Cross-Agency Resource-Sharing Committee (CARS)

Subcommittee Updates as of 3/1/2011

Subcommittee	Recommendation	Implementation Date	Next Steps	Updates/Notes
Utilities	1. Establish an Interagency Energy Technical Service Organization	Immediately	1. Revise ICEUM mission (January, 2010), 2. Identify agency lead representatives/management contacts and resource needs (January, 2011), 3. Develop interagency framework (February 2011), 4. Issue call for resources and commitments from agencies (February, 2011), 4. Establish subgroups (March, 2011), 5. Develop framework for information exchange (March,2011) 5. Begin work (March, 2011), 6. Conduct Quarter meetings (ongoing).	Underway, convening periodically to identify changes to participants, reporting, and key priorities. Key priorities for FY12/FY13 were identified in the CARS.
Executive Summary of Recommendations	2. Multi-Agency Energy Service Contract Agreement for Energy-Efficiency and Renewable Energy Retrofits	Mid Year FY12	1. Refine DGS developed contracting instrument for review by agencies, 2. Obtain agency sign-off to co-bid, 3. Develop agreement instrument for ESCO services, 4. Implementing finance and budget plan to allow ESCO financing to be carried on County and Agency budgets, 5. Bid and award ESCO contract(s) and independent M&V if needed, 6. Identify projects, 7. Begin construction.	RFP scope currently undergoing final stages of review. On schedule for RFP release late March or Early April 2011.
Detailed Recommendations Report	3. Consolidate Utility Billing	Post FY12	TBD	_____

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Utilities (Continued)	4. Interagency Energy Conservation Campaign	Mid Year FY11		A campaign is currently under development and an intern has been procured to assist in the development of campaign messages, materials, and communications processes. The first phase that is anticipated to launch in on Earth day 2011. First phase will consist of messaging through directors and dissemination of information on the value of energy savings in buildings. An additional push will be made at the beginning of the budget year. Phase 2 which may include recognition, web content, a model office and more aggressive messaging will require funds in FY12.
	5. T8 32W to 25/28W Fluorescent Retrofit	FY12	1. Review existing lighting contracts to ensure that quality replacement lamps are available, procure or amend contracts as needed. 2. Identify buildings for retrofits, 3. Spot-check ballast compatibility and illumination levels, 4. Identify source of labor and financing., 5. Execute project and establish ongoing group relamping schedule.	Sites and processes are being discussed amongst agencies.
	6. Building Operator Certification (BOC) Training	FY12	1. Monitor County implementation of BOC or equivalent program under ARRA grant. 2. Identify staff within agency to be trained. 3. Send staff to training, 4. Develop and implement process to track savings and benefits.	Program is under development with the Department of Economic Development's Workforce Solutions Group contractor. Initial stakeholder meeting to select curricula is being planned for March 24th, 2010 and agency energy leads will be invited.

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Utilities (Continued)	7. Expand/Enhance Cooperative Purchasing of Utilities	Post FY12	TBD	_____
	8. Establish a Energy-Efficiency/Renewable Energy Finance Fund to Reinvest a Portion of Savings from Retrofits	Post FY12	TBD	_____
	9. Participate in PJM Load Management Programs	Post FY12	TBD	_____
	10. Develop Multi-Agency Facility Sharing Plan to plan future facility use and combine efforts	Post FY12	TBD	_____
	11. Adopt Thin-Client or Similar IT architecture to reduce desk-top energy consumption	Post FY12	TBD	_____

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Fleet	1. Fueling/ Fuel Management System and Infrastructure Consolidation	FY12	Conduct a survey of each fuel site to identify specific fueling activities that can be combined and fuel sites to be eliminated. Prepare an amendment to CIP#451104, Fuel Management to add a standardized fuel management system to sites that are not already covered under the existing CIP as well as omit sites from the existing Fuel management CIP that would be targeted as part of the fuel site reductions. Evaluate existing CIPs to examine potential consolidation opportunities.	Due to budget, inclement weather and operational requirement, the Subcommittee has not conducted the survery yet. MCG is in the process of bridging MNCPPC Fuel Master contract for Phase I of the Fuel Management CIP. We should have the bridge in place in the next few weeks.
Executive Summary of Recommendations	2. Share Specialized Equipment Use/Towing	FY12	Towards the future look at the possibility of combining the different fleets into one bid to get better rates in towing services. Look at developing our own countywide request for the leasing / rent of specialized equipment	While the Subcommittee has not looked at one solicitation for all agencies, we currently have a Hertz Equipment Rental contract in place that allows all agencies to rent needed equipment from one contract.
Detailed Recommendations Report	3. Training Consolidation	FY12	The next steps for the Training Recommendation as follows: 1) Internal Agency training meetings/Analysis of training needs; 2)Agency Training Officer group meetings; 3) Formulate plan/implment initial pilot trianing program and review; 4) Roll out provision.	On Track
	4. Shared purchasing - combine bids for new vehicles equipment	FY12		

