



# Council Communication

Office of the City Manager

Date

September 24, 2007

Agenda Item No. 39

Roll Call No. 07-

Communication No. 07-585

Submitted by: Merrill Stanley, Deputy City  
Manager

## AGENDA HEADING:

Approving the issuance of a Request for Proposals to provide strategic planning consulting services to assist in the development of an Information Technology Strategic Plan.

## SYNOPSIS:

Approving the issuance of a Request for Proposals (RFP) as a competitive process leading to the selection of a consultant to assist city staff in the preparation of a strategic plan that will be used to guide technology decisions over the next three to five years.

## FISCAL IMPACT:

Amount: To be determined. Estimated to be less than \$100,000.

Funding Source: Fiscal Year 2007-08 Operating Budget, Information Technology Department, Network and Operations, GE001 / IFT010100 (page 197).

## ADDITIONAL INFORMATION:

Information Technology services are critical to the mission of all city departments. These services can be delivered in a variety of ways with new methods being developed continuously. The last IT strategic plan was prepared over ten years ago and many changes have occurred during that time, both to the city's IT structure and even more to the IT industry in general.

The city is at a critical juncture, with a list of many perceived needs for hardware and software upgrades. It is staff's belief that the city's interest would be best served by investing the time and money to thoroughly review and evaluate possible courses of action, and set an overall direction for the department and identify the best means of achieving desired outcomes. It is staff's recommendation that consultants experienced in technology matters be engaged to assist in an evaluation of the broad range of city IT applications and prepare a roadmap for future IT decisions. Staff would expect that the consultant's recommendations would derive from an in-depth knowledge of IT issues and exposure to a wide range of IT solutions in a government setting.

The objectives of the IT Strategic Plan would be to:

- 1) Conduct a review of current and projected needs of the various user departments of IT services (including the IT Department) including cost estimates.
- 2) Analyze the current state of systems and hardware.
- 3) Analyze the internal skill sets and capabilities of the current IT staff.

- 4) Review the options of providing IT services by various methods including the advantages and disadvantages of each approach and cost estimates.
- 5) Produce an overall strategic plan addressing these issues.
- 6) Produce a sequential plan for implementation of the recommended strategic plan.
- 7) Design and produce a documented Software Acquisition Process for the City

The selected consultant will be expected to produce a strategic plan within ten weeks of contract execution.

**PREVIOUS COUNCIL ACTION(S):**

Date: August 19, 1996

Roll Call Number: 96-2929

Action: Professional Services Agreement with Public Technology, Inc., (PTI), to provide consulting services for City's Information Technology needs. (Council Communication No. 96-340). Moved by Vlassis to receive, file and adopt the recommendations contained in the Council Communication No. 96-340. Motion Carried 7-0.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

Council approval of consultant selection and contract.