



Date: December 21, 2015

To: Thomas J. Bonfield, City Manager
Through: W. Bowman Ferguson, Deputy City Manager
From: Donald F. Greeley, Director, Water Management
Vicki Westbrook, Assistant Director, Water Management

Subject: Water Management Laboratory Information Management System (LIMS) –
Software Purchase – Accelerated Technology Laboratories, Inc.

Executive Summary

On May 25, 2015, proposals were opened for the Water Management Laboratory Information Management System (LIMS) Project. The project consists of the purchase and installation of a LIMS software package on City owned computers and servers. The LIMS software will assist the Department in tracking work status and automating the reporting of analytical results to the City of Durham Departments. It will also track inventory as part of the Department’s Asset Management Program. The Department, working collaboratively with the Technology Solutions Department, went through an extensive selection process and identified a series of potential software vendors. After on-site demonstrations, the City staff selected Accelerated Technology Laboratories, Inc. (ATL) software. The Department recommends that ATL be contracted to supply licenses and perform integration services totaling \$124,442.20 and on-going maintenance fees of up to \$15,656.78 annually for five years. The agreement will be reevaluated at the end of five years; the City reserves the right to renew the agreement for additional terms with acceptable increases in cost at that time.

Recommendations

The Department of Water Management recommends that the City Council:

1. Authorize the City Manager to execute a contract with Accelerated Technology Laboratories, Inc., for the Laboratory Information Management System Project for the amount of \$124,442.20; and
2. Enter into annual maintenance agreements for a maximum annual cost of \$15,656.78 annually ; and
3. Authorize the City Manager to negotiate extensions in the maintenance agreements thereafter with a maximum increase of 5% per year.

Background

The City of Durham Department of Water Management owns and operates a state certified water quality lab that serves the needs of the Water Supply, Water Reclamation and Stormwater Services divisions within the City.

Currently, DWM does not utilize a LIMS for its work, but uses a series of Microsoft Access databases, paper logs and other communication methods to track required information. It is the intent of this

project to implement a LIMS to improve its overall productivity, efficiency and level of service. A LIMS program is an integral part of the Department's long term plan as it will help ensure the Lab's compliance with strict recordkeeping and information management requirements.

As proposed, the LIMS will run as a web-based application using MS SQL Server for the database engine. Users will access the LIMS from Windows workstations operating on the City of Durham Local Area Network (LAN). DWM proposes that the City contract with the selected Vendor/Implementer (LIMS Vendor) to furnish software and services to fully implement the LIMS.

Issues and Analysis

The Department worked closely with the Technology Services (TS) Department, to develop work flows and task requirements for the LIMS. The work flows were then used to develop the RFP for a LIMS system.

On May 25, 2015 the Department opened two proposals from qualified firms. Those firms were:

- Accelerated Technology Laboratories (ATL)
- Ethosoft, Inc.

The selection committee was comprised of staff from the Department, the Technology Solutions Department and the Equal Opportunity/Equity Assurance Department. Based on the committee's review of qualifications, ATL was selected for further negotiation. The City entered into negotiations with ATL and developed a scope of work, anticipated schedule and fees. The City identified several key elements of ATL's software that were particularly applicable to the Department's program. Most notably, ATL has a user friendly application and lab results delivery module which will allow non-lab personnel to quickly access lab data and results status via certified PDF or EXCEL format reports.

The Technology Solutions Department and the Department of Water Management coordinated on various aspects of how best to integrate the software system into our computer infrastructure. The full implementation of the project is expected to take from 7-8 months. The project is comprised of three major tasks:

- Task 1 – Work planning, Installation and Business Processes
- Task 2 – Data Migration and Configuration
- Task 3 – User Training

Alternatives

Alternative 1 – Continue to use a various in house systems of data management. This is not recommended as the existing system is inefficient and is not considered best practices in the industry for state certified lab. The Department needs a more robust and reliable system for capturing and reporting results which cannot be developed in house.

Alternative 2 – Contract with a different vendor. The only alternative vendor was not capable of tailoring their software to the specific needs of the Department. Additionally, the other vendors proposed more expensive and cumbersome solutions.

Financial Impacts

Funds for this project are available in the Water Quality Laboratory's Operational budget and maintenance funds will be budgeted for in the future. Funds are available in 5100P004-728600.

SDBE Summary

The Equal Opportunity/Equity Assurance Department reviewed the proposal submitted by Accelerated Technology Laboratories, Inc. of West End, North Carolina and have determined that they are in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

SDBE REQUIREMENTS

No M/SDBE or W/SDBE goals were set.

WORKFORCE STATISTICS

Workforce statistics for Accelerated Technology Laboratories, Inc. are as follows:

Total Workforce	25	
Total Females	9	(36%)
Total Males	16	(64%)
Black Males	2	(8%)
White Males	11	(44%)
Other Males	3	(12%)
Black Females	2	(8%)
White Females	5	(20%)
Other Females	2	(8%)