

RESOLUTION FOR THE MINUTES

A RESOLUTION authorizing the Executive Director to implement a web-based system for the collection of written public comment.

WHEREAS, the Commission holds regularly scheduled public hearings at which it accepts oral and written comment four times each year; but written comments submitted at other times and by a variety of means (fax, email, hand-delivery, U.S. Mail, and delivery service) are an important way by which the Commission gathers input from the basin community – both on specific proposed actions and on issues of general concern relating to the basin’s water resources; and

WHEREAS, web-based software exists that can facilitate the submission of written comments and provide ready access and retrieval of these comments by interested parties, including members of the public, Commissioners and staff, once they have been submitted; and

WHEREAS, the Commissioners’ experience with web-based comment systems in their respective agencies has demonstrated the potential value of these tools for efficiently gathering and acknowledging the receipt of written comments, furnishing the general public and agency staff with access to them, and for the agency’s use in identifying and addressing issues of concern to users of the basin’s water resources; and

WHEREAS, the DRBC staff have reviewed and evaluated available software systems and have recommended that the web-based software known as SmartComment be deployed to improve the Commission’s procedures for gathering, providing access to, organizing and responding to written public comments; now therefore,

BE IT RESOLVED by the Delaware River Basin Commission that:

1. The Executive Director is authorized to enter into a contract for the utilization of the proprietary software known as SmartComment, based on the monthly pricing schedule furnished by the software company. The contract will be for a one-year trial period and may be extended or renewed by the Executive Director, within annual budget limitations.
2. Assuming a volume of 1,000 to 3,000 written comments per year, the estimated monthly cost for use of the SmartComment system is \$2,000.
3. In accordance with Section 14.9(5) of the Compact, the competitive bidding provisions of the Compact are hereby waived in view of the specialized and professional nature of the services to be procured.

This amendment shall take effect immediately.

Adopted: March 15, 2017