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Fleet (Continued)	5. Grants vehicles/equipment	Post FY12		_____
	10. CNG – Fast Fill			
	7. Shared maintenance space	FY12	Subcommittee members are meeting with legal counsel for all Agencies. Once challenges/obstacles are resolved, writing the MOU.	Subcommittee is still trying to work through the legal aspects of this recommendation.
	8. Emergency Communications	Post FY12		_____
	9. Parts Solicitation	FY12		
	11. Grants Applications	Post FY12		_____
	12. [a] Eliminate Redundant Inspections [b] Decrease Cost: Leased Tire Contract [c] Decrease cost: Use of Retreads on Rear Tires	Post FY12	Potential savings in FY12: [a] $942,240 [b] $100,000 [c] $100,000	On Track

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Administrative	1. Training Function and Service Consolidation	FY12	Implementation steps: Interagency Training Group to identify opportunities to consolidate a limited number of common training classes that can be offered on a consolidated basis in FY12. Also to identify opportunities to create/share online training tools that provide tracking and certification requirements across agencies.	
Executive Summary of Recommendations	2. Centralized P-Card vendor	FY11	MCG has signed its contract with JP Morgan Chase. M-NCPPC is preparing to execute contract documents with JP Morgan Chase later this fiscal year. HOC is continuing to explore this opportunity.	Estimated savings for FY12: $184,000. Estimated savings for FY13: $184,000.
Detailed Recommendations Report	3. Specialized Banking Services	FY12	Additional analysis is needed to identify savings (e.g. position reductions) or efficiencies that could be realized.	
	4. Centralize Employee Background Investigations	FY12	Determine: 1) level of fee for b/g check (MCPS=$54); & 2) if there is an adverse impact to recruitment for charging non public safety applicants;. Assess changes needed to personnel regulations, County Code, other policies to permit use of retirees and temporary employees for seasonal spikes in b/g investigations.	Estimated savings for FY12: $258,000. Estimated savings for FY13: $258,000.
	5. Consolidate Agency Security Patrol	FY12	No further action.	

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Administrative (Continued)	6. Centralize administration of specific functions: e.g. Payroll; Benefits; W2 Notification; banking services, Payments, etc.	Post FY12	Post MCG Implementation and stabilization the agencies will revisit. From discussion, A/P is identified as first area for further exploration. Planning may be initiated as early as the second half of FY12, after MCG ERP implementation is stabilized.	_____
	7. Have reciprocal agreements with Montgomery County agencies to allow easier transfer and recruitment of employees (e.g. existing arrangement between MCG and the MC Circuit Court).	FY12	N/A	
	8. Centralize &/or explore contracting opportunities for alcohol and drug testing programs	FY12	Review data and identify opportunities for cost savings, e.g. contract expansion if a lower per unit cost could be achieved. HOC has already piggy-backed on MCG contract.	
	This item was moved here from IT Subcommittee 9. Cross Agency Language Translation Services Cooperative - Moved here from IT Subcommittee for implementation	Phase I: FY12 Phase II: FY13	A joint MCPS/MCG Committee has been working on this issue and has already drafted an MOU.	
	New Item added by Exec. Committee 10. Implement a cross-agency cost-cutting strategy for Paper/Print/Mail use	FY12	Identify any further opportunities for cost savings as part of FY12 Budget.	Estimated savings for FY12: $955,000. Estimated savings for FY13: $955,000.

