



**Government Relations and Public  
Affairs Committee**

**Meeting Date:** 11/5/2018

**Agenda Item No.:** 2018-November-5.

**Subject:** Information Technology Outsourcing Services (Est. time: 5 minutes)

**Action**

**Prepared by:** Erik Johnson

**Approved by:** Erik Johnson

**Attachments:** No

**1. Issue:**

Should the board approve the release of a Request for Proposals (RFP) for Information Technology (IT) outsourcing?

**2. Recommendation:**

That the Government Relations and Public Affairs Committee recommend that the board 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:**

Currently, SACOG staff perform all of SACOG's IT services internally. With the growing complexity of IT, and the cost-benefit of staff performing work versus outsourcing it, staff is considering a range of outsourcing options for IT.

**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 \$225,000 for the first three years.

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

This cost would be absorbed within the existing budget. As staff are moved on to other projects, there may be potential savings resulting from outsourcing.

**6. This staff report aligns with the following SACOG Work Plan Goals:**

10. Strengthen Internal Functions and Protocols