Audit Services contract with Cherry Bekaert LLP in the amount of \$330,550 for a new total of \$1,674,068. Seconded by Supervisor Buffington. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Countywide

Staff Contacts: Janet Romanchyk, Finance and Procurement  
Cheryl Middleton, Finance and Procurement  
John Sandy, County Administration

#### **12. Capital Project Procurement and Process**

On April 12, 2016, the Finance Government Operations and Economic Development Committee requested staff provide an overview of the process associated with the procurement of architectural and engineering (A/E). However in order to more fully illustrate the length of time and all required steps, staff is providing a detailed summary of the process to develop a capital project, including the specific procedures for the procurement of A/E services, construction, and related contracts.

More information is available online:

[http://loudoun.granicus.com/MediaPlayer.php?view\\_id=68&clip\\_id=4530&meta\\_id=101237](http://loudoun.granicus.com/MediaPlayer.php?view_id=68&clip_id=4530&meta_id=101237)  
<https://lfportal.loudoun.gov/LFPortalinternet/0/doc/201806/Electronic.aspx>

Joe Kroboth, Transportation and Capital Infrastructure Director, and Cheryl Middleton, Procurement Director, explained the procurement process for the two types of Capital Project

Development: Public Facilities taking between 60 – 91 months and Roadway Projects that could last between 36 - 86 months. They mentioned issues that were major areas of potential significant delay: Land/Right of Way Acquisition; Compliance with laws/regulations; Claims and Disputes; Utilities; Coordination with other Agencies; Resources; Supplemental Funding; Design-Build; and Federal Funding and Procurement.

Joe Kroboth responded to Chair Randall that Virginia laws were in place to protect contractors so an ombudsman may not be the solution for the claims and disputes delays.

Joe Kroboth answered Supervisor Buffington that the procedures followed by County staff were defined by laws or regulatory agencies. He added that the flexibility in the timing of funding would allow programs to be moved in and out of the schedule especially to get the design stage started sooner.

Leo Rogers, County Attorney, responded to Vice Chairman Buona that the quick take process could be used for roadways and public facilities.

Vice Chair Buona suggested the Board consider adding procurement access changes to the Virginia legislative agenda to permit the County to require solicitation hours and costs be included in the proposals.

Election District: Countywide

Staff Contacts: Cheryl Middleton, Finance and Procurement  
Mark Hoffman, Transportation and Capital Infrastructure  
Melissa Tello, Transportation and Capital Infrastructure  
Joe Kroboth, Transportation and Capital Infrastructure

### **13. Revision of the Restricted Use Transient Occupancy Funding Policy**

The Restricted Use Transient Occupancy Tax (TOT) Funding Policy was adopted by the Board of Supervisors in 2005 and last revised in 2011. This policy sets the rules for how Restricted Use TOT funds are to be allocated by the Board. This item will bring before the Finance/Government Operations and Economic Development Committee for consideration certain issues, revisions, and staff recommendations contained in the Funding Policy. Revisions for the Committee's consideration include the process by which tourism programs, events, and agreements are considered and selected for funding during the budget process, how funds can be leveraged for international travel and international economic agreements, and the mechanism through which the Board will exercise oversight on results generated from the allocation of Restricted Use TOT funds. While there is no immediate fiscal impact in revising the Funding Policy, recommendations made by the Committee and decisions taken by the Board will impact how Restricted TOT funding opportunities are evaluated and how Restricted Use TOT funds are allocated during future budget processes.

Erin McLellan, Management and Budget Director, provided a brief explanation of the revisions proposed on the Restricted Use Transient Occupancy Tax Funding Policy. She mentioned the Travel and Tourism Initiatives were to support Loudoun County as a destination.

Chair Randall asked that the proposed changes have the policy reviewed after a new Board of Supervisors have been in position for one year, so to change it to a five year first term and then following reviews scheduled for every four years.

**On June 14, 2016, Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors adopt the Restricted Use Transient Occupancy Tax Funding Policy as revised in Attachment 1 of the June 14, 2016 Action Item with one modification that the renewal period for this immediate renewal be five (5) years and thereafter the renewal be every four (4) years. Seconded by Chair Randall. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Countywide

Staff Contacts: Kenny Young, County Administration  
Erin McLellan, Management and Budget  
Buddy Rizer, Economic Development

#### **14. Revision and Renewal of the Memorandum of Understanding with Visit Loudoun (LCVA, Inc.)**

Visit Loudoun is the primary programmatic element of Loudoun County's travel and tourism promotion efforts and is funded in large part by the Restricted-use portion of the Transient Occupancy Tax (TOT). The County's current Memorandum of Understanding (MOU) with Visit Loudoun guides the relationship between the County and Visit Loudoun by providing the appropriate processes for funding, reporting, and projecting future revenues. This MOU was last updated in 2011 and expires June 30, 2016. This item will bring before the Finance/Government Operations and Economic Development Committee for consideration certain issues, revisions and staff recommendations contained in the new MOU, including the term of the MOU, the funding mechanism through which Visit Loudoun's annual funding levels are set, performance measurement and reporting, and the potential enhancement of the organization's operating reserve and the definitions of "Core Tourism Services" provided in attachment to the revised MOU.

