

ABAG Publicly Owned Energy Resources (ABAG POWER)

Executive Committee

August 21, 2019

Agenda Item 6.a.

Natural Gas Aggregation Program

Subject: Web-based Utility Database Upgrade

Background: Since 2005, POWER has used the Utility Manager Pro (“UM”) database application to store and report natural gas account information. The basic reports are typically exportable for analysis in Microsoft Excel, but often require additional manipulation before they can be shared. There is no ability for a member to access data online¹ or without staff fulfilling the request.

On a monthly basis, POWER exports data from UM to prepare consolidated invoices for its members. The invoices contain charges for both POWER and Pacific Gas and Electric Company (PG&E). A supplemental application, developed by the founders of UM (Utility Management Services, or “UMS”), groups bill data into 54 separate “master” accounts. The data is then formatted in a report that meets the bill presentation requirements of the California Public Utilities Commission. The fact that POWER offers consolidated billing and has invested in an environment requiring this supplemental application make it difficult to accurately assess alternatives with an equivalent level of customization.

UMS recently contacted POWER staff regarding an opportunity to upgrade to a web-based version of UM, called the Energy Manager. Staff requested UMS prepare a proposal to describe the services offered and associated costs. The primary advantages offered by the Energy Manager version are:

- A web interface allows members to log in and view or edit their portfolio of accounts and account data.
- Utility data is displayed graphically by default in a “dashboard” format.
- Account addresses are displayed geospatially.
- Users are able to upload additional utility bill (electric, water, refuse, etc.) usage and cost data

The current cost of technical support for UM is \$1,800 per year, which includes access to weather data, troubleshooting, and minor application fixes. There is no software licensing fee. The

¹ Monthly invoices are posted online in a pre-formatted PDF file format where data cannot be extracted.

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annual software license for the Energy Manager is \$18,900. An additional \$13,450 is required for one-time database migration services, programming, and staff training.

Recommended Action: The ABAG POWER Executive Committee is requested to authorize the Executive Director of the Metropolitan Transportation Commission, or her designee, to execute purchase orders with Utility Management Services and Dude Solutions, Inc. in amounts of \$13,450 and \$18,900, respectively, to enable a utility database transition to the Energy Manager platform.

Issues: None.

Attachments: Energy Manager 4.1 Proposal, Utility Management Services

Reviewed:



Brad Paul

Utility Management Services

- Utility cost accounting software & services
- Electronic Data Interchange
- Management & evaluation

March 21, 2019

Ryan Jacoby
Program Manager
Association of Bay Area Governments
375 Beale Street Suite 700
San Francisco, CA 94105

Dear Ryan,

Thank you for your interest in the Energy Manager 4.1 software and our related services! As you requested, we have prepared this proposal for upgrading ABAG's current Utility Manager database to the web-based Energy Manager software. The proposed project will provide ABAG with a high quality and easy to use means of monitoring and reporting utility costs and usage. There will be significant benefits to ABAG in implementing this Project, including:

- ♦ accurately track and report utility billing data for ABAG sites and accounts;
- ♦ provide online access to reports and graphs to ABAG member jurisdictions;
- ♦ benchmark and compare facility usage and trends that can help target efficiency efforts;
- ♦ monitor savings from energy efficiency projects through an advanced avoided cost module; and
- ♦ allow for future integration of 15 minute interval data from smart meters.

The Project includes supplying the software and services detailed below:

- ♦ **1. Energy Manager 4.1 Software:** Utility Management Services (UMS) will provide ABAG with access to the Energy Manager version 4.1 (EM4.1). EM4.1 is a **full featured web based utility accounting program**, accessible with any major browser. The Energy Manager includes an unlimited concurrent user license and includes free telephone and online technical support. EM4.1 is an online software service with a recurring annual license fee. Utility Management Services is an authorized distributor of the Energy Manager as provided by New Energy Technology of Grand Junction, CO and Dude Solutions, Inc. of Cary, NC.

The Energy Manager annual license includes monthly NOAA weather data and all features and functions of the Energy Manager, except for integration of 15 minute demand data and the initial integration/mapping of the Energy Star module.

- ♦ **2. UM to Energy Manager 4.1 Database Conversion:** We will **convert your existing Utility Manager Pro database** for use with EM4.1. All site, vendor, gas account, meter, and gas utility billing data included in the UM database will be extracted and used to build an EM4.1 database. All electric data will be excluded in the conversion. We will also develop and test a custom import format for PG&E EDI.

