



# Council Communication

Office of the City Manager

<b>Date</b>	December 17, 2007
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<b>Agenda Item No.</b>	<b>55</b>
<b>Roll Call No.</b>	<b><u>07-</u></b>
<b>Communication No.</b>	<b><u>07-750</u></b>
<b>Submitted by: Michael Matthes, Assistant City Manager/Interim IT Director</b>	

## AGENDA HEADING:

Approving proposal for the provision of IT Strategic Planning Services and authorizing the City Manager to negotiate and execute a contract with Plante Moran, PLLC, not to exceed \$135,000.

## SYNOPSIS:

Approval of the proposal from Plante Moran, PLLC (Adam Rujan, Partner, 27400 Northwestern Hwy, Southfield, MI), and authorizing the City Manager to complete negotiations and to execute the contract when completed.

## FISCAL IMPACT:

Amount: \$135,000 (not to exceed)

Funding Source: FY 2007-2008 Operating Budget, Page 196, Information Technology Operations, Other, IFT 010000

## 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.

As a result of a formal Request For Proposals (RFP) process, City staff recommends entering into a contract with Plante Moran, PLLC, Adam Rujan, Partner, 27400 Northwestern Hwy, Southfield, MI), for the provision of consulting services that will produce a strategic plan for the Information Technology Department. Twenty-Two (22) firms were mailed the RFP, (6) six responded. This request asks the City Council to approve the Plante Moran proposal, set a not-to-exceed amount of \$135,000, and authorize the City Manager (or his designee) to finalize the contract and then to sign the resulting document on behalf of the City.

At its September 24, 2007 meeting, the City Council approved the release of a Request for Proposals (RFP) to provide consulting services to develop an Information Technology Strategic Plan. Six proposals were received and reviewed by a cross-departmental staff team.

Those proposals were scored by the staff team on 5 criteria including:

- Responsiveness to the RFP
- Capability to perform required services
- Evidence of ability to perform
- Cost
- Local preference

Two firms were then interviewed via telephone and references were contacted. As a result of this work, it is the determination of the staff team that the proposal from Plante Moran is the most advantageous to the City.

The RFP calls for the successful bidder to accomplish eight (8) objectives:

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 internal skill sets and capabilities of the current IT staff.
3. Analyze the current state of systems and hardware.
4. Review current and recommended IT services and applications and provide recommended delivery methods with cost estimates/analysis and a list of advantages and disadvantages for various alternatives. Examples of delivery methods include in-house vs. contracting in varying degrees.
5. Review and provide a recommendation regarding centralized vs. de-centralized (departmental) maintenance and support. This would include intergovernmental collaboration with entities such as, Polk County and Des Moines Water Works.
6. Produce an overall strategic plan addressing these issues.
7. Produce a sequential plan of implementation of the recommended strategic plan.
8. Design and produce a documented Software Acquisition Process for the City.

#### **PREVIOUS COUNCIL ACTION(S):**

Date: September 24, 2007

Roll Call Number: [07-1854](#)

Action: [Issuance](#) of a Request for Proposals (RFP) to provide Strategic Planning Consulting Services for assistance in development of an Information Technology Strategic Plan. ([Council Communication No. 07-585](#)) Moved by Vlassis to approve; City Manager to provide a list of all existing IT contracts and any penalties for cancellation. Motion Carried 7-0.

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

#### **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

Completion of the contract, report to City Council to receive and file Information Technology Strategic Plan.