

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street, N.E.
Washington, D.C. 20002

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT TO
PROCURE AND IMPLEMENT NEW ASSOCIATION MANAGEMENT SOFTWARE**

WHEREAS, the Metropolitan Washington Council of Governments (COG) is a membership organization with 22 members, an annual operating budget of \$26M, and an excellent reputation as a key player in the metropolitan Washington region; and

WHEREAS, the COG Board of Directors' adopted 2012 Work Plan calls on staff to enhance member services, communication, and transparency; and

WHEREAS, COG currently uses software purchased in FY 2006 which is outdated and does not perform many of the core functions required of a membership association; and

WHEREAS, COG's Work Program and Budget for the fiscal years 2012 and 2013 include \$320,000 in the Capital Repair & Replacement Plan to fund the AMS project; and

WHEREAS, the AMS software will provide the following new benefits to COG:

- 1) increased communication ability to COG members;
- 2) committee portals for committee documents and member collaboration;
- 3) reduction of duplicative, nonintegrated systems at COG;
- 4) increased webinar and event capabilities for regional and national participation;
and
- 5) reduction of manual administrative functions which will allow professional staff to focus on core program and grant activities.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN
WASHINGTON COUNCIL OF GOVERNMENTS THAT**

The Executive Director, or his designee, is hereby authorized to enter into a contract with selected Association Management Software (AMS) vendor to procure and implement AMS software for membership associations, including hosting and support agreements with the vendor for an initial contract period not to exceed five years, and the overall cost of such software and implementation services shall not exceed a total of \$230,000, which shall be funded by COG's Capital Repair & Replacement Plan in FY 2012 and FY 2013.