

## **Proposal For Board Action**

**Proposal Title: Governing Board Electronic Platform**

**Submitted By: Teri Henke**

**Sponsoring Committee: RFP Electronic Governance Platform Review Committee**

**Please briefly describe: (1) the situation giving rise to the proposal, (2) the background behind the proposal, (3) your assessment of the situation / background, and (4) your recommendation to the Board.**

**Situation:**

Throughout the years WSU Charter Academy Governing Board has experienced multiple Governing Board Chairs and Board Secretaries, each with an individual data storage and record keeping system. As we reimagine and prepare to relaunch the Charter Academy it is imperative that our Governing Board operates efficiently and moves to a single storage electronic platform that will provide organization for the Governing Board, access for all members and ensure the Governing Board legal compliance. WSUCA Governing Board is in need of long-term electronic data storage for Board records/transactions, documents and files.

**Background:**

Working with Eric Nakamura in WSU Purchasing, on Feb. 8, 2024 a Request for Proposal (RFP) solicited proposals to enter into a contract with a qualified supplier to obtain an online platform designed for charter school governing boards to manage oversight functions and to ensure Governing Board compliance for the Weber State Charter Academy at Weber State University. The due date was March 6, 2024 when no new proposals were accepted.

The full RFP was shared with the Governing Board in the documents for the Feb. 26 Board meeting.

A review committee was established in November 2023. Members of the review committee included: Teri Henke, Board Chair, Angela Page, Board Member, Hailey Gillen Hoke, Board Member, and Laura Banda, Consultant

Note: In November 2023, the Board approved a \$10,000 budget in the hopes of getting an electronic platform in place earlier in the 2023-2024 program year.

**Assessment:**

One proposal was received. Each committee member signed a Non-Disclosure Agreement and Conflict of Interest form.

Each member of the review committee independently rated the proposal with excellent or above average on all criteria

The review committee met with Eric Nakamura on March 25 to discuss. Since there was only one proposal, the committee did not request a meeting with the vendor.

The technical qualifications for data security and privacy were fully vetted by WSU legal counsel.

The review committee agreed to move forward with this vendor in the hopes of getting the electronic platform in place by May 2024.

**Recommendation:**

**The committee is requesting the Board vote to approve accepting this proposal contracting with this company for electronic governance purposes for a 3 year financial commitment**

**The cost proposal includes a 25% year-one discount and a 10% year-two discount**

**Year 1 = \$8,996.00**

**Year 2 = \$10,796.00**

**Year 3 = \$11,995.00**

Please submit this form with all accompanying paperwork to the Board Chair, Teri Henke at [Terihenke@weber.edu](mailto:Terihenke@weber.edu) ten (10) days prior to the Board meeting.