



Staff Report

File #: TMP-1438, **Version:** 1

MEETING DATE:

September 22, 2020

SUBJECT:

RESOLUTION NO. 2020-8815 - AUTHORIZING AWARD OF A CONTRACT AND DELEGATING AUTHORITY TO THE CITY MANAGER TO NEGOTIATE, FINALIZE, AND EXECUTE A CONSULTANT SERVICES CONTRACT AND ALL RELATED DOCUMENTS WITH EXIGENT SYSTEMS INC.

Recommendation

ADOPT a resolution authorizing the award of a consultant services contract and delegating authority to the City Manager to negotiate, finalize, and execute a consulting services contract and all related documents to Exigent Systems Inc..

Board or Commission Action

Not applicable

Relevant Council Strategic Theme

Good Governance

Relevant Department Goal

Strategic Planning

Executive Summary

City staff publically solicited and reviewed responses to a request for proposals to provide Enterprise Application services. The contract will provide for specialized technical expert professionals who have the knowledge and expertise to support various third party vendor software enterprise applications utilized Citywide for day to day business operations on an on-going basis. Staff is seeking City Council approval to award the contract to Exigent Systems, Inc.

Discussion

City staff utilizes third party enterprise applications to conduct City business on a daily basis. These enterprise applications are used for many purposes including, but not limited to, financial management, records management and imaging, public works asset and work order management, and permit processing. To continue to improve customer service, implement continuous improvement, and adhere to standardized and collaborative solutions, a dedicated technical expert is needed to act as the enterprise application subject matter expert to support City staff. To that end, a Request for Proposals (RFP) for consultant services for the Enterprise Application Subject Matter Expert was publicly advertised on April 21, 2020.

On May 19, 2020, the City received five proposals, as follows:

1. etech-360
2. SoftHQ, Inc.
3. eJangar, Inc.
4. Exigent Systems Inc.
5. Zion Cloud Solutions LLC

Each proposal was evaluated based on the criteria contained in the Request for Proposals which included, but were not limited to; completeness, qualification and experience, understanding and organization, approach, etc. After review of the proposals, evaluation, and interviews conducted by City staff, Exigent Systems Inc. was determined to be the best qualified and highest ranked firm to provide service.

Staff recommends authorizing the award of a multi-year consulting services contract for a period not to exceed eight (8) years to Exigent Systems Inc. for the provision of professional services, and authorizing the City Manager to complete negotiations, finalize, and execute the consulting services contract and any amendments or other documents related thereto in accordance with SMMC Chapter 2.30.

Fiscal Impact

The initial annual contract amount will not exceed \$300,000 and allows for an increase of no more than 3% for each subsequent year. The cost of these services will be budgeted annually in the Information System Department Operations & Maintenance Budget.

Attachment(s)

Resolution 2020-XXXX

Prepared by: John Taitano, Acting Chief Innovation Officer

Submitted by: Lisa Fowler, Finance Director

Reviewed by: Michelle Bender, HR/Risk Director/Deputy City Manager

Approved by: Jack Griffin, City Manager