



## Authorize Information Technology Outsourcing Services

Consent

**Prepared by:** Katie Brunetti

**Attachments:** No

**Approved by:** James Corless

**Referring Committee:** Policy & Innovation

### **1. Issue:**

Approve the release of a Request for Proposals (RFP) for Information Technology (IT) outsourcing.

### **2. Recommendation:**

The Policy & Innovation Committee unanimously recommends that the Board of Directors authorize the Executive Director to: (1) release an RFP for IT outsourcing; (2) authorize the Executive Director to select a consultant; and (3) negotiate and execute a contract with the selected consultant.

### **3. Background/Analysis:**

Prior to 2018, SACOG had full-time IT staff. As technology has evolved and outsourcing options have improved, SACOG decided to outsource most of its IT functions, with a management analyst overseeing consultants. In 2018, the board approved the release of an RFP for IT consulting services. SACOG entered into a contract with Network Design Associates in January 2019 to provide these services for the agency. That contract concludes in January 2024. Consistent with SACOG's practice to go out to bid every five years, staff is seeking to release another RFP to solicit proposals to continue to meet the IT needs of the agency.

### **4. Discussion/Analysis:**

Staff is recommending the release of an RFP to solicit proposals from qualified consultants who could meet a range of SACOG's IT needs. Staff would provide detailed technical qualifications and specifications in the scope of work, but the services would include:

- support end users remotely and on-site (as needed)
- provide ongoing network security
- network administration
- identify and manage IT system vulnerabilities and risks
- maintain the network and recommend changes to hardware, systems, policies, and processes, as needed
- ensure backup systems, security patches, and virus and malware updates occur
- manage and schedule hardware replacement
- consult and advise on how technology can help SACOG meet its operational goals

The recommended term of the contract is three years, with two optional one-year extensions. Staff proposes setting an initial RFP value not to exceed \$250,000 for the first three years.

**5. Fiscal Impact/Grant Information:**

The budget for IT outsourcing is included in the final 2023-2024 Budget and OWP.