**On June 14, 2016, Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors approve the Memorandum of Understanding with Visit Loudoun as revised in Attachment 1 of the June 14, 2016 Action Item with one modification that the renewal period for this immediate renewal be five (5) years and thereafter the renewal be every four (4) years. Seconded by Chair Randall. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Countywide

Staff Contacts: Kenny Young, County Administration  
Erin McLellan, Management and Budget

Buddy Rizer, Economic Development

## **15. Advancement of Projects included in General Obligation Referenda/November 2016**

### **Bond Referendum**

As part of the FY 2017 Adopted Budget, the Board of Supervisors approved various capital projects which require the issuance of General Obligation (GO) bonds. GO bonds are secured by the full faith and credit and taxing authority of the County, and require a voter referendum. Virginia Code § 15.2-2610 governs the request for, and ordering of, a referendum to gain voter approval to sell general obligation bonds through a special election. Current practice is to bring forward newly approved projects funded by GO bonds to referendum in November. With the adoption of the Capital Improvement Program, the appropriation for these projects begin on July 1st. Advancing projects to referendum prior to appropriation would ensure GO funding for these projects receive voter approval prior to spending. This item presents the debt-financed projects staff recommends the Board place on the November 2016 referendum and the questions that are to appear on the ballot. Options to advance FY 2018 projects to the November 2016 referendum are included for consideration.

**On June 14, 2016, Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee direct staff to prepare a resolution for the Board of Supervisors requesting the Circuit Court to Order a Special Election on November 8, 2016, on the Questions of Issuing Not to Exceed \$344,685,000 in General Obligation Bonds to Finance Public Improvements based on question 1a, 2a, 3a, and 4 as presented in Attachment 1 with the addition of the FY 18 Capital Improvement Project item Hal and Berni Hanson Regional Park. Seconded by Supervisor Buffington. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Countywide

Staff Contacts: John Sandy, County Administration  
Penny Newquist, Finance and Procurement  
Janet Romanchyk, Finance and Procurement  
Nicole Bradley, Finance and Procurement  
Courtney Sydnor, County Attorney's Office

## **16. Board Member Initiative: Board District Budget Adjustments**

Supervisor Letourneau is proposing a July 2016 budget adjustment of \$270,000 (\$30,000 for each office) to Board Office Budgets.

**On June 14, 2016, Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee forward to the Board of Supervisors without recommendation to approve the district office budgets to be increased by a total of \$270,000, to be distributed evenly between the nine (9) Board offices, effective July 1, 2016. Vice Chairman Buona further moved that the Finance/Government Operations and Economic Development Committee forward without recommendation to the Board of Supervisors to direct staff to prepare a budget adjustment to fund this increase from the existing FY 17 unallocated remainder. Seconded by Supervisor Saines. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Countywide

Staff Contacts: Monica Filyaw, Aide to Supervisor Matthew Letourneau

**17. AWARD AUTHORITY INCREASE/Business Transformation Office Management**

Since May 9, 2016 Oracle Consulting Services (OCS) has been onsite assisting both Loudoun County Government (County) and Loudoun County Public Schools (LCPS) with the reimplementation of Phase 2 of the ERP system. OCS is specifically focused on the completion of the Human Resources and Payroll modules. The OCS approach to successfully completing the Phase 2 implementation is based on the use of Oracle's Unified Method (OUM - Oracle's methodology for deploying Oracle-based business solutions). To maximize efficiencies, OCS further structured this effort into two distinct sub-phases – Phase 2 A: Inception and Elaboration and Phase 2B: Construction, Transition, and Production. Phase 2A activities include the review of business requirements as specified in the original request for proposal (RFP) and aligning those requirements with out of the box functionality. Where current mandated processes do not align with out of the box functionality, OCS will either provide a system customization or recommend a modification in the current business process. Phase 2B activities focus on the construction of the new system as well as testing and launch of the new system. The County has redefined its Phase 2 organizational structure, and is currently implementing a new structure comprised of three offices with distinct functions: Business Transformation Office (BTO), Client Management Office, and Independent Verification and Validation Office (IV&V). The BTO will provide operational and strategic management for the ERP Project throughout the reimplementation, for approximately twelve months. Since Phase 2 has already restarted, a manager is needed immediately for the BTO. Currently, there are no staff resources available to fulfill this role.

**On June 14, 2016, Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee authorize the Purchasing Agent to increase the award authority for the Business Transformation Office Management contract with Yahya Technologies, LLC (Y-Tech) by \$101,839 for a new total of \$601,839. Seconded by Supervisor Buffington. The motion passed (4-0-1, Chairman Letourneau absent for the vote).**

Election District: Countywide

Staff Contacts: Wendy Wickens, Information Technology  
Robert Middaugh, County Administration  
Cheryl Middleton, Finance and Procurement

**18. Monthly Report/Implementation of the Enterprise Resource Planning (ERP) System**

The Loudoun County Government and Loudoun County Public Schools began implementation of a new ERP System in January 2012. On December 4, 2013, the Board of Supervisors appropriated additional funds to complete implementation of all three phases of the System. Phase 2, the Human Resources and Payroll modules of the ERP Project, was restarted on Monday, May 9, 2016, and an update will be provided during the June meeting.

Vince Marchesano, Vivid Technologies, LLC, gave a brief update on the ERP System that conference pilot one was completed.

Tim Hemstreet stated County staff was developing a scope of work for the Independent Verification and Validation Office (IV&V) that would oversee Phase 2 business and technical activity.

Election District: Countywide

Staff Contacts: John Sandy, County Administration  
Robert Middaugh, County Administration  
Wendy Wickens, Information Technology  
Penny Newquist, Finance and Procurement  
Vince Marchesano, Vivad Technologies, LLC

**ADJOURNMENT**

Vice Chairman Buona adjourned the meeting at 9:01 p.m.