

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

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO CONTRACT WITH
PROTECH ASSOCIATES, INC. (PROTECH) TO PURCHASE SOFTWARE AND TECHNICAL
SUPPORT TO UPGRADE COG'S ASSOCIATION MANAGEMENT SYSTEM**

WHEREAS, the Metropolitan Washington Council of Governments (COG) is a membership association of nineteen (19) local governments represented by more than 250 elected officials and has compiled an active data base containing more than 10,000 public agency and private sector contacts; and

WHEREAS, nearly all of COG's 130 staff members are involved to some degree in the work of supporting, advising, coordinating, and otherwise facilitating the work of these committees; and

WHEREAS, COG manages more than 150 policy and technical committees that meet on a monthly, bi-monthly, or quarterly basis in order to develop policy and procedural recommendations to the COG Board of Directors or other committees and bodies of elected and non-elected officials; and

WHEREAS, COG's effectiveness as a membership association is, in large part, dependent on its ability to efficiently and consistently communicate with and among its constituents; and

WHEREAS, COG's current association management system is inadequate to meet the current and future demands required of and by COG; and

WHEREAS, COG staff conducted a competitive review and solicitation for this capital purchase.

**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 authorized to execute a contract with Protech Associates, to purchase software and technical support to upgrade COG's association management system, in an amount not to exceed \$200,000. The budget for this purchase is included in the approved FY 2006 budget under the capital expenditures and contingency line item. As a capital expenditure, this purchase will be amortized for three years and the annual cost will be recovered through COG's indirect cost allocation plan.