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Procurement	1. County Government Management of All Vehicle Purchasing	FY12	(1) Each agency will be assessing its vehicle purchase needs and requirements, current contract terms, and industry changes (2) With regards to duplicate contracts across multiple categories, we will review the initial listing of contracts to identify further opportunities and which agencies will lead on behalf of all the agencies for a particular category.	MCPS is currently using the County's small vehicle contracts (Pick-Ups and sedans), as well as Hybrid vehicle contracts. Each agency is currently identifying their respective vehicle and parts contracts. By the end of March, we will have compiled this listing for each agency and will provide that list to the Fleet subcommittee for their collective specification gathering and requirements analysis. Once the Fleet sub-committee has finalized specifications and requirements, our sub-committee will issue a cooperative aligning it with current contract expirations.
Executive Summary of Recommendations	2. Public School Management of Paper Purchasing	FY12	(1) MCPS as the lead will combine agency requirements into single solicitation document (2) Issuing solicitation and awarding contracts	MCPS combined agency requirements into a single cooperative Paper solicitation, including specification for 30% post consumer/50% recycled or better. The IFB has been issued and bids are due on 3/4/11.
Detailed Recommendations Report	3. Coordinated Purchasing of Environmentally Preferable Products	FY12	(1) The First EPP Product will be included in the paper solicitation to include a minimum of 30% unbleached post consumer waste (2) Identify opportunities for other EPP product solicitation consolidation and develop a priority listing.	The paper solicitation included a requirement for an environmentally friendly product (employing acid free manufacturing processes): Elemental Chlorine Free (ECF) or Total Chlorine Free (TCF). Mills must be able to demonstrate this, with independent audit as an option.
	4. Explore consortium purchasing of other potential goods and services such as courier and delivery services, alcohol drug testing, employee background investigations, cell phones and any other goods or services recommended by CARS committees	FY12	However, we will be discussing other recommended purchasing consortium items as a result of the CARS committee final approved recommendations such as leases, banking, office supplies, copiers, and others and will continue to seek opportunities for other ocnsortium purchases.	N/A as CARS subcommittees indicated no relaized savings for these particular items. Other products/opportunitties will be identified and placed under #1 above, and as stated is under FY12.

	New Item added by Exec. Committee 5. Cross-Training for Procurement Personnel	FY12	(1) For FY11, completed a cross-agency training on Green Purchasing including EPP (2) In Fourth Quarter FY11 coordinating another cross-training program in recognition of Purchasing Month in March (3)Second Quarter FY12 Develop long term plan for additional cross-training.	On March 25, 2011, IPCC agencies will be jointly conducting a Construction Cooperative Roundtable discussion with local, small construction firms. User departments have also been invited such as construction division in MCPS, DOT and DGS in Montgomery County, etc. Names of LSBRP construction firms have also been provided to Montgomery College, who will be hosting.

Subcommittee	Recommendation	Implementation Date	Next Steps	Updates/Notes
Employees & Retirees Benefit Plans	1. Consolidate the Employee Benefit Plan Offerings	FY13	This is a FY13 initiative that will require some longer term planning and study. The Benefits Workgroup will begin meet regularly to jointly address this and other cost savings and resources sharing opportunities	_____
Executive Summary Recommendations	2. Combine COBRA and Flexible Spending Plan Administration	FY12	Complete and issue the RFP. Evaluate responses and jointly agree on contract award.	On Track
Detailed Recommendations Report	3. Consolidate and Bring Payment of Retiree Benefits In House	FY12	The County needs to finalizes its plan for bringing payments in-house. Thje County and MCPS will meet regtularly over the next several months to jointly review staffing and resource needs and to develop the more detailed cost/savings analyis and logistical framework for this option.	Potential postponement until FY13
	4. Consolidate defined benefit retirement programs of county agencies under one program.	TBD	The Benefits Workgroup will continue to discuss and evaluate this opportunity.	_____
	5. Consolidate the Employee Benefit Plan Offerings (medical, dental, vision, prescription, life insurance, Flexible Spending Administration, COBRA administration, etc.) of County Agencies under one Administrative Unit that supports all county agencies.	Post FY12	This is a post- FY12 initiative and the Benefits Workgroup will continue to discuss and evaluate this opportuntiy.	_____

Subcommittee	Recommendation	Implementation Date	Next Steps	Updates/Notes
Employees & Retirees Benefit Plans (Continued)	6. Jointly develop Wellness and Disease Management strategies.	FY12	Major health vendors are working on an analysis of claims to identify the best opportunities for intervention. Vendors have been asked to prepare informaiton on risk assessment capabilities and the Benefits Workgroup will begin meeting with vendors after the first of the year to collaborate on developing targeted wellness strategies. Items to be considered include - conducting Health Risk Assemments to develop benchmark data, workplace wellness seminars and webinars, Health Advising and Vitrual Health coaching, On-site wellness campaigns,etc.	In Progress
	7. Jointly approach light duty and return to work strategies, and consider expanding the County Occupational Medical program as a resource for all County agencies.	Post FY12	Post FY 12 initiative, the benefits workgroup will continue to discuss and evaluate this opportunity	_____
	8. Currently benefits among county agencies are "comparable" but not the same. Consider a uniform plan design across agency lines whether or not the plans are consolidated.	Post FY12	Post FY 12 initiative, the benefits workgroup will continue to discuss and evaluate this opportunity	_____
	9. Consider combining drug and alcohol testing across agency lines, and explore the possibility of leveraging the contracts with health insurance vendors.	Post FY12	Montgomery County is currently developing an RFP for lab testing service, and the RFP will be shared with the Benefit Workgroup in early 2011 to identify drug and alcohol testing needs that could be met through the County arrangement.	_____
	10. Consolidate the County and MCPS (and perhaps other agency) processes to evaluate applications for disability retirement.	FY13	FY13 initiative. No action to date.	_____

Subcommittee	Recommendation	Implementation Date	Next Steps	Updates/Notes
Printing/Mail/ Documents	1. Records Management: Sharing New Knowledge and Best Practices	FY12	Form a Records Management oversight committee consisting of one member from each group	Nothing to report
Executive Summary of Recommendations	2. Share Scanning and Conversion Policy	FY12	Form a Records Management oversight committee consisting of one member from each group	Have been in communication with HOC.
Detailed Recommendations Report	3. Share Presorting Services/List Management	FY12	Write contract- estimate time 6 months	Scheduled meeting with vendor is March 30th. Previous meetings were canceled do to weather. Estimated cost savings in FY12 is $20,000.00 annually.
	4. Improve Training and Awareness Concerning Mail Shop Standards		Write contract- estimate time 6 months	Scheduled meeting with vendor is March 30th. Previous meetings were canceled do to weather. Estimated cost savings in FY12 is $20,000.00 annually.
	5. Enterprise Purchasing of Equipment Supplies	FY12	Write contract- estimate time 6 months	Paper IFB is due back on March 4th. We are anticipating an avoidance of 10% (mill increases) and a cost savings of $30,000.00 annually.
	6. Sharing New Knowledge and Best Practices	FY12	Form a oversight committee consisting of one member from each group	Nothing to report
	7. Pooling Printing Contracts	FY12	Write contract or print inhouse	We have seen a slight increase of jobs that were once printed on the outside brought in-house. We are hoping this trend continues since in-house printing is between 20% and 40% cheaper.

Subcommittee	Recommendation	Implementation Date	Next Steps	Updates/Notes
Printing/Mail/ Documents (Continued)	8. Reduce Administrative Barriers		Form an Records Management oversight committee consisting of one member from each group	Nothing to report
	9. Reduce Redundant Rerecords		Form a Records Management oversight committee consisting of one member from each group	Nothing to report
	New Item added by Exec. Committee 10. Central Printing Office	Post FY12		_____
	New Item added by Exec. Committee 11. Central Printing Office	Post FY12		_____

Subcommittee	Recommendation	Implementation Date	Next Steps	Updates/Notes
Information Technology	1. Mobile Data/Voice Contract Consolidation	Phase I: FY12 Phase II: mid-year FY12 Phase III: FY13	Project team members have been identified. Project sponsor is Sherwin Collette (CTO -- MCPS); project manager is Cary Kuhar (Director of Infrastructure & Ops -- MCPS). Project kickoff meeting has been scheduled to define the project charter, scope, schedule and deliverables. First in-scope activity will be to perform an interagency survey on mobile data/voice needs, usage, costs, and contract vehicles.	On Track
Executive Summary of Recommendations	2. IT Help Desk Services Consolidation	Phase I: FY12 Phase II: mid-year FY12	The project working group is scheduled to meet in mid-December to define project charter, scope, deliverables and timelines. The subcommittee's proposed implementation dates may change once the project plan has been developed.	On Track
Detailed Recommendations Report	3. Cross Agency Language Translation Services Cooperative	See Administrative Subcommittee	See Administrative Subcommittee	_____
	4. Interagency GIS Strategic Plan 2010 Implementation Phase	Phase I: FY12 Phase II: mid-year FY12	1. December 8, 2010, comment draft of GIS Governance structure recommendations to CIO Subcommittee; (2) December 17, 2010, comment draft of completed GIS Strategic Plan to CIO Subcommittee for review and approval; (3) January 2011, ITPCC review and approval of GIS Strategic Plan; (4) implementation begins.	On Track

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Information Technology (Continued)	5. Mobile and Wired Voice/Data Communications	Post FY12	To be determined.	_____
	6. Contractual and Procurement Cooperative/Consolidations	FY12	Procurement offices will need to generate IT related listings of services and providers, consolidate listing, identify overlap and duplications; determine potential for cost savings.	On Track
	7. Joint Use and Data Center Consolidations	Phase I: FY12 Phase II: mid-year FY12 Phase III: FY13 Phase IV: mid-year FY13	• Complete MCG BIA and portfolio assessment • Issue MCG BIA to MCCATS and LCATS vendors • Evaluate responses and cost proposals • Execute detailed BIA for MCG assessment • Evaluate BIA data collection and portfolio with business system priorities • Identify lessons learned from MCG BIA and identify changes to support multi-agency use • Identify correlation processes with each agency to determine synergies and data center optimization options	On Track
	8. Miscellaneous Other	Post FY12	To be determined.	_____

Subcommittee	Recommendation	Implementation Date	Next Steps	Updates/Notes
Facilities Executive Summary of Recommendations Detailed Recommendations Report	1. Sharing Existing Resources	FY12	Meet with Procurement Establish a composite listing of bridgeable contracts Convene a group to identify and establish management of such services	The sub-committee will meet to set this up.
	2. Implementing Best Management Practices for Real Property Assets		Establish a Maintenance and Operations Working Group for all Agencies	The sub-committee will meet to set this up.
	3. Evaluate building new facilities versus renovating existing facilities	FY12	Establish a Committee	The "shared project" concept will be further discussed at the next sub-committee meeting. Expanded roster of proposed projects will also be discussed.
	4. Simplifying Project Approval Process		Look to Senior Managers for guidance	The sub-committee is not actively pursuing this item. However, the issue continues to affect all agencies.
	New Item added by Exec. Committee 5. Expanded design and construction of Shared infrastructure support facilities	Post FY12	As Above, Establish Committee Identify Candidate Projects	MCPS and MCG have initiated discussions regarding several projects: • Children's Resource Center – MCPS directed its architect to perform several test fits for the proposed 332 Edmonston Drive site. They were reviewed at a meeting on 02/02/2011. A second meeting is scheduled with MCPS and DHS on 03/04/2011 to discuss options. • Combined Bethesda Middle School and Recreation Center. A meeting is being arranged to discuss feasibility. • MCG/DGS has directed its architect to perform several test fits for a combined MCG/MCPS bus depot. This work continues on another recently identified site.

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Space Utilization	1. Establish Quarterly Space Utilization Meetings	Immediately	Have call in to DTS requesting help	Meetings are scheduled, information is being shared among agencies about upcoming space requirements.
Executive Summary of Recommendations	2- Combined RFP for General Real Estate Services	FY12	Determine lead agency. Review examples from other jurisdictions. Talk to brokers who have participated in similar RFPs. Identify each agency's requirements. Identify and weight selection criteria. Draft RFP, review, finalize. Get legal review from all agencies. Transmit to PRO	Have spoken to one broker regarding their experience with RFPs of this nature. No further action taken.
Detailed Recommendations Report	3. Uniform Licensing Policies and Rates for Cell Phone and Fiber Tenants	Immediately	Consulting with DTS Tower Committee for technical advice. Decide whether to use a contractor for leasing and/or management of tower sites or handle in-house. If consultant is chosen, issue cooperative RFP.	Have met with and reviewed proposal of one vendor. No further action taken.
	New Item added by Exec. Committee 4.Consolidate Leasing	Mid YearFY12	Look for longer term lease consolidation possibilities.	Real estate consultant has reviewed lease list and does not see opportunity in near future for consolidation amongst leases.