ABAG can continue to use Utility Manager for processing utility bills during the conversion period. When all data has been transferred to Energy Manager, a "go-live" date will be scheduled with ABAG to be simultaneous with the first 2 hour training session. Within 3 business days prior to "go live", ABAG will provide UMS with another backup copy of the UM database. During this 3 day period, ABAG will stop all further entry of new utility bills into Utility Manager. UMS will extract all new billing data entered by ABAG during the conversion period and import this "gap data" into Energy Manager prior to "go live" so Energy Manager is fully in sync with Utility Manager.

The database conversion task preserves ABAG's considerable investment of time and effort in the current Utility Manager platform, ensures EM4.1 will be set up correctly, and provides ABAG with immediate capabilities to both enter new utility billings as well as use EM4.1's powerful reporting and analysis capabilities.

- ♦ **3. Custom EDI Payment Export File:** UMS will **develop and test custom programming** to allow Energy Manager to export an EDI payment file identical to what is currently being exported by Utility Manager. This export file includes the EDI payment information which is currently being sent to Xebec Data for PG&E bill payment.
- ♦ **4. Modify Access Billing Detail Program:** ABAG currently uses a custom Access program developed in 2006 by UMS that extracts billing data from the Utility Manager database and creates gas usage detail reports for members of ABAG's gas program. This Access program will be modified to extract bills directly from the Energy Manager database. This task will involve programming and testing custom SQL stored procedures and web service calls that can retrieve newly entered bills from the Energy Manager database and import them into the current Access program.
- ♦ **5. Software Training:** UMS will **provide up to 4 hours of online software training** for ABAG staff (2 sessions of up to 2 hours each). The first session will focus on key aspects of data entry and maintenance of the database structure and billing information ("Getting Data into Energy Manager"). The second session will focus on key aspects of EM4.1's reports, graphs, and analysis capabilities ("Getting Data out of Energy Manager").

To Proceed with the Project:

Please note: Implementation of this Project will require ABAG to issue 2 separate purchase orders as follows:

- ♦ The first purchase order would be in the amount of \$18,900 to purchase the Energy Manager 4.1 software license and be issued to **Dude Solutions, Inc., 11000 Regency Pkwy #110, Cary, NC 27518.**
- ♦ The second purchase order would be in the amount of \$13,450 to purchase all other one time database migration services, programming, and training and be issued to **Utility Management Services, PO Box 421, Fairfax, CA 94978.**

Thank you for the opportunity to provide this price quote and your interest in our products and services.
If you need any additional information, please give me a call at 415-488-4652.

Sincerely,

A handwritten signature in black ink, appearing to read "John Cook", is positioned above a horizontal line.

John Cook
Partner

Utility Management Services

- Utility cost accounting software & services
- Electronic Data Interchange
- Management & evaluation

March 21, 2019

Price Quote for Energy Manager 4.1 Software & Services for Association of Bay Area Governments

Item	Description	Cost
1	Energy Manager 4.1. Web-Based Utility Accounting Software. The annual software license includes email and telephone technical support (and is renewable in Years 2 and 3 at the rate of \$18,900 per year). Energy Manager provides online access to an unlimited number of users. <i>(As noted previously, a purchase order to Dude Solutions, Inc. will be needed to proceed with this item. All other items in this proposal would need to be included in a separate purchase order to Utility Management Services.)</i>	\$18,900.00
2	Utility Manager to Energy Manager Database Conversion. UMS will convert ABAG's Utility Manager Pro database for use with EM4.1. The site, vendor, gas account, meter, gas utility billing, and other data included in the UM database will be extracted and used to build an EM4.1 database. We will also develop and test a custom EDI import format for PG&E. This task includes a "gap data import" just prior to going live so ABAG can continue to use Utility Manager during the database conversion process.	\$5,600.00
3	Custom EDI Payment File. UMS will develop and test custom programming to allow Energy Manager to export an EDI payment file identical to what is currently being exported by Utility Manager. This export file includes the EDI payment information which is currently being sent to Xebec Data for PG&E bill payment.	\$1,800.00
4	Modify Access Billing Detail Program. The custom Access billing program will be modified to extract bills directly from the Energy Manager database. This task will involve programming and testing custom SQL stored procedures and web service calls that can retrieve newly entered bills from the Energy Manager database and import them into the current Access program.	\$4,700.00
5	Energy Manager Software Training. Provide up to 4 hours of online training for ABAG staff two sessions. Training to include key aspects of data entry and maintenance of the database structure and billing information ("Getting Data into Energy Manager") as well as key aspects of Energy Manager's reports and graphs capabilities ("Getting Data out of Energy Manager").	\$1,350.00
6	Total Cost:	\$32,350.00

*Thank you for providing us the opportunity to assist you in your utility management efforts!
This quote will be honored at the stated prices for 45